

# **OUACHITA PARISH, LOUISIANA**

## **2013 ANNUAL OPERATING BUDGET**

### **POLICE JURORS**

<b>SHANE SMILEY, President</b>	<b>DISTRICT E</b>
<b>WALT CALDWELL, Vice-President, Finance Committee Chair</b>	<b>DISTRICT C</b>
<b>SCOTTY ROBINSON</b>	<b>DISTRICT A</b>
<b>MACK CALHOUN, Public Works Committee Chair</b>	<b>DISTRICT B</b>
<b>OLLIBETH REDDIX</b>	<b>DISTRICT D</b>
<b>PAT MOORE, Personnel Committee Chair</b>	<b>DISTRICT F</b>

### **Department Heads**

<b>BRADLEY N. CAMMACK, CPA, Treasurer</b>	<b>JAY MITCHELL, A.D.A., Legal Counsel</b>
<b>PATRICK HEMPHILL, District Fire Chief</b>	<b>STEVE McADAMS, Heath Unit</b>
<b>JOHN TOM MURRAY, Public Works</b>	<b>ROBIN TOMS, Public Library</b>
<b>LAMAR ANDERSON, Juvenile Detention Home</b>	<b>SHANNON RIDER, Mosquito Abatement</b>
<b>JULIA KIRBY, Corrections Coordinator</b>	<b>CRAIG LOTT, 911 Communications District</b>
<b>TRACY HILBURN, Homeland Security</b>	<b>DEPUTY HACK TULL, Animal Control</b>
<b>MAJ. PATRICK JOHNSON, Warden, O. C. C.</b>	
<b>DORETHA BENNETT, Workforce Investment Board and Section 8 Housing</b>	

# GOVERNMENTAL FUNDS

## ANNUAL OPERATING BUDGETS

2012 AMENDED \* \* \* 2013 ADOPTED

The Budget Committee and Treasurer are pleased to present the annual operating budgets for the various funds and departments for the 2013 Operating, Capital Improvement, Debt Service and Internal Service budgets for the Ouachita Parish Police Jury. This recap summarizes the most significant factors included in the 2012 Amended and 2013 Adopted budgets and includes the revenue and expenditure assumptions. The parish's resources include a wide variety of revenues that are designed to protect the community's physical security, improve its physical condition, and enhance the quality of life for its citizens.

After very careful consideration of the needs of the parish, we have prepared the following budgets in a manner that we feel will meet those needs and maintain sufficient funds available for future periods. I am confident that all decisions were considered in light of their impact on future years in a manner that continues to provide basic public services in support of a healthy, secure, safe, and very livable community, while at the same time, protecting the fiscal integrity of the parish.

Here are some highlights...

### General Financial Conditions

- As stated last year, the nation's economic crisis has had an impact upon the budgets under the umbrella of the Police Jury, and is beginning to have a significant impact on the services provided by the Parish due to cuts in funding from Federal and State agencies. Although energy and fuel costs have risen, the largest expenditure category for the budgets remains personnel costs. The Jury has allowed departments to include a cost of living adjustment within their budgets in the amount of 2%. Unfortunately, personnel related benefits such as health insurance and retirement have seen major increase for the year 2012, and it appears that the increases in retirement are here to stay for the short term, and the increase in health insurance is here to stay for the long term.

As part of the budget process each year, the Jury reviews a variety of information related to salaries and wages of its employees. In general, this review continues to indicate that our employees are at or below prevailing levels in the workplace for their level or responsibility or longevity. Retirement provisions for Parish employees are dictated by state law and the funds are administered at the state level. The Jury is largely limited to a role of funding the requirement. Since the various retirement programs remain defined benefit, the low interest rate environment continues to result in very substantial increases in that funding requirement. Based on present projections it is entirely possible that the next budget will not allow any provision for cost of living increases.

- Using conservative practices in the past few years, the elected officials have been able to maintain the General Fund in a positive cash flow position while meeting all demands placed upon the fund by State laws that mandate support for a variety of "reasonable and necessary" expenses of the local Judiciary system as well as other Parish-level officials. The Police Jury's General Fund will not be able to maintain that trend for 2013, which has a budgeted deficit of \$231,498.

## **Roads and Drainage**

The Ouachita Parish Public Works Department performs maintenance on gravel and hard surface roads totaling 874 miles. This includes roadside drainage and mowing.

Sales tax received in 2011 totaled \$5,812,075 which was \$190,158 above expectations. The budgeted amount for sales tax collection in 2011 was \$5,621,917.

Sales tax received in 2012 totaled \$6,368,749 which is \$746,842 over the original budget of \$5,621,917. This amounts to an increase in collections of almost 10%. Part of this increase is due to a portion of sales tax receipts being incorrectly reported to other taxing bodies in 2011.

A 3% increase was included in the original 2013 budget.

The portion of the sales tax remitted to the Town of Sterlington per the agreement between the town and the Police Jury amounted to \$273,689 in 2011. However, \$14,237 was returned due to incorrect reporting.

The transfer for 2012 should be \$201,594. The town, in return performs all maintenance on streets and drainage within the town limits. The agreement was amended in 2012. Beginning in 2013 the amount transferred to the town will decrease to half the amount collected within the town limits, or ½ cent.

The Public Works Department completed the 2012 Chip Seal/Overlay Program which consisted of work on 6.7 miles of roadway. Another 2.9 miles was improved under the Road Reconstruction Program. Total material cost for the two programs was \$558,114.

A total of \$552,500 has been budgeted for chip seal and road rehabilitation in 2013 from the Public Works budget. An additional \$100,000 has been budgeted for gravel road improvement. This funding came in total from the Police Jury's General Fund. This will be the first gravel road improvements since 2010.

Contract paint striping of parish roads was furloughed in 2012. \$150,000 has been budgeted for contract paint striping in 2013 with all the funding coming from the Public Works budget.

A total of 14 timber bridges have been replaced with concrete structures as a result of the stimulus funds made available as a result of the American Recovery and Reinvestment Act of 2009. Funding provided through the Federal Off-System Bridge Replacement Program along with stimulus funds has made the reconstruction of several bridges possible. Bridge replacements are prioritized through the Federal Off-System Bridge Replacement Program and administered by the Louisiana Department of Transportation and Development. Four bridges were reconstructed in 2011 and a fifth completed by early 2012. The structure on Hadley Street over Young's Bayou is almost complete and is expected to be open by spring of 2013.

The Public Works Department completed replacement of the timber structure on Lee Gates Road in early 2012. Work has begun on replacing the timber structure on Ike Kelly Road. With the exception of a contractor driving the piling, this bridge will also be replaced by Public Works manpower.

## **Fire Protection**

- The Ouachita Parish Fire Department is the agency of first response to emergencies reported within its jurisdiction, which includes the entire Parish of Ouachita with the exception of the cities of Monroe and West Monroe. The department maintains a balanced budget with primary funding sources of an Ad Valorem tax and a sales tax. The Ad Valorem tax of 19.11 mills was rolled back to 19.00 mills in 2012. It is projected to generate \$8,509,250 in 2013. The one-cent sales tax remains fairly constant and is projected to generate \$5,527,500 in 2013. The Police Jury has chosen to set aside capital funds in a Fire District No. 1 Capital Outlay Fund each year starting in 2006. All firefighting apparatus, vehicles, and major equipment purchases are made from this fund. The Capital Outlay Fund for FY2013 is expected to have a balance of \$4,736,408 at 12/31/13.

## Library

The Ouachita Parish Public Library System operates ten library branches throughout the parish as well as a bookmobile and van that provide outreach services to schools, day care facilities, nursing homes, retirement communities, assisted living facilities, apartment complexes, homebound, senior citizens and others in need of library services. All of the library's facilities are well-used by the public. Currently, a total of 74,390 citizens are active registered borrowers of the library system, having used their library cards to borrow materials at least once during the past three years. From January through November, 2012, the library system circulated a total of 887,665 items to registered borrowers.

The library's materials collection consists of 444,052 total items including books, DVDs, videos, recordings, e-books, audio e-books, periodicals, art prints and more.

The Ouachita Parish Public Library is state and nationally recognized for the outstanding library programs offered to the citizens of our parish. Program attendance during the first eleven months of 2012 included a total of 1,497 programs held for all ages throughout the system with 65,068 people attending.

2012 marked the 10<sup>th</sup> year that OPPL has conducted "River Reads", our community-wide adult summer reading program that encourages citizens to read the same book and then attend a library program and participate in dialogue, discussion and activities that widen the understanding of the book's topic. This year's "River Reads" book was written by a familiar local author, William "Bill" Caverlee, a freelance writer who has lived in Monroe, LA for most of his life. Mr. Caverlee is a contributing writer to *The Oxford American*, and his writings have also appeared in *The Christian Science Monitor*, *Cimarron Review*, *The Florida Review*, and *Louisiana Literature*. His work is familiar to readers of our local daily newspaper, the *News Star*, as he is a regular contributing columnist. *Amid the Swirling Ghosts and Other Essays* is his first book and it was selected from among dozens of titles nominated by the public and library staff members. Many of the stories in the book are set in northeast Louisiana and include references to local landmarks which made it even more intriguing for our readers. The public was delighted to have Mr. Caverlee attend and participate in many of our "River Reads" programs and events. Our 10<sup>th</sup> Anniversary summer of "River Reads" was one of our most successful ever.

In November, 2012, the Ouachita Parish Public Library System received one of its highest honors to date when it was named as a 2012 *Library Journal* Index Star Library and received the highest ranking granted of 5 stars, while being ranked sixth in the nation among public libraries with budgets ranging between \$5,000,000 and \$9,999,999. Our library system has one of the highest per capita uses of public Internet computer use in the nation.

The library receives the majority of its funding from local sources, primarily from a dedicated ad valorem tax millage and from self-generated funds for fines, fees, gifts and donations, interest earnings and other local sources. State Revenue Sharing funds to replace tax monies lost due to the state's Homestead Exemption make up another large percentage of our budgeted revenues. In 2012, funding from the State of Louisiana in the form of State Aid to Public Libraries was totally eliminated from the state's budget. In a time of declining revenue from state and federal sources, it is more important than ever to have stable funding at the local level to provide the quality of library services, facilities, materials and programs the citizens of Ouachita Parish have come to expect from their parish public library system.

With another productive and successful year behind us in 2012, the library board and staff look forward to providing excellent library services to the citizens of Ouachita Parish in 2013.

## **Mosquito Control**

Ouachita Parish experienced a rather tumultuous year in relation to vector borne diseases, primarily the West Nile virus, in 2012. However, we were not alone in this as most of Louisiana and many parts of the country faced extreme arboviral disease conditions this year. With nearly 1500 mosquito pools being tested this year in Ouachita Parish, 218 of those pools returned positive for West Nile virus while zero returned positive for SLE and zero returned positive for EEE. This translates to Ouachita Parish maintaining minimum infection rates (MIR) of higher than seven for nine weeks. Seven is the MIR at which human transmission can historically begin to be seen in Ouachita Parish.

Ouachita Parish Mosquito Abatement District responded to these numbers in several ways. Once we saw our infection rates start to climb after the first positives were reported, we began to take immediate action in the affected areas by increasing our spray rotations in those areas with the spray trucks and with an increased dosage rate of active ingredient in the chemical. We incrementally increased this dosage from .0025 lbs. AI/acre to .0031 lbs. AI/acre.

The second and more forceful method was to treat the affected areas by air. The first time our MIR was over seven we immediately responded with the airplane. This treatment continued throughout the summer as our infection rates continued to rise. We treated 751,670.16 acres in 2012 by air at a cost of \$488,614.86 (contract cost). We were able to accomplish this without reaching into our emergency disease control fund due to the fact that we had an established cash fund balance. A partial reason for the increased fund balance was because we had not seen any disease presence within the last two to three years and had not had to spend our budgeted allowance on aerial control.

Our immediate response to the presence of West Nile was beneficial to the parish as Ouachita's human case count was significantly lower than the counts of other areas statewide of like composition and infrastructure. Though each case is extremely difficult for us to learn of and we take each of them very seriously, we were very fortunate in Ouachita this year to only have had three human cases of the neuro-invasive type of West Nile virus. In addition, we had six fever cases and zero asymptomatic cases. There were no human cases of SLE or EEE. We did have one case of WNV in a horse and one case of EEE in a horse.

In addition to the significant increase in disease, we also experienced a hurricane at the end of August. We responded to the hurricane and the post-storm mosquito emergence by air treating 190,983.80 acres. The substantial amount of acreage treated post hurricane was due to the extreme amount of disease present this year.

All of these control measures did come at a cost requiring us to amend our budget for chemicals and contract cost. We added an additional \$500,000 to our operating budget for chemicals from our cash fund balance. We also added an additional \$250,000 to our operating budget for contract cost.

What does this mean for 2013? No one is certain as of yet. We are still not yet certain of the dramatic spike in disease this year. Preliminary research at LSU has shown there has been no mutation of the virus and that we are still combating the strain that developed in 2002. One speculation is that we did have a naïve bird population this year that had no exposure to the virus over the previous two years. In addition, 2012 could have been just a preliminary to what we might see next year. Over several state parishes, Ouachita included, the trend is showing that what happened in 2012 was just an introduction for 2013.

## **Juvenile Justice**

The Green Oaks Juvenile Detention Center's Ad Valorem Tax will be levied for 2012 at 2.64 mills which is below an approved 2.91 mills. The present millage will expire December 31, 2015.

In 2012, the detention center constructed a classroom building. The funds for this construction came from funds left over from the 1996 construction of the new detention center and the 2012 operating budget year end fund balance. The fund balance of the Juvenile Detention Center is expected to be \$5,753,213 at 12/31/2013. In order to relieve the tax burden, the Police Jury has intentionally allowed the district to run a deficit, while levying less millage than approved.

The State of Louisiana has recently completed a new licensing requirement for Detention Centers. The Detention Center has been reviewing procedures and infrastructure in order to make sure that the Center will be in compliance with the new requirements. Management feels that the Detention Center will be able to fully comply with the new licensing requirements.

## **Ouachita Correctional Center (OCC)**

- The OCC budget is supported by an 9.20 millage and revenue from the State of Louisiana for State inmates (DOC inmates) held at the facility. The original 2012 OCC budget was based upon 270 DOC inmates, and the revenue generated of \$2,403,635. There has been a lot of local, inter-government discussion concerning the need for increasing the number of DOC inmates. And, fortunately with all parties working together, it appears that the average number of DOC for 2012 will be 330. The extra 60 DOC inmates account for \$534,141 of additional revenue for the OCC fund.

The Ad Valorem millage of 9.20 for operations was just approved by voters and is the combination of a prior 8.60 millage operation tax and a .60 millage that was dedicated for future capital outlay improvements. The 8.60 mill and .60 mill taxes expired in 2011. The newly approved 9.20 mill tax will expire in 2016. OCC had experienced several years of deficits, but an effort to increase bed space is paying off. All parties in the judicial system have been acutely aware of the cost of operating an adult jail, and every effort is being made to move non-sentenced detainees through the judicial system while maintaining the detainees' due process.

State law dictates responsibilities for both the Police Jury and the Sheriff regarding provision and staffing of a local jail. In the event the fund balance is depleted and the voters decline to approve the a millage for OCC, the General fund will be the only source of funding available to fulfill the Police Jury portion of those obligations in the amount of approximately \$3.5 million. Given the General Fund already has a planned deficit, and unobligated balance of less than 3 months of normal expenses, the financial condition of the OCC fund represents a substantial risk to the general parish government.

## **Health Unit**

- During 2012 the Office of Public Health (OPH)/Ouachita Parish Health Unit provided clinic services to over 21,000 patients including the issuance of \$3,700,000 in WIC vouchers. Immunization records were retrieved and printed for 3,500 residents. Sanitarian Services made 6,485 field visits during the course of completing among other duties 4,234 retail food inspections, 440 institution inspections (day care centers, schools, detention centers, hospitals and clinics, and public buildings), reviewing, permitting and approving the installation of approximately 541 individual sewage systems and conducting more than 188 private premise inspections for home sale or complaint investigation, and collected 1132 drinking water samples. The State OPH budget for staffing and operating costs for Ouachita Parish in 2012 was approximately \$2,300,000. Parish millage funding expended for Health Unit operations was approximately \$500,000.

## **911 Communications District**

- The 9-1-1 Communications District is funded by a monthly surcharge on telephone customer fees. These surcharge rates vary from 85 cents for wireless telephone customers, 2% of the base rate for prepaid wireless customers and 3% for landline customers. In 2013, the District projects to receive \$1,120,000 from wireless telephone service providers, \$147,000 from prepaid wireless service providers and \$508,000 from landline telephone service providers. The total expenditures for 2013 are anticipated to be \$1,584,120. All expenditures will be used solely for the implementation and operation of 9-1-1 communications services.

The Communications District provides call-taking services and 9-1-1 communications equipment for the Monroe Police Department, West Monroe Police Department, Ouachita Parish Sheriff's Office, American Medical Response, Ouachita Parish Fire Department and Monroe Fire Department. The Communications District implemented Enhanced 9-1-1 Service in 1990. Wireless Phase II (FCC order # 92-102) service was fully implemented in September of 2006. Continuing maintenance of the wireless location service and Geographic Information System is necessary to insure location accuracy levels are in compliance and insure 9-1-1 calls and responders are routed to the correct locations.

A New World Systems, Computer Aided Dispatch System is in the process of being implemented for 2013. This CAD System will enhance emergency response by validating and prioritizing response data. The mobile portion of the CAD system will give the responders the ability to send and receive data while responding to emergencies.

In an effort to enhance emergency response, the District is operating an Enterprise Geographic Information System. This system is an intelligent mapping system that is used to display 9-1-1 caller locations, along with aerial photography, structure addresses, transportation infrastructure and jurisdictional boundaries. The Communications District and the Ouachita Parish Assessor's Office are currently the only members of the Enterprise GIS. In 2013 we would hope that other entities will join the Enterprise GIS, hosted by the Communications District.

## **FUND BALANCES:**

The amended budget for 2012 and the adopted budget for 2013 have been prepared to consider utilizing available operating revenues and fund balances as follows:

### **1. GENERAL FUND**

The fund balances for the years ended December 31, 2012 and 2013 are anticipated to be \$4,308,203 and \$4,076,705 respectively. You will see the consolidated General Fund in Section 3 of this book. The consolidated General Fund includes funds that have been set aside by the Police Jury for specific projects or anticipated needs, such as School-Based Clinics, Drainage and Litter programs, Cemetery maintenance and a new Pump Station Utility Fund. This fund will function as a reserve for large unforeseen utility expenses related to the operation of the pump stations in a major flood situation. To begin building the fund's reserves, the Jury has voted to appropriate \$20,000 annually beginning in 2011. The anticipated annual utility expenses are \$10,000, therefore accumulating \$10,000 in reserves each year. The Jurors recognize the importance of keeping the General Fund in a positive cash flow position and hold monthly Finance Committee meetings to receive monthly updates in order to stay abreast of the General Fund's status.

2. **PUBLIC WORKS**

The anticipated fund balance is \$1,495,110 at 12/31/2013.

3. **CAPITAL OUTLAY ROAD PROGRAM**

There is \$1,800,000 budgeted for road surfacing projects in 2013. The fund balance will be reduced to \$271 by 12/31/2013.

4. **FIRE PROTECTION DISTRICT**

The fund balance anticipated for December 31, 2013 is \$14,602,999.

5. **PARISH LIBRARY**

The anticipated fund balance is \$7,612,804 at 12/31/2013.

6. **GREEN OAKS DETENTION**

Green Oaks is anticipating \$5,753,213 fund balance at 12/31/2013.

7. **CRIMINAL COURT FUND**

The Criminal Court Fund maintains a zero fund balance since the Fourth Judicial District Attorney supplements the fund's deficit. The District Attorney continues to work diligently with other local jurisdictions on new ways to increase revenues and decrease expenses to keep the Criminal Court Fund adequately funded.

8. **MOSQUITO ABATEMENT FUND**

The fund balance for the Mosquito Abatement District at 12/31/2013 is anticipated to be \$2,458,447 with on-going positive cash flow and the Emergency Disease Control Fund has been allocated a total of \$1,000,000 from the Operations Fund since its inception in 2009.

9. **CORRECTIONAL FACILITIES FUND**

The fund balance for 12/31/13 is anticipated to be \$9,404,754.

10. **HEALTH UNIT AND ANIMAL CONTROL FUNDS**

**HEALTH UNIT** – The anticipated fund balance at 12/31/13 will be \$1,682,630. The Police Jury has been setting aside some of the operating funds into a Capital Outlay Fund for future capital needs. In 2013 \$350,000 has been budgeted for a roof replacement out of these funds. The total in the Capital Outlay fund at 12/31/2013 will be \$133,567.

**ANIMAL SHELTER** – The fund balance at 12/31/12 is anticipated to be \$614,954 and positive cash flow is expected.



11. **COMMUNICATIONS DISTRICT FUND**

The Fund Balance for the 911 District at 12/31/2013 will be \$2,980,150 with on-going positive cash flow.

12. **OTHER SPECIAL REVENUE FUNDS**

Other special revenue funds have not experienced material fluctuations in revenues, expenditures and the resulting fund balances; thus a written detailed descriptive analysis is not included in this message.

<b>Description</b>	<b>General Fund</b>	<b>Special Revenue Funds</b>
Fund Balances 12-31-11	\$4,154,921	\$56,368,790
Estimated Revenues 1-1-12 thru 12-31-12	6,161,188	64,904,586
Estimated Expenditures	5,642,750	66,941,322
Other Financing Sources (Uses)	(365,156)	(918,245)
Fund Balance 12-31-12	4,308,203	53,413,809
Proposed Revenues 1-1-2013 thru 12-31-2013	5,729,861	73,595,174
Proposed Expenditures	5,686,266	75,021,828
Other Financing Sources (Uses)	(340,422)	420,422
Anticipated Fund Balances 12-31-2013	\$4,011,376	\$52,407,577

In conclusion, I would like to thank Mr. Shane Smiley, President, and the remaining Jurors for allowing me the opportunity to guide the development of this budget.

Walter M. Caldwell, IV  
District C  
Finance / Budget Committee Chairman

## **INTRODUCTION**

The Ouachita Parish Police Jury is the governing authority for Ouachita Parish and is a political subdivision of the State of Louisiana. The police jury is governed by six (6) jurors representing six single member districts within the parish. The jurors serve four-year terms that expire with the first scheduled meeting in January 2012.

Louisiana Revised Statute 33:1236 gives the police jury various responsibilities to regulate and direct the affairs of the parish and its inhabitants. These responsibilities include: 1) providing the construction and maintenance of roads, bridges, and drainage systems, 2) providing for the health and welfare of the poor, disadvantaged, and unemployed in the parish, and 3) provide safe neighborhoods and streets. Funding to accomplish these tasks is provided by ad valorem property taxes, sales and use taxes, beer and alcoholic beverage permits, occupational license, state revenue sharing, and various other state and federal grants.

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **A. BASIS OF PRESENTATION**

The accompanying primary government financial statements of the Ouachita Parish Police Jury have been prepared in conformity with 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.

#### **B. REPORTING ENTITY**

As the governing authority of the parish the Police Jury is the reporting entity for Ouachita Parish. The financial reporting entity consists of (a) the primary government, the 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 Police Jury 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 Ouachita Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criterion includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Ouachita Parish Police Jury.
2. Organizations for which the police jury does not appoint voting majorities 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.

Based on the previous criteria, the police jury has determined that the following component units are part of the reporting entity:

<u>Component Unit</u>	<u>Fiscal Criteria</u>	
	<u>Year End</u>	<u>Used</u>
Fourth Judicial District Criminal Court Fund	December 31	1a
Hospital Service District No. 1	December 31	1a
G.B. Cooley Hospital for Retarded Citizens	June 30	1a
Monroe/West Monroe Convention and Visitors' Bureau of Ouachita Parish	December 31	1a
Ouachita Parish Firemen's Pension and Relief Fund	December 31	1a
Ouachita Parish Library	December 31	1a
East Town and Country Drainage District	December 31	1a
Gravity Drainage District No. 1 (Inactive)		
Lake Park Drainage District	December 31	1a
Town and Country Drainage District No. 1	December 31	1a
Town and Country Drainage District No. 3 (Inactive)		
East Ouachita Recreation District No. 1	December 31	1a
West Ouachita Recreation District No. 1 (Inactive)		
Eastern Forest Subdivision Sewerage District No. 14	December 31	1a
Green Acres Sewerage District No. 13	December 31	1a
Hideaway Road Sewerage District No. 11	December 31	1a
Lakeshore Subdivision Sewerage District No. 1	December 31	1a
North Monroe Subdivision Sewerage District No. 1	December 31	1a
Ouachita Sewerage District No. 10	December 31	1a
Rowland Road Sewerage District No. 12 (Inactive)		
Southeast Sewerage District No. 3	December 31	1a
Sterlington Consolidated Sewerage District	December 31	1a
West Ouachita Sewerage District No. 5	August 31	1a
West Ouachita Sewerage District No. 9	December 31	1a
Cadeville Water District	December 31	1a
Prairie Road Water District	December 31	1a
Tanglewood Pine Bayou Water Works (Inactive)		

The primary government (Ouachita Parish Police Jury) financial statements include all funds and account groups, and organizations for which the police jury maintains the accounting records. The organizations for which the police jury maintains the accounting records are considered part of the Ouachita Parish Police Jury and include the Fourth Judicial District Criminal Court Fund, the Ouachita Parish Library, West Ouachita Sewer District No. 9, Green Acres Sewer District No. 13, and Southeast Sewer District No. 3.

GASB Statement 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the Ouachita Parish Police Jury financial statements are not a substitute for the reporting entity's financial statements. The accompanying primary government financial statements have been prepared in conformity with generally accepted accounting principles as applied to governmental units. These financial statements are not intended to and do not report on the reporting entity but rather are intended to reflect only the financial statements of the Ouachita Parish Police Jury.

Also considered in the determination of component units of the reporting entity were the Ouachita Parish Sheriff, Clerk of Court, Tax Assessor, and School Board, the District Attorney for the Fourth Judicial District, and the various municipalities in the parish. It was determined that these governmental entities are not component units of the Ouachita Parish Police Jury reporting entity because they have separately elected governing bodies, are legally separate, and are fiscally independent of the Ouachita Parish Police Jury. The Ouachita Parish Police Jury neither appoints their governing boards nor designates management. Furthermore, the police jury has no ability to significantly influence their operations, nor does it have any accountability for fiscal matters of the entities. They are considered by the police jury to be separate autonomous governments and issue financial statements separate from those of the Ouachita Parish Police Jury reporting entity.

### **C. FUND ACCOUNTING**

The police jury uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the police jury are classified into three categories: (1) governmental, (2) proprietary, and (3) fiduciary. In turn, each category is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

#### **GOVERNMENTAL FUNDS**

Governmental funds are used to account for all or most of the police jury's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds include:

1. General Fund - the general operating fund of the police jury and accounts for all financial resources, except those required to be accounted for in other funds.
2. Special Revenue Funds - to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
3. Capital Projects Funds - to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

#### **PROPRIETARY FUNDS**

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which, together with the maintenance of equity, is an important financial indicator. Proprietary fund includes:

1. Enterprise Fund - to account for operations (a) where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
2. Internal Service Funds - account for the financing of goods and services provided by one department or agency to other departments or agencies of the governmental unit on a cost reimbursement basis.

## **FIDUCIARY FUNDS**

These funds are used to account for assets held by the police jury in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

Expendable Trust Fund - This fund is used to account for assets held by the Ouachita Parish Police Jury for the parish and other governmental units. Expendable trust funds are reported similar to governmental funds.

## **D. BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by all governmental funds, expendable trust funds, and agency funds. The governmental funds and expendable trust funds use the following practices in recording revenues and expenditures:

### Revenues

Revenues are recorded on the modified accrual basis. Ad valorem taxes are recorded when received in accordance with the 60-day rule. Ad valorem taxes are assessed and become due on November 15 of each year and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year. The related state revenue sharing, based on homesteads in the parish, is recorded when received.

Federal and state grants and other allotments are recorded when the police jury is entitled to the funds.

Sales taxes are received by the police jury's collection agents, the City of Monroe and the Louisiana Department of Public Safety and Corrections, Office of Motor Vehicles and recognized when collected by vendors in accordance with the 60-day rule.

Fines, forfeitures, and court costs are recognized in the period collected by the Ouachita Parish Tax Collector.

Interest income on time deposits is recorded when the time deposits have matured and the interest is available. Interest income on interest bearing demand deposits is recorded at the end of each month when credited by the bank. Interest income on investments is recorded periodically as the instruments mature. Substantially all other revenues are recorded when they become available to the police jury.

### Expenditures

Expenditures are generally recognized under the accrual basis of accounting when the related fund liability is incurred, except for compensated absences, which are recognized during the year when leave is actually taken.

### Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid, sale of assets and proceeds from the issuance of long-term debt are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying event occurs.

### Deferred Revenues

The police jury reports deferred revenues on its combined balance sheet. Deferred revenues arise when resources are received by the police jury before it has a legal claim to them as when grant monies are received prior to the incurring of qualifying expenditures. In subsequent periods, when the police jury has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

### Prepaid Expenses

Occasionally, the Police Jury will prepay general liability insurance. The payment is carried as an asset on the balance sheet and is recognized in the year in which the coverage applies.

The proprietary fund and non-expendable trust fund are accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The proprietary fund and non-expendable trust fund use the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized at the time liabilities are incurred.

## **E. BUDGETS**

Preliminary budgets prepared on the modified accrual basis of accounting, for the ensuing year are prepared annually by the treasurer. During the months of September through November, the finance committee reviews the proposed budgets with the department heads and makes changes, as it deems appropriate. Notice of the location and availability of the proposed budgets for public inspection and the date of the public hearings to be conducted on the budgets are then advertised in the official journal of the police jury. Prior to the selected December meeting, the police jury conducts a public hearing on the proposed budget(s) in order to receive comments from residents. Changes are made to the proposed budgets based on the public hearing and the desires of the police jury as a whole. The budgets are then adopted during the police jury's selected December meeting, and a notice of adoption that includes a summary of the budget is published in the official journal of the parish. During the year, the police jury receives monthly budget comparison statements that are used as a tool to control parish operations. The police jury exercises budgetary control at the account level. Within accounts, the treasurer has the

authority to make adjustments as necessary. However, the treasurer does not have the authority to increase or decrease overall revenue and/or expenditure amounts. The police jury uses encumbrance accounting in its budget practices. Unexpended appropriations lapse at year-end and must be re-appropriated in the next year's budget.

Budget comparison statements included in the accompanying financial statements include the original adopted budgets and any subsequently adopted amendment.

#### **F. ENCUMBRANCES**

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is employed. Outstanding purchase orders are taken into consideration before expenditures are incurred in order to assure that applicable appropriations are not exceeded.

#### **G. INTERFUND TRANSACTIONS**

Quasi-external transactions are accounted for as revenues and expenditures. 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, except reimbursements, are reported as transfers.

#### **H. SALES AND USE TAXES**

On October 15, 1977, voters of the parish approved a one per cent sales and use tax dedicated to improving, resurfacing, renovating, operating and maintaining public roads and bridges (including necessary roadside drainage and purchasing the necessary equipment to carry out such purposes) within said parish and outside the corporate limits of Monroe and West Monroe. The tax is for an indefinite period of time. The police jury entered into an intergovernmental agreement with the City of Monroe whereby the Monroe City Sales and Use Tax Collection Department will provide collection services for a fee of \$2,100 each month.

In December 1995, voters of the parish approved one percent sales and use tax dedicated to operating expenses and capital outlay for fire protection in said district. The tax is for an indefinite period of time. It was an increase in the one-half cent sales tax approved on January 17, 1987.

On October 21, 1995, voters of the parish approved an additional one-half of one per cent sales and use tax dedicated to operating expenses and capital outlay for fire protection in said district. The tax is for an indefinite period of time. The police jury has entered into an intergovernmental agreement with the City of Monroe whereby the Monroe City Sales and Use Tax Collection Department will provide collection services for a fee of \$1,050 each month.

## 2. AD VALOREM TAXES

The following is a summary of authorized and levied ad valorem taxes for 2012:

	Authorized <u>Millage</u>	Levied <u>Millage</u>	Expiration <u>Date</u>
<u>General Fund:</u>			
Inside municipalities	2.11	2.08	Statutory
Outside municipalities	4.22	4.16	Statutory
<u>Special Revenue Funds:</u>			
Green Oaks Detention Home	2.91	2.64	12/31/15
Health Unit / Animal Control	.79	.74	12/31/13
Mosquito Abatement Dist. No. 1	1.99	1.59	12/31/18
Library	7.75	7.47	12/31/15
Jail Facilities	9.20	9.20	12/31/16
Fire Prot. Dist. No. 1	19.24	19.00	12/31/19
<u>Capital Projects Funds:</u>			
All Capital Projects Funds millages have expired			

The differences between authorized and levied millage are the result of reassessments of taxable property as required by Article 7, Section 23 of the Louisiana Constitution of 1974.

The following is a schedule of the property tax calendar year:

Assessment date January 1

Official levy date November

Date taxes become due December 31