

Franklin County Sheriff's Department

Financial Statements  
(With Independent Auditors' Report)

June 30, 2008

Franklin County Sheriff's Department  
June 30, 2008

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Independent Auditors' Report

Robert Norris, Sheriff  
Franklin County Sheriff's Department  
St. Albans, Vermont

We have audited the accompanying financial statements of the business-type activities of the Franklin County Sheriff's Department of the County of Franklin, Vermont, as of and for the year ended June 30, 2008, as listed in the table of contents. These financial statements are the responsibility of the Department's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Franklin County Sheriff's Department of the County of Franklin, Vermont, as of June 30, 2008 and the respective changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 15, 2009 on our consideration of the Franklin County Sheriff's Department's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of the report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. The report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

Franklin County Sheriff's Department has not presented a management's discussion and analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements.

May 15, 2009  
VT Reg. No. 92-349

Franklin County Sheriff's Department  
Statement of Net Assets  
June 30, 2008

**Assets:**

Current assets	
Cash (note 2)	\$ 72,601
Prepaid expenses	13,824
Accounts receivable, net of an allowance of \$2,000	<u>145,904</u>
Total current assets	232,329
Vehicles and equipment, net of accumulated depreciation (note 3)	<u>253,245</u>
Total assets	<u>\$ 485,574</u>

**Liabilities:**

Current liabilities	
Accounts payable	\$ 93,859
Accrued payroll and payroll items	102,694
Deferred revenue	38,515
Current installments of long-term debt (note 5)	<u>81,548</u>
Total current liabilities	316,616
Long-term debt - less current installments (note 5)	<u>68,744</u>
Total liabilities	<u>385,360</u>

**Net assets:**

Invested in capital assets, net of related debt of \$150,292	102,953
Unrestricted	<u>(2,739)</u>
Total net assets	<u>\$ 100,214</u>

The accompanying notes are an integral part of these statements.

Franklin County Sheriff's Department  
Statement of Revenues, Expenses, and Changes in Net Assets  
For the Year Ended June 30, 2008

<b>Operating revenues:</b>	
Charges for services	\$ 1,251,782
Jail revenue	458,782
Operating grants	244,407
County reimbursements	121,112
Miscellaneous revenues	<u>14,788</u>
Total operating revenues	<u>2,090,871</u>
<b>Operating expenses:</b>	
Contracted services	949,691
Process services	59,667
Jail services	279,064
Grant expenditures	138,526
Administration and general	296,871
Communication services	27,664
Automotive services	171,246
Depreciation	<u>82,050</u>
Total operating expenses	<u>2,004,779</u>
Net operating gain	<u>86,092</u>
<b>Non-operating income (expenses):</b>	
Interest expense	<u>(10,450)</u>
Total non-operating income (expenses)	<u>(10,450)</u>
Net gain	75,642
Net assets, beginning of year	<u>24,572</u>
Net assets, end of year	<u>\$ 100,214</u>

The accompanying notes are an integral part of these statements.

Franklin County Sheriff's Department  
Statement of Cash Flows  
For the Year Ended June 30, 2008

**Operating activities:**

Cash received from customers	\$ 1,764,438
Cash received from operating grants	244,407
Cash payments to suppliers for goods and services	(699,722)
Cash payments to employees for services	<u>(1,091,298)</u>

Net cash provided by operating activities	<u>217,825</u>
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**Cash flows from capital and related financing activities:**

Acquisition of capital assets	(69,450)
Proceeds from issuance of long-term debt	34,000
Interest paid on loans	(10,450)
Principal paid on long-term debt	<u>(136,569)</u>

Net cash used by capital and related financing activities	<u>(182,469)</u>
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Net increase in cash	35,356
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Cash, beginning of year	<u>37,245</u>
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Cash, end of year	<u><u>\$ 72,601</u></u>
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**Reconciliation of operating gain to net cash provided by operating activities:**

Net operating gain	\$ <u>86,092</u>
Adjustments to reconcile operating gain to net cash provided by operating activities	
Depreciation	82,050
Increase in accounts receivable	(16,586)
Increase in prepaid expenses	(13,824)
Increase in accounts payable	39,025
Increase in accrued payroll and payroll items	2,549
Increase in deferred revenue	<u>38,519</u>

Total adjustments	<u>131,733</u>
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Net cash provided by operating activities	<u><u>\$ 217,825</u></u>
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The accompanying notes are an integral part of these statements.

Franklin County Sheriff's Department  
Notes to Financial Statements  
June 30, 2008

(1) Summary of Significant Accounting Policies

The Franklin County Sheriff's Department (the Department) is a governmental entity operating under Title 24 Vermont Statutes Annotated Section 290 located in the County of Franklin, Vermont. Funding for the Department is provided by the State of Vermont and the County of Franklin. Operating revenue is generated by service charges, some of which are set by state statute and others are set by the Department. Included among the duties performed by the Department are contracting to provide law enforcement services; security services; control dispatching and other centralized support services; service of lawful writs, warrants and processes; and transportation of prisoners and the mentally disabled.

(a) Basis of accounting

The accompanying financial statements have been prepared using the accrual basis of accounting. The Department's revenues are recognized when they are earned, and their expenses are recognized when they are incurred. The Department applied (a) all Governmental Accounting Standards Board (GASB) pronouncements and (b) Financial Accounting Standards Board (FASB) Statements and Interpretations, APB Opinions, and Accounting Research Bulletins issued on or before November 20, 1989, except insignificant items that conflict with GASB pronouncement.

Operating income reported in proprietary fund financial statements includes revenues and expenses related to the primary, continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. Other revenues and expenses are classified as non-operating in the financial statements.

When both restricted and unrestricted resources are available for use, it is the Department's policy to use restricted resources first, and then unrestricted resources, as needed.

(b) Basis of presentation

The Department accounts for ongoing operations and activities using proprietary fund accounting, a method developed with the economic resources measurement focus. This focus is similar to accounting methods used in the private sector.

(c) Vehicles and equipment

Vehicles and equipment are recorded at cost with depreciation computed using the straight-line method over their estimated useful lives. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is reflected as non-operating activity for the period. The cost of maintenance and repairs is charged to expense as incurred; renewals and betterments over \$2,000 are capitalized.

Franklin County Sheriff's Department  
Notes to Financial Statements  
June 30, 2008

Summary of Significant Accounting Policies (continued)

Estimated useful lives by major classification are as follows:

Jail improvements	31.5 years
Equipment	5-7 years
Vehicles	5 years

(d) Unrestricted net assets

Unrestricted net assets for proprietary funds represent the net assets available for future operations or distributions.

(e) Use of estimates

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires 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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

(f) Accounts receivable

Significant receivables include amounts due from state, town, and contractor contracts. These receivables are due within one year. The Department recorded \$2,000 in allowance for uncollectible accounts at June 30, 2008.

(2) Cash and Categories of Risk

There are three categories of credit risk that apply to the Department's balance:

1. Insured by the FDIC or collateralized with securities held by the Department or by the Department's agent in the Department's name.
2. Collateralized with securities held by the pledging financial institution's trust department or agent in the Department's name.
3. Uncollateralized.



Franklin County Sheriff's Department  
Notes to Financial Statements  
June 30, 2008

Cash and Categories of Risk (continued)

The Department's bank balances are categorized below to give an indication of the level of risk assumed by the Department at June 30, 2008.

	<u>Book Balance</u>	<u>Bank Balance</u>
Insured deposits	\$ 72,501	\$ 82,161
Uninsured deposits	-	-
Cash on hand	<u>100</u>	<u>100</u>
Total cash deposits	<u>\$ 72,601</u>	<u>\$ 82,262</u>

(3) Vehicles and Equipment

Vehicles and equipment are summarized as of June 30, 2008 by major classifications as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Vehicles	\$ 343,253	\$ 69,447	\$ -	\$ 412,700
Equipment	155,030	-	-	155,030
Jail improvements	<u>91,353</u>	<u>-</u>	<u>-</u>	<u>91,353</u>
Total vehicles and equipment	589,636	69,447	-	659,083
Less accumulated depreciation	<u>(323,788)</u>	<u>(82,050)</u>	<u>-</u>	<u>(405,838)</u>
Net vehicles and equipment	<u>\$ 265,848</u>	<u>\$ (12,603)</u>	<u>\$ -</u>	<u>\$ 253,245</u>

(4) Commitments

The Department leases a copier under an operating lease agreement expiring in December 2009. Total rent expense charged to operations was \$1,758 in 2008.

Minimum lease payments under the agreement are as follows:

Years ending	
<u>June 30</u>	
2009	1,758
2010	732

Franklin County Sheriff's Department  
Notes to Financial Statements  
June 30, 2008

(5) Long-term Debt

Long-term debt as of June 30, 2008 consists of the following:

<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Current Maturities</u>	<u>Ending Balance</u>
Notes payable to TD Banknorth:				
4.00% note due July, 2010 as follows:				
\$ <u>126,235</u>	\$ <u>-</u>	\$ <u>40,026</u>	\$ <u>40,722</u>	\$ <u>45,487</u>
3.40% note due May, 2009 as follows:				
\$ <u>25,747</u>	\$ <u>-</u>	\$ <u>11,571</u>	\$ <u>14,176</u>	\$ <u>-</u>
4.85% note due October, 2009 as follows:				
\$ <u>-</u>	\$ <u>34,000</u>	\$ <u>27,200</u>	\$ <u>6,800</u>	\$ <u>-</u>
5.53% note due June, 2011 as follows:				
\$ <u>42,226</u>	\$ <u>-</u>	\$ <u>9,185</u>	\$ <u>9,784</u>	\$ <u>23,257</u>
4.85% note due February, 2009 as follows:				
\$ <u>23,089</u>	\$ <u>-</u>	\$ <u>13,023</u>	\$ <u>10,066</u>	\$ <u>-</u>

Maturities on long-term debt for the years after June 30, 2008 are as follows:

<u>Year ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2009	81,548	6,576	88,124
2010	53,898	3,106	57,004
2011	<u>14,846</u>	<u>872</u>	<u>15,718</u>
Total	\$ <u>150,292</u>	\$ <u>10,554</u>	\$ <u>160,846</u>

(6) Cost Sharing

Under Vermont law, Franklin County and the State of Vermont are required to cover certain costs of the Franklin County Sheriff's Department. Such costs include the Sheriff's salary and benefits, administrative salary and benefits, office space, certain automotive expenses and others. The amount expended by the County and State during the year ended June 30, 2008 has not been determined.

Franklin County Sheriff's Department  
Notes to Financial Statements  
June 30, 2008

(7) Operating Grants

The Franklin County Sheriff's Department received grants from the U.S. Government and other grantors. Entitlements to the resources are generally based on compliance with terms and conditions of the grant agreements and applicable federal regulations, including the expenditures of the resources for eligible purposes. Substantially all grants are subject to financial and compliance audits by the grantors. Any disallowance as a result of these audits becomes a liability of the Department. As of June 30, 2008, management believes that no material liabilities will result from such audits.

(8) Risk Management

The Department is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The Department maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Department. Settled claims have not materially exceeded this commercial coverage in any of the past three fiscal years.

(9) Retirement Plan

The Department participates in the Vermont State Retirement System. The Department contributes 5.10% of eligible compensation for all employees deferring the required 3.35% of eligible compensation.



## 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

Robert Norris, Sheriff  
Franklin County Sheriff's Department  
St. Albans, Vermont

We have audited the financial statements of the business-type activities of the Franklin County Sheriff's Department of the County of Franklin, Vermont (the Department) as of and for the year ended June 30, 2008, which comprise the Department's basic financial statements, and have issued our report thereon dated May 15, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller of the United States of America.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Department's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Department's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Department's financial statements that is more than inconsequential will not be prevented or detected by the Department's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Department's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified a certain deficiency in internal control that we consider to be a control deficiency, which is of a lesser magnitude than a significant deficiency. The control deficiency is described in the accompanying schedule of findings and questioned costs as item 2008-01.

McSOLEY McCOY

Certified Public Accountants and Business Advisors



Compliance and Other Matters

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

This communication is intended solely for the information and use of the Department and is not intended to be and should not be used by anyone other than these specified parties.

*McSoley McCoy & Co.*

May 15, 2009

VT Reg. No. 92-349

Franklin County Sheriff's Department  
Schedule of Findings and Questioned Costs  
June 30, 2008

Internal Control – Control Deficiencies

Findings

2008-01 Revenue and Expense Recognition

The accrual basis accounting principles require that revenue and expenses be recognized when revenue is earned or becomes realizable and when expenses are incurred. During our audit we noted that revenue and expenses for several services performed and received before year-end was recorded in the wrong fiscal year before significant adjustments at year-end.

We recommend that management implement procedures to ensure all revenue and expenses be recognized in the proper period.