

Addison County Sheriff's Department

Financial Statements
(With Independent Auditors' Report)

For the Period July 1, 2022 to January 31, 2023

Addison County Sheriff's Department

For the Year Period July 1, 2022 to January 31, 2023

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Government Auditing Standards Report:

Independent Auditors' 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*

Independent Auditors' Report

Michael Elmore, Sheriff
Addison County Sheriff's Department
Middlebury, Vermont

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the business-type activities of the Addison County Sheriff's Department (the "Department"), as of and for the period July 1, 2022 to January 31, 2023, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Department as of January 31, 2023, and the respective changes in financial position, and cash flows thereof for the period then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

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 Department'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.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- 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 Department'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 our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Department's ability to continue as a going concern for a reasonable period of time.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2023, on our consideration of the Department's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Department'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 Department's internal control over financial reporting and compliance.

McSoley McCoy & Co.

South Burlington, Vermont
September 27, 2023
VT Reg. No. 92-349

Addison County Sheriff's Department
Statement of Net Position
January 31, 2023

Assets:

Current assets	
Cash and cash equivalents	\$ 52,653
Accounts receivable	<u>43,515</u>
Total current assets	96,168
Vehicles and equipment, net of accumulated depreciation	68,976
Cash - restricted	<u>100</u>
Total assets	<u>165,244</u>

Liabilities:

Current liabilities	
Accounts payable	8,169
Current installments of long term debt	4,944
Accrued payroll and payroll items	<u>10,474</u>
Total current liabilities	23,587
Long-term debt, less current installments	<u>1,197</u>
Total liabilities	<u>24,784</u>

Net position:

Net investment in capital assets	62,835
Unrestricted	77,525
Restricted	<u>100</u>
Total net position	<u>\$ 140,460</u>

See accompanying notes to this financial statement.

Addison County Sheriff's Department
Statement of Revenues, Expenses, and Changes in Net Position
For the Period July 1, 2022 to January 31, 2023

Operating Revenues:

Charges for services	\$ 243,747
Process services	31,286
County reimbursements	12,604
Transportation revenues	2,324
Miscellaneous revenues	<u>81,132</u>

Total operating revenues	<u>371,093</u>
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Operating Expenses:

Contracted services	112,922
Administration and general	182,705
Process services	9,426
Building expenses	79
Automotive services	28,003
Depreciation	<u>20,725</u>

Total operating expenses	<u>353,860</u>
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Net operating income	<u>17,233</u>
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Non-Operating Revenues (Expenses):

Interest income	2
Interest expense	<u>(108)</u>

Total non-operating revenues (expenses)	<u>(106)</u>
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Net income	17,127
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Net position, beginning of year	<u>123,333</u>
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Net position, end of year	<u>\$ 140,460</u>
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See accompanying notes to this financial statement.

Addison County Sheriff's Department
Statement of Cash Flows
For the Period July 1, 2022 to January 31, 2023

Cash Flow operating activities:

Cash received from customers	\$ 390,684
Cash payments to suppliers for goods and services	(140,894)
Cash payments to employees for services	<u>(205,223)</u>

Net cash provided by operating activities	<u>44,567</u>
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Cash flows from capital and related financing activities:

Acquisition of vehicles and equipment	(1,051)
Principal payments on long-term debt	(2,885)
Interest paid	(108)
Interest income	<u>2</u>

Net cash used by capital and related financing activities	<u>(4,042)</u>
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Net increase in cash, cash equivalents and restricted cash	40,525
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Cash, cash equivalents and restricted cash beginning of year	<u>12,228</u>
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Cash, cash equivalents and restricted cash end of year	<u><u>\$ 52,753</u></u>
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Reconciliation of operating income to net cash provided by operating activities:

Net operating income	<u>\$ 17,233</u>
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Adjustments to reconcile operating income to net cash provided by operating activities:

Depreciation	20,725
Changes in operating assets and liabilities	
Decrease in accounts receivable	19,591
Decrease in accounts payable	(11,923)
Decrease in accrued payroll and payroll taxes	<u>(1,059)</u>

Total adjustments	<u>27,334</u>
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Net cash provided by operating activities	<u><u>\$ 44,567</u></u>
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Cash consists of:

Cash and cash equivalents	\$ 52,653
Cash - restricted	<u>100</u>
	<u><u>\$ 52,753</u></u>

See accompanying notes to this financial statement.

Addison County Sheriff's Department
Notes to Financial Statements
For the Period July 1, 2022 to January 31, 2023

(1) Summary of Significant Accounting Policies

The Addison County Sheriff's Department (the "Department") is a governmental entity operating under Title 24 Vermont Statutes Annotated Section 290 located in the County of Addison, Vermont. Funding for the Department is provided by the State of Vermont and the County of Addison. 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. The following is a description of the more significant accounting policies.

(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.

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, 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) Cash and cash equivalents

For the purpose of reporting cash flows, all highly liquid investments with a maturity of three months or less are considered to be cash equivalents.

(d) 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 nonoperating activity for the period. The cost of maintenance and repairs is charged to expense as incurred; renewals and betterments over \$1,000 are capitalized.

Addison County Sheriff's Department
Notes to Financial Statements
For the Period July 1, 2022 to January 31, 2023

Summary of Significant Accounting Policies (continued)

Estimated useful lives by major classification are as follows:

Jail equipment	3-10 years
Department equipment	5-10 years
Vehicles	5 years
Leasehold improvements	5-39 years

(e) Net position

Net position represents the difference between assets and liabilities. Net investment in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances on any borrowings used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Department or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

(f) 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.

(g) Accounts receivable

Significant receivables include amounts due from state, town, contractor contracts, and the U.S. Marshall. These receivables are due within one year. The Department has not recorded an allowance for uncollectible accounts at January 31, 2023, as the Department believes all accounts will be collected.

(h) Subsequent events

The Department evaluated subsequent events through September 27, 2023, the date the Department's financial statements were available to be used.

(2) Restricted Cash

As of January 31, 2023, the Department has a balance of \$100 in restricted cash designated for equipment purchases.

Addison County Sheriff's Department
Notes to Financial Statements
For the Period July 1, 2022 to January 31, 2023

(3) 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.

The Department's bank balances are categorized below to give an indication of the level of risk assumed by the Department at January 31, 2023.

	Book Balance	Bank Balance
Insured deposits	\$ 52,553	\$ 43,518
Undeposited Funds	-	-
Cash on hand	100	-
Total cash deposits	\$ 52,653	\$ 43,518

(4) Vehicles and Equipment

Vehicles and equipment are summarized as of January 31, 2023 by major classifications as follows:

	Beginning Balance	Additions	Disposals	Ending Balance
Vehicles	\$ 447,507	\$ -	\$ -	\$ 447,507
Equipment	328,029	-	-	328,029
Weapons	20,929	1,051	-	21,980
Leasehold improvements	56,828	-	-	56,828
Total vehicles and equipment	853,293	1,051	-	854,344
Accumulated depreciation	(764,643)	(20,725)	-	(785,368)
Net vehicles and equipment	\$ 88,650	\$ (19,674)	\$ -	\$ 68,976

(5) Cost Sharing

Under Vermont law, Addison County and the State of Vermont are required to cover certain costs of the Addison 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 period ended January 31, 2023 has not been determined.

Addison County Sheriff's Department
Notes to Financial Statements
For the Period July 1, 2022 to January 31, 2023

(6) Operating Grants

The Addison 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 January 31, 2023, management believes that no material liabilities will result from such audits.

(7) Long Term Debt

Long-term debt as of January 31, 2023 consists of a loan from National Bank of Middlebury:

2.34% loan due February 2024 as follows:

<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Current Maturities</u>	<u>Ending Balance</u>
\$ 9,026	\$ -	\$ (2,885)	\$ (4,944)	\$ 1,197

Maturities on long-term debt for the years after January 31, 2023 are as follows:

<u>Year ended January 31,</u>	
2024	\$ 4,944
2025	<u>1,197</u>
Total	<u>\$ 6,141</u>

(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.

INDEPENDENT AUDITORS' 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*

Michael Elmore, Sheriff
Addison County Sheriff's Department
Middlebury, Vermont

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Addison County Sheriff's Department (the "Department"), for the period July 1, 2022 to January 31, 2023, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "McSoley McCoy & Co." in a cursive script.

South Burlington, Vermont
September 27, 2023
VT Reg. No. 92-349