

November 13, 2020

Roger Marcoux, Sheriff  
Lamoille County Sheriff Department  
Hyde Park, Vermont

We have audited the financial statements of the business-type activities, of Lamoille County Sheriff Department (the “Department”) for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 11, 2020. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Matters

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Department are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2020. We noted no transactions entered into by the Department during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements on the attached schedule of corrected misstatements.

##### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 13, 2020.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Department’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

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

Very truly yours,



McSoley McCoy & Co.

Client: **Vermont Sheriff Departments**  
 Engagement: **AUD - Lamoille County Sheriff Department**  
 Period Ending: **6/30/2020**  
 Trial Balance: **TB**  
 Workpaper: **1400.10 - Copy of Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries</b>				
<b>Adjusting Journal Entries JE # 1</b>				
To record CY Depreciation				
5580.50	Depreciation Expense		298,824.00	
16030	Allowance Equip. Depreciation			298,824.00
<b>Total</b>			<b>298,824.00</b>	<b>298,824.00</b>
	<b>Total Adjusting Journal Entries</b>		<b>298,824.00</b>	<b>298,824.00</b>
	<b>Total All Journal Entries</b>		<b>298,824.00</b>	<b>298,824.00</b>

**Lamoille County Sheriff's Department**

Financial Statements  
(With Independent Auditors' Report)

June 30, 2020

**Lamoille County Sheriff's Department**

Financial Statements

June 30, 2020

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Independent Auditors' Report

Roger Marcoux, Sheriff  
Lamoille County Sheriff Department  
Hyde Park, Vermont

We have audited the accompanying financial statements of the business-type activities of the Lamoille County Sheriff Department (the "Department") for the year then ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

***Auditors' Responsibility***

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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

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 June 30, 2020, and the respective changes in financial position, and cash flows in accordance with accounting principles generally accepted in the United States of America.

***Emphasis of Matter – GASB 68***

Governmental Accounting Standards Board (GASB) 68 requires employers to present extensive note disclosures and other required supplementary information, including disclosing descriptive information about the types of benefits provided, how contributions to the pension plan are determined, and assumptions and methods used to calculate the liability. As discussed in Note 9, the Department participates in the Vermont State Employees' Retirement System. The Department has not determined the impact of adopting GASB 68. Our opinion is not modified in respect to this matter.



South Burlington, Vermont  
November 13, 2020  
VT Reg. No. 92-349

**Lamoille County Sheriff's Department**  
Statement of Net Position  
June 30, 2020

**Assets:**

Current assets	
Cash and cash equivalents	\$ 998,780
Accounts receivable	555,465
Prepays	<u>2,885</u>
Total current assets	1,557,130
Property, plant and equipment, net	1,880,010
Restricted cash	<u>146,768</u>
Total assets	<u>3,583,908</u>

**Liabilities:**

Current liabilities	
Accrued payroll and payroll items	<u>191,774</u>

**Net position:**

Restricted cash	146,768
Invested in capital assets	1,880,010
Unrestricted	<u>1,365,356</u>
Total net position	<u>\$ 3,392,134</u>

See accompanying notes to the financial statements.



**Lamoille County Sheriff's Department**  
Statement of Revenues, Expenses, and Changes in Net Position  
For the Year Ended June 30, 2020

<b>Operating revenues:</b>	
Charges for services	\$ 3,917,379
Operating grants	207,114
County reimbursements	129,426
Miscellaneous revenues	<u>178,648</u>
Total operating revenues	<u>4,432,567</u>
 <b>Operating expenses:</b>	
Contracted services	978,143
Process services	511,858
Transportation services	50,708
Administration and general	1,085,673
Communications services	956,101
Automotive services	97,376
Grant services	307,608
Depreciation	<u>298,824</u>
Total operating expenses	<u>4,286,291</u>
Net operating gain	146,276
 <b>Non-operating revenues:</b>	
Interest income	<u>2,505</u>
Change in net position	148,781
Net position, beginning of year	<u>3,243,353</u>
Net position, end of year	<u><u>\$ 3,392,134</u></u>

See accompanying notes to the financial statements.

**Lamoille County Sheriff's Department**  
Statement of Cash Flows  
For the Year Ended June 30, 2020

**Operating activities:**

Cash received from customers	\$ 3,787,247
Cash received from operating grants	207,114
Cash payments to suppliers for goods and services	(2,199,575)
Cash payments to employees for services	<u>(1,792,472)</u>
 Net cash provided by operating activities	 <u>2,314</u>

**Cash flows from capital and related financing activities:**

Interest income	2,505
Acquisition of capital assets	<u>(152,871)</u>
 Net cash used by capital and related financing activities	 <u>(150,366)</u>
 Net decrease in cash and cash equivalents	 (148,052)
 Cash and cash equivalents, beginning of year	 <u>1,293,600</u>
 Cash and cash equivalents, end of year	 <u><u>\$ 1,145,548</u></u>

**Reconciliation of net operating gain to net cash provided by operating activities:**

Net operating gain	\$ <u>146,276</u>
Adjustments to reconcile net operating gain to net cash provided by operating activities	
Depreciation	298,824
Increase in accounts receivable	(438,206)
Increase in prepaids	(2,885)
Decrease in accrued payroll and payroll items	<u>(1,695)</u>
 Total adjustments	 <u>(143,962)</u>
 Net cash provided by operating activities	 <u><u>\$ 2,314</u></u>

Cash consists of:

Cash and cash equivalents	\$ 998,780
Restricted cash	<u>146,768</u>
	<u><u>\$ 1,145,548</u></u>

See accompanying notes to financial statements.

## Lamoille County Sheriff's Department

### Notes to Financial Statements

June 30, 2020

#### (1) Summary of Significant Accounting Policies

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

In March 2020, a worldwide pandemic was declared due to the spread of COVID-19. The Department was deemed an essential business under the Governor's Stay Home Stay Safe order and incurred expenses to ensure the Department's staff were safe while conducting normal business, and, as a result, focused on curtailing expenses to the greatest extent possible.

##### (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. In addition, the Department considers all certificates of deposit to be cash equivalents.

##### (d) Property, plant and equipment

Property, plant 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.

**Lamoille County Sheriff's Department**

Notes to Financial Statements

June 30, 2020

Summary of Significant Accounting Policies (continued)

Estimated useful lives by major classification are as follows:

Office furniture	5 years
Communication equipment	5-10 years
Vehicles	5 years
Buildings	39 years

(e) Unrestricted net assets

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

(f) Restricted net assets

Restricted net assets for proprietary funds represent the net assets restricted for specific use under the terms of a revenue sharing agreement.

(g) 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.

(h) Accounts receivable

Significant receivables include amounts due from state, town, and contractor contracts. These receivables are due within one year. The Department did not record an allowance for uncollectible accounts at June 30, 2020, as management believes all amounts will be collected.

(i) Subsequent events

The Department evaluated subsequent events through November 13, 2020, the date the Department's financial statements were available to be used.

(2) Restricted Cash

As of June 30, 2020, the Department has a balance of \$146,768 in restricted cash designated for equipment purchases.

**Lamoille County Sheriff's Department**

Notes to Financial Statements

June 30, 2020

(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, SPIC 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 June 30, 2020.

	Book Balance	Bank Balance
Insured deposits	\$ 1,144,700	\$ 1,189,980
Uninsured deposits	-	-
Cash on hand	848	-
Total cash deposits	\$ 1,145,548	\$ 1,189,980

(4) Property, plant and Equipment

Property, plant and equipment are summarized as of June 30, 2020 by major classifications as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Vehicles	\$ 1,075,701	\$ 62,022	\$ -	\$ 1,137,723
Buildings	743,606	24,233	-	767,839
Equipment	2,651,055	65,635	-	2,716,690
Land	110,390	-	-	110,390
Leasehold improvements	459,622	-	-	459,622
Total property, plant and equipment	5,040,374	151,890	-	5,192,264
Less accumulated depreciation	(3,013,430)	(298,824)	-	(3,312,254)
Property, plant and equipment, net	\$ 2,026,944	\$ (146,934)	\$ -	\$ 1,880,010

## Lamoille County Sheriff's Department

### Notes to Financial Statements

June 30, 2020

(5) Cost Sharing

Under Vermont Law, Lamoille County and the State of Vermont are required to cover certain costs of the Lamoille 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 total amount expended by the County and State during the year ended June 30, 2020 has not been determined.

(6) Operating Grants

The Lamoille 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, 2020, management believes that no material liabilities will result from such audits.

(7) Risk Management

The Sheriff's 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 Sheriff's 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.

(8) Operating Leases

The Department leases storage space and several parcels of land for communication towers. Amounts expensed under these leases totaled \$29,770 for the year ended June 30, 2020. Future minimum lease payments are \$0 for the year ended June 30, 2021.

(9) Retirement Plan

The Department participates in the Vermont State Retirement System. The Department contributes 13.84% of eligible compensation for all employees deferring the required 8.53% of eligible compensation.

Vermont state statutes (VSA Title 24, Chapter 125) provide the authority under which benefit provisions are established. The State of Vermont issues an audited financial report that includes financial statements and required disclosures. This report may be obtained by writing the State Auditor of Accounts, 132 State Street, Montpelier, VT 05602.

**Lamoille County Sheriff's Department**  
Notes to Financial Statements  
June 30, 2020

(10) Subsequent Event

COVID-19 continues to cause financial market unrest as the economy slowly begins to open back up. The Department continues to adapt to a remote work place. The ultimate impact of this event on the Department's operations and financial statements is unknown as of the date of the auditors' 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*

Roger Marcoux, Sheriff  
Lamoille County Sheriff Department  
Hyde Park, 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 Lamoille County Sheriff Department (the "Department"), for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements, and have issued our report thereon dated November 13, 2020.

**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.



South Burlington, Vermont  
November 13, 2020  
VT Reg. No. 92-349