Orange County Sheriff's Department

Financial Statements
(With Independent Auditors' Report)

For the Year Ended June 30, 2011

Orange County Sheriff's Department

June 30, 2011

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McSOLEY McCOY & CO.
Certified Public Accountants and Business Advisors

Independent Auditors' Report

Bill Bohnyak, Sheriff
Orange County Sheriff's Department
Chelsea, Vermont

We have audited the accompanying financial statements of the business-type activities of the Orange County Sheriff's Department (the "Department") of the County of Orange, Vermont, as of June 30, 2011 and for the year then ended, 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 Department as of June 30, 2011 and the respective changes in financial position and cash flows for the year ended June 30, 2011 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 November 30, 2011 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 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.

The 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.

McSoley McCoy & Co.
November 30, 2011
VT Reg. No. 92-349

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Orange County Sheriff's Department
Statement of Net Assets
June 30, 2011

Assets:	
Current assets	
Cash	$ 112,726
Accounts receivable	77,917
Prepaid expense	2,811
Other current assets	3,679
Total current assets	197,133
Non-current assets	
Vehicles and equipment, net accumulated depreciation	272,505
Restricted cash	580
Total assets	470,218
Liabilities and Net Assets:	
Current liabilities	
Accounts payable	7,929
Accrued payroll and payroll items	14,222
Current portion of capital lease obligation	11,566
Total current liabilities	33,717
Capital lease obligation, net of current portion	13,289
Total liabilities	47,006
Net assets:	
Unrestricted	174,982
Restricted cash	580
Invested in capital assets, net of related debt of $24,855	247,650
Total net assets	$ 423,212

The accompanying notes are an integral part of these statements.

Orange County Sheriff's Department
Statement of Revenues, Expenses, and Changes in Net Assets
For the Year Ended June 30, 2011

Operating Revenues:		
Charges for services	$	599,459
Jail revenue		2,650
Operating grants		243,596
County reimbursements		79,117
Miscellaneous revenues		31,725
Total operating revenues		956,547
Operating Expenses:		
Contracted services		251,272
Process services		24,719
Jail services		2,818
Grant expenses		88,343
Transportation services		21,491
Administration and general		306,792
Communications services		24,403
Automotive services		93,350
Depreciation		84,777
Total operating expenses		897,965
Net operating revenue		58,582
Non-operating expense:		
Interest expense		675
Net income		57,907
Net assets, beginning of year before prior period adjustment		346,466
Prior period adjustment		18,839
Net assets, beginning of year after prior period adjustment		365,305
Net assets, end of year	$	423,212

The accompanying notes are an integral part of these statements.

Orange County Sheriff's Department
Statement of Cash Flows
For the Year Ended June 30, 2011

Operating activities:		
Cash received from customers	$	728,862
Cash received from operating grants		243,596
Cash payments to suppliers for goods and services		(371,118)
Cash payments to employees for services		(443,742)
Net cash provided by operating activities		157,598
Cash flows from capital and related financing activities:		
Acquisition of capital assets		(90,797)
Principal payment on capital lease		(23,957)
Interest expense		675
Net cash used by capital and related financing activities		(114,079)
Net increase in cash		43,519
Cash, beginning of year		71,137
Cash, end of year	$	114,656
Reconciliation of operating loss to net cash provided by operating activities		
Net operating income	$	58,582
Adjustments to reconcile operating loss to net cash provided by operating activities		
Depreciation		84,777
Decrease in accounts receivable		11,334
Decrease in prepaid expenses		207
Decrease in other current assets		4,577
Increase in accounts payable		610
Decrease in accrued payroll and payroll items		(2,489)
Total adjustments		99,016
Net cash provided by operating activities	$	157,598
Cash consists of:		
Cash and cash equivalents	$	112,726
Restricted cash		580
	$	113,306

The accompanying notes are an integral part of these statements.

(1) Summary of Significant Accounting Policies

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

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) 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.

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

(d) Unrestricted and restricted net assets

Unrestricted net assets for proprietary funds represent the net assets available for future operations or distributions. Restricted net assets represent net assets available for the DARE program fund.

(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 has not recorded an allowance for uncollectible accounts at June 30, 2011.

(g) Subsequent events

The Department evaluated subsequent events through November 30, 2011, the date the Department's financial statements were available to be used and no events or transactions occurred.

(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.

Cash and Categories of Risk (continued)

The Sheriff's Department's bank balances are categorized below to give an indication of the level of risk assumed by the Department at June 30, 2011.

	Book Balance	Bank Balance
Insured deposits	$ 112,145	$ 114,512
Undeposited funds	1,161	-
Total cash funds	$ 113,306	$ 114,512

(3) Vehicles and Equipment

Vehicles and equipment are summarized as of June 30, 2011 by major classifications as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Vehicles	$ 365,870	$ 26,631	$ -	$ 392,501
Equipment	201,334	90,798	-	292,132
Total vehicles and equipment	567,204	117,429	-	684,633
Less accumulated depreciation	(327,350)	(84,778)	-	(412,128)
Net vehicles and equipment	$ 239,854	$ 32,651	$ -	$ 272,505

(4) Capital Lease

The Department leases vehicles under agreements that are classified as capital leases due to a bargain purchase option at the completion of the leases. The cost of equipment under the capital leases is included as property and equipment and totaled $80,870 at June 30, 2011. Accumulated amortization at June 30, 2011 was $22,554. Amortization of assets under capital leases is included in depreciation expense. Future minimum lease payments under the agreement are as follows:

Year Ending June 30:	
2012	$ 13,723
2013	6,432
2014	6,857
	27,012
Amount representing interest	2,157
	$ 24,855

(5) Cost Sharing

Under Vermont law, Orange County and the State of Vermont are required to cover certain costs of the Department. Such costs include the Sheriff's salary and benefits, administrative salary and benefits, office space, certain automotive expenses and others. The amount fully expended by the County and State during the year ended June 30, 2011 has not been determined.

(6) Operating Grants

The 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, 2011, 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) Prior Period Restatement

At June 30, 2010, the Department inadvertently recorded revenue to the incorrect year resulting in a restatement of the previously issued June 30, 2010 financial statements with a increase in net assets in the amount of $18,839.

McSOLEY McCOY & CO.
Certified Public Accountants and Business Advisors

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*

Bill Bohnyak, Sheriff
Orange County Sheriff's Department
Chelsea, Vermont

We have audited the financial statements of the business-type activities of the Orange County Sheriff's Department of the County of Orange, Vermont (the Department) as of and for the year ended June 30, 2011, which comprise the Department's basic financial statements, and have issued our report thereon dated November 30, 2011. 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.

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 certain deficiencies in internal control over financial reporting that we consider to be significant deficiencies. These control deficiencies are described in the accompanying schedule of findings and questioned costs as items 2011-01 and 2011-02.

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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.

November 30, 2011
VT Reg. No. 92-349

Orange County Sheriff's Department
Schedule of Findings and Questioned Costs
June 30, 2011

Internal Control – Significant Deficiencies

Findings

2011-01 Capitalization Policy

The Department has a policy of capitalizing assets greater than $1,000. We noted that several disbursements had been recorded as expenses rather than capital assets. In addition, capital assets that are purchased with grant funds or received through other sources should also be considered as a capital asset with the corresponding revenue recorded, as applicable.

We recommend that the Department adhere to their capitalization policy.

Management's Response

Management agrees with this finding and will implement procedures to review all capital purchases and repairs in excess of $1,000 to proper recognition.

2011-02 Revenue and Expense Recognition

The accrual basis of accounting requires 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 were recorded to the wrong fiscal year.

We recommend that management implement procedures to ensure all revenue and expenses be recognized to the proper period. This should include reviewing invoices to determine that charges are billed for the same period the service was rendered, reviewing invoices to determine if there are prepaid amounts for coverage after year end, and reviewing invoices that are received after year end to ensure they are recorded to the proper period.

Management's Response

Management agrees with this finding and will begin reviewing revenue and expense transactions to ensure proper cutoff.