

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA**

**FINANCIAL STATEMENTS  
AND SUPPLEMENTAL REPORTS**

**YEAR ENDED SEPTEMBER 30, 2016**

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
TABLE OF CONTENTS  
YEAR ENDED SEPTEMBER 30, 2016**

<b>INDEPENDENT AUDITORS' REPORT</b>	<b>1</b>
<b>FINANCIAL STATEMENTS</b>	
<b>BALANCE SHEET – GOVERNMENTAL FUNDS</b>	<b>4</b>
<b>STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND     BALANCE – GOVERNMENTAL FUNDS</b>	<b>5</b>
<b>STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND     BALANCE – BUDGET AND ACTUAL – GENERAL FUND</b>	<b>6</b>
<b>STATEMENT OF NET POSITION – PROPRIETARY FUND</b>	<b>7</b>
<b>STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET     POSITION – PROPRIETARY FUND</b>	<b>8</b>
<b>STATEMENT OF CASH FLOWS – PROPRIETARY FUND</b>	<b>9</b>
<b>STATEMENT OF FIDUCIARY NET POSITION – AGENCY FUND</b>	<b>10</b>
<b>NOTES TO FINANCIAL STATEMENTS</b>	<b>11</b>
<b>SUPPLEMENTARY INFORMATION</b>	
<b>COMBINING BALANCE SHEET – NONMAJOR GOVERNMENTAL FUNDS</b>	<b>26</b>
<b>COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND     CHANGES IN FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS</b>	<b>27</b>
<b>AGENCY FUNDS DESCRIPTIONS</b>	<b>28</b>
<b>COMBINING STATEMENT OF FIDUCIARY NET POSITION – ALL AGENCY     FUNDS</b>	<b>29</b>
<b>COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES –     ALL AGENCY FUNDS</b>	<b>30</b>
<b>SUPPLEMENTAL REPORTS</b>	
<b>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 <i>GOVERNMENT AUDITING STANDARDS</i></b>	<b>32</b>
<b>MANAGEMENT LETTER</b>	<b>34</b>
<b>INDEPENDENT ACCOUNTANTS' REPORT</b>	<b>36</b>

## INDEPENDENT AUDITORS' REPORT

The Honorable Susan Benton  
Sheriff  
Highlands County, Florida

### **Report on the Financial Statement**

We have audited the accompanying financial statements of the major fund and the aggregate remaining fund information of the Sheriff of Highlands County, Florida (Sheriff), as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the Sheriff's 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 opinions 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 opinions.

The Honorable Susan Benton  
Sheriff  
Highlands County, Florida

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund and the aggregate remaining fund information of the Sheriff as of September 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof and budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

As discussed in Note 1 to the financial statements, the financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida. In conformity with the Rules, the accompanying financial statements are intended to present the financial position and changes in financial position of each major fund, and the aggregate remaining fund information, only for that portion of the major funds, and the aggregate remaining fund information, of Highlands County that is attributable to the Sheriff. They do not purport to, and do not, present fairly the financial position of Highlands County as of September 30, 2016, and the changes in its financial position for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

### ***Other Matters***

#### *Required Supplementary Information*

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statement is not affected by this missing information.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Sheriff's financial statements. The combining statements, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements. The combining statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements are fairly stated in all material respects in relation to the financial statements as a whole.

The Honorable Susan Benton  
Sheriff  
Highlands County, Florida

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report on our consideration of the Sheriff'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 included under the heading 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*. The purpose of that 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 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 Sheriff's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Sebring, Florida  
December 6, 2016

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2016**

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ 211,685	\$ 193,868	\$ 405,553
Accounts Receivable	47,603	1,072	48,675
Prepaid Items	302,785	-	302,785
Other Assets	10,000	-	10,000
	<u>572,073</u>	<u>194,940</u>	<u>767,013</u>
Total Assets	<u>\$ 572,073</u>	<u>\$ 194,940</u>	<u>\$ 767,013</u>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>LIABILITIES</b>			
Vouchers Payable	\$ 78,979	\$ 14,200	\$ 93,179
Due to Board of County Commissioners	322,275	-	322,275
Due to Other Governmental Units	181	-	181
Accrued Wages Payable	170,638	299	170,937
Total Liabilities	<u>572,073</u>	<u>14,499</u>	<u>586,572</u>
<b>FUND BALANCE</b>			
Nonspendable	302,785	-	302,785
Restricted	-	180,441	180,441
Unassigned	(302,785)	-	(302,785)
Total Fund Balance	<u>-</u>	<u>180,441</u>	<u>180,441</u>
Total Liabilities and Fund Balance	<u>\$ 572,073</u>	<u>\$ 194,940</u>	<u>\$ 767,013</u>

See accompanying Notes to Financial Statements.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
YEAR ENDED SEPTEMBER 30, 2016**

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>			
<b>Intergovernmental:</b>			
Appropriation from Board of County Commissioners	\$ 28,606,146	\$ -	\$ 28,606,146
<b>Miscellaneous Revenues:</b>			
Commissary Sales	-	71,951	71,951
Miscellaneous Revenues	-	119,793	119,793
Total Revenues	<u>28,606,146</u>	<u>191,744</u>	<u>28,797,890</u>
<b>EXPENDITURES</b>			
<b>Court Related:</b>			
Courthouse Security:			
Personal Services	839,094	-	839,094
Operating Expenditures	5,872	-	5,872
Total Court Related	<u>844,966</u>	<u>-</u>	<u>844,966</u>
<b>Public Safety:</b>			
Law Enforcement:			
Personal Services	15,049,353	-	15,049,353
Operating Expenditures	2,507,157	8,767	2,515,924
Capital Outlay	383,202	14,000	397,202
Total Law Enforcement	<u>17,939,712</u>	<u>22,767</u>	<u>17,962,479</u>
Corrections and Detention:			
Personal Services	7,372,742	18,508	7,391,250
Operating Expenditures	2,055,222	168,118	2,223,340
Capital Outlay	71,229	-	71,229
Total Corrections and Detention	<u>9,499,193</u>	<u>186,626</u>	<u>9,685,819</u>
Total Expenditures	<u>28,283,871</u>	<u>209,393</u>	<u>28,493,264</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	322,275	(17,649)	304,626
<b>OTHER FINANCING (USES)</b>			
Unexpended Budget Balance Reverting to Board of County Commissioners	<u>(322,275)</u>	<u>-</u>	<u>(322,275)</u>
<b>NET CHANGE IN FUND BALANCE</b>	-	(17,649)	(17,649)
Fund Balance - October 1, 2015	<u>-</u>	<u>198,090</u>	<u>198,090</u>
<b>FUND BALANCE - SEPTEMBER 30, 2016</b>	<u>\$ -</u>	<u>\$ 180,441</u>	<u>\$ 180,441</u>

See accompanying Notes to Financial Statements.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
GENERAL FUND  
YEAR ENDED SEPTEMBER 30, 2016**

	General Fund			Variance - Favorable (Unfavorable)
	Budget		Actual	
	Original	Final		
<b>REVENUES</b>				
<b>Intergovernmental:</b>				
Appropriation from Board of County Commissioners	\$ 23,753,040	\$ 28,606,146	\$ 28,606,146	\$ -
<b>EXPENDITURES</b>				
<b>Court Related:</b>				
Courthouse Security:				
Personal Services	837,448	839,675	839,094	581
Operating Expenditures	8,096	5,872	5,872	-
Total Court Related	<u>845,544</u>	<u>845,547</u>	<u>844,966</u>	<u>581</u>
<b>Public Safety:</b>				
<b>Law Enforcement:</b>				
Personal Services	12,586,243	15,097,390	15,049,353	48,037
Operating Expenditures	2,419,278	2,593,010	2,507,157	85,853
Capital Outlay	-	383,202	383,202	-
Total Law Enforcement	<u>15,005,521</u>	<u>18,073,602</u>	<u>17,939,712</u>	<u>133,890</u>
<b>Corrections and Detention:</b>				
Personal Services	7,246,086	7,425,812	7,372,742	53,070
Operating Expenditures	655,889	2,189,956	2,055,222	134,734
Capital Outlay	-	71,229	71,229	-
Total Corrections and Detention	<u>7,901,975</u>	<u>9,686,997</u>	<u>9,499,193</u>	<u>187,804</u>
Total Expenditures	<u>23,753,040</u>	<u>28,606,146</u>	<u>28,283,871</u>	<u>322,275</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	-	-	322,275	322,275
<b>OTHER FINANCING USES</b>				
Unexpended Budget Balance Reverting to Board of County Commissioners	-	-	<u>(322,275)</u>	<u>(322,275)</u>
<b>NET CHANGE IN FUND BALANCE</b>	-	-	-	-
Fund Balance - October 1, 2015	-	-	-	-
<b>FUND BALANCE - SEPTEMBER 30, 2016</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying Notes to Financial Statements.



**SHERIFF  
 HIGHLANDS COUNTY, FLORIDA  
 STATEMENT OF NET POSITION  
 PROPRIETARY FUND  
 SEPTEMBER 30, 2016**

	<u>Internal Service Fund</u> <u>Compensated Absences</u>
<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 2,461,994
<b>LIABILITIES</b>	
Accrued Compensated Absences Payable	<u>2,461,994</u>
<b>NET POSITION</b>	
Unrestricted	<u><u>\$ -</u></u>

*See accompanying Notes to Financial Statements.*

**SHERIFF  
 HIGHLANDS COUNTY, FLORIDA  
 STATEMENT OF REVENUES,  
 EXPENSES, AND CHANGES IN NET POSITION  
 PROPRIETARY FUND  
 YEAR ENDED SEPTEMBER 30, 2016**

	Internal Service Fund
	Compensated Absences
<b>OPERATING REVENUES</b>	
Charges for Services	\$ 722,374
<b>OPERATING EXPENSES</b>	
Compensated Absences Expense	722,374
<b>CHANGE IN NET POSITION</b>	-
Net Position - October 1, 2015	-
<b>NET POSITION - SEPTEMBER 30, 2016</b>	\$ -

*See accompanying Notes to Financial Statements.*

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUND  
YEAR ENDED SEPTEMBER 30, 2016**

	Internal Service Fund
	Compensated Absences
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Charges for Services	\$ 722,374
Cash Paid to Employees for Services	(446,745)
Net Cash Provided by Operating Activities	275,629
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	275,629
Cash and Cash Equivalents - October 1, 2015	2,186,365
<b>CASH AND CASH EQUIVALENTS - SEPTEMBER 30, 2016</b>	\$ 2,461,994
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
Operating Income	\$ -
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:	
Increase in Compensated Absences	275,629
Net Cash Provided by Operating Activities	\$ 275,629

See accompanying Notes to Financial Statements.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
STATEMENT OF FIDUCIARY NET POSITION  
AGENCY FUND  
SEPTEMBER 30, 2016**

	Agency Funds
<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 40,318
Due from Other Governmental Units	553
Due from Others	484
Total Assets	\$ 41,355
 <b>LIABILITIES</b>	
Due to Others	\$ 16,386
Due to Other Governmental Units	24,969
Total Liabilities	\$ 41,355

*See accompanying Notes to Financial Statements.*

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Highlands County is a non-charter County established April 23, 1921 under the laws of Florida 1921, Chapter 8513. The Sheriff of Highlands County, Florida (Sheriff) is one of six constitutional officers elected to serve within the County and receives a significant portion of her revenue from the Board of County Commissioners, Highlands County, Florida. The Sheriff's financial statements include only the funds of the Sheriff's office. There are no separate legal entities (component units) for which the Sheriff is financially accountable.

The Sheriff is elected every four years to serve as the Keeper of the Peace for Highlands County.

The Sheriff is a "budget" officer in that all of the Sheriff's operating revenues are received from the Board of County Commissioners (Board) in the form of an appropriation. Any fees collected by the office in carrying out duties as Sheriff, with the exception of reimbursements for extra duty pay or reimbursements for overtime incurred while assisting other federal and state agencies, are remitted to the Board at the end of each month. The Sheriff is also required to submit back to the Board any excess revenues over expenditures as of September 30 of each year.

The accompanying summary of significant accounting policies is presented to assist the reader in interpreting the financial statements and other data in this report. These policies, as presented, should be viewed as an integral part of the financial statements. The following is a summary of the more significant policies:

**Basis of Presentation**

These financial statements have been prepared for the purpose of complying with Section 218.39(2), Florida Statutes, and Chapter 10.550, *Rules of the Auditor General – Local Governmental Entity Audits*, which allows the Sheriff to present only fund financial statements. These financial statements present only the portion of the funds of Highlands County, Florida that are attributable to the Sheriff. They are not intended to present fairly the financial position and results of operations of Highlands County, Florida in conformity with accounting principles generally accepted in the United States of America.

**Fund Accounting**

The accounts of the Sheriff are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fund Accounting (Continued)**

The purpose of the Sheriff's various funds is as follows:

**Major Governmental Fund**

**General Fund** – The General Fund is the general operating fund of the Sheriff. The majority of the Sheriff's day-to-day operations are accounted for in this fund. It is used to account for all financial resources not required to be accounted for in another fund. Appropriations received from the Board are recorded in this fund. Expenditures for general government services are paid through this fund.

**Nonmajor Governmental Funds**

**Community Donations Fund** – The Community Donations Fund is a special revenue fund used to account for public donations received by the Sheriff's office.

**Inmate Welfare Fund** – The Inmate Welfare Fund is a special revenue fund used to account for the profits earned from telephone services and commissary services operated within the County jail. Profits are earned from sales of products such as candy and toothpaste to the inmates. Profits from these sales can only be spent for the benefit of the inmates.

**Proprietary Fund**

**Internal Service Fund** – The Internal Service Fund is used to account for the accumulation of funded compensated absences.

**Fiduciary Funds**

**Agency Funds** – Agency Funds are used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**Capital Assets**

All capital assets purchased are recorded as expenditures in the governmental funds at the time of purchase. Capital assets used by the Sheriff are capitalized in the basic financial statements of the County rather than in the governmental funds of the Sheriff. Capital assets are valued at historical cost or estimated historical cost if actual is not available. Donated capital assets are recorded at estimated fair value at the date of donation. The Sheriff maintains custodial responsibility for the capital assets used by her office.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Measurement Focus**

**Governmental Funds** – The governmental funds are accounted for using a current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. The reported unassigned fund balances (net current assets) are considered a measure of “available, spendable or appropriable resources.” Governmental fund operating statements present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

**Proprietary Fund** – The Internal Service Fund is accounted for on a cost of services measurement focus which is referred to as a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of the fund are included in the statement of net position. Proprietary Fund operating statements present increases (revenues) and decreases (expenses) in net total position.

**Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Governmental funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available as net current assets. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Sheriff considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on long-term debt which is recognized when due.

The accrual basis of accounting is utilized by the fiduciary fund and proprietary fund. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

**Budgets and Budgetary Data**

The following are the procedures followed in establishing the budget for the Sheriff's office:

1. On or before June 1 of each year, the Sheriff submits to the Board a tentative budget for the ensuing fiscal year.
2. Within 15 days after certification of the ad valorem tax roll by the Property Appraiser, the County Budget Officer submits to the Board a proposed county-wide operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Budgets and Budgetary Data (Continued)**

3. By Board resolution, a tentative budget is submitted to the public. Public hearings are held to obtain taxpayers' comments.
4. Within 20 days after adoption of the tentative budget, a final budget is submitted for review and adoption at a final public hearing.
5. Prior to, or on, September 30, the County's operating budget is legally enacted through passage of a resolution.
6. If the Board adopts a budget that includes amendments, modifications, increases, or reductions to the Sheriff's proposed budget, they must provide the Sheriff written notice of the changes.
7. The Sheriff receives her budgeted revenues from the Board in installments. One twelfth of the budget is received in all months except January and September. One sixth of the budget is received in January, and no appropriation is received in September.
8. Section 129.07, Florida Statutes, provides that only expenditures in excess of total fund budgets are unlawful. However, because the Sheriff acts on all budget changes between departments, this becomes the level of control.
9. Formal budgetary integration is employed as a management control device during the year for all Governmental Funds.
10. Annual appropriated budgets for the General Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).
11. All appropriations lapse at the close of the fiscal year.

**Cash and Cash Equivalents**

The Sheriff considers the following as cash and cash equivalents:

1. Cash on hand, demand deposits; and
2. Deposits in the Local Government Surplus Funds Trust Fund (Florida PRIME) under the management of the State Board of Administration.

**Investments**

The Sheriff invests surplus public funds in accordance with Section 218.415, Florida Statutes.



**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Compensated Absences**

Employees of the Sheriff earn annual and sick leave in varying amounts. Upon retirement, death, resignation or separation in good standing, employees are eligible to receive payment for accumulated annual and sick leave. Annual leave will be paid out 100% at the current rate of pay. There is no limit on the amount of sick leave that can be accumulated by an employee. Sick leave will be paid out at varying rates based on years of service and minimum balances, and payout is capped at 2,080 hours.

In the governmental funds, only the amounts that normally would be liquidated with expendable available financial resources are accrued as current year expenditures. Annual and sick leave credits for the Sheriff's Office employees have been fully funded and are recorded as an expenditure in the Internal Service Fund. No liability has been recorded for the nonvesting accumulating rights to receive sick leave pay benefits.

**Fund Balance**

The classifications of fund balances are described as follows:

**Nonspendable Fund Balance** – Amounts that cannot be spent because they are either not in spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

**Restricted Fund Balance** – Amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher levels of government), or imposed by constitutional provisions or enabling legislation. The Sheriff is reporting restricted fund balances in the Inmate Welfare fund and Community Donations fund.

**Committed Fund Balance** – Amounts that can be spent only for specific purposes determined by a formal action of the Sheriff's highest level of decision-making authority.

**Assigned Fund Balance** – Amounts the Sheriff intends to use for specific purposes that do not meet the criteria to be classified as restricted or committed.

**Unassigned Fund Balance** – Amounts that are available for any purpose; these amounts can be reported only in the Sheriff's General Fund. Unassigned fund balance may also include a negative balance for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those purposes.

When both restricted and unrestricted resources are available for use, it is the Sheriff's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available. The Board adopted a fund balance policy for the county as a whole. The Sheriff does not have a separate fund balance policy.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Unexpended Budget Balance Reverting to Board of County Commissioners**

Chapter 218, Florida Statutes, requires that any excess of revenues over expenditures in the General Fund held by the Sheriff at the end of each fiscal year shall be remitted to the Board. Therefore, the excess of revenues over expenditures in the General Fund at the end of each fiscal year is reflected as unexpended budget balance reverting to the Board on the statement of revenues, expenditures and changes in fund balance, and the related liability is included in due to the Board.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make use of estimates that affect reported amounts in the financial statements. Actual results could differ from estimates.

**Other Post Employment Benefit Obligations**

Other postemployment benefit obligations are reported in conformity with GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The basic premise of the statement is that Other Postemployment Benefits (OPEB) are earned by employees and should be recognized by the employer as the employee provides services. The Sheriff's employees are included as part of the Other Postemployment Health Benefits Plan (OPEB plan) administered by the Board and the Constitutional Officers of the County. The OPEB plan currently covers certain eligible retirees of the Board and the Constitutional Officers of the County. Retirees participating in the group insurance plans offered by the County are required to contribute 100% of the active premiums. Accounting for OPEB under GASB No. 45 results in the County reporting a significant actuarially-based liability for benefits.

**NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS**

At September 30, 2016, the Sheriff's deposits were \$2,873,511. The entire amount of the demand deposits is deposited in a State of Florida qualified depository and, therefore, is fully collateralized.

Custodial Credit Risk is the risk that in the event of a bank failure the government's deposits may not be returned to it. The Sheriff's monies must be deposited in banks designated as qualified public depositories by the Chief Financial Officer, Florida Department of Financial Services. Therefore, the Sheriff's total deposits are insured by the Federal Depository Insurance Corporation and collateralized by the Bureau of Collateral Management, Division of Treasury, Florida Department of Financial Services. The law requires the Chief Financial Officer to ensure that funds are entirely collateralized throughout the fiscal year. Other than the preceding, the Sheriff has no policy on custodial credit risk.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)**

Collateral is provided for demand deposits through the Florida Security for Public Deposits Act. This law establishes guidelines for qualification and participation by banks and savings associations, procedures for the administration of the collateral requirements and characteristics of eligible collateral. Under this law, the qualified public depository must pledge at least 25% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance.

Additional collateral, up to a maximum of 150%, may be required if deemed necessary under the conditions set forth in this law. Eligible collateral consists of obligations of the United States and its agencies and obligations of states and their local political subdivisions and unaffiliated corporations.

Obligations pledged to secure deposits must be delivered to the Department of Financial Services or, with the approval of the Chief Financial Officer, to a bank, savings association or trust company provided a power of attorney is delivered to the Chief Financial Officer. On a monthly basis, the Chief Financial Officer determines that the collateral has a market value adequate to cover the deposits under the provisions of this law.

The Sheriff invests funds throughout the year with Florida PRIME, an investment pool administered by the State Board of Administration, under the regulatory oversight of the State of Florida. Investments in Florida PRIME are made pursuant to Chapter 125.31, Florida Statutes. The investments are not categorized because they are not evidenced by securities that exist in physical or book entry form. Throughout the year and as of September 30, 2016, Florida PRIME contained certain floating and adjustable rate securities which were indexed based on the prime rate and/or one and three-month LIBOR rates. These investments represented 27.6% of Florida PRIME's portfolio at September 30, 2016.

Florida PRIME meets all of the necessary criteria to elect to measure all of the investments in Florida PRIME at amortized cost, as a cash equivalent.

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Sheriff has no policy on interest rate risk.

The weighted average days to maturity (WAM) of Florida PRIME as of September 30, 2016 was 50 days. Next interest rate reset dates for floating securities are used in the calculation of the WAM. The weighted average life (WAL) of the Florida PRIME at September 30, 2016 was 70 days.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)**

**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Sheriff's investment policy limits investments to specified credit ratings for authorized investments. Investments in Florida PRIME must carry an "AAAm" rating from Standard and Poor's.

On September 30, 2016, Standard and Poor's Ratings Services assigned the Florida PRIME an "AAAm" principal stability funding rating.

With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that "The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days."

With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2016, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS (CONTINUED)**

A reconciliation to amounts shown on the balance sheet, statement of net position, and statement of fiduciary net position is as follows:

Demand Deposits	\$ 2,873,511
Petty Cash and Change Fund	946
Florida PRIME	33,408
Total	\$ 2,907,865
Balance Sheet:	
Cash and Cash Equivalents	\$ 405,553
Statement of Net Position:	
Cash and Cash Equivalents	2,461,994
Statement of Fiduciary Net Position:	
Cash and Cash Equivalents	40,318
Total Cash and Cash Equivalents	\$ 2,907,865

**NOTE 3 PERSONNEL COMMITMENTS**

Employees of the Sheriff earn annual leave and sick leave in varying amounts. In the event of retirement or termination of employment, an employee is paid for accumulated leave credits unused. Employees may be paid for accumulated sick leave benefits at varying amounts based on years of service. The cash benefit of these compensated absences is determined by multiplying the employee's current wage rate by the number of unused credits.

The following shows the change in compensated absences for the fiscal year ended September 30, 2016:

Compensated Absences - September 30, 2015	\$ 2,186,365
Leave Earned by Employees	722,374
Payments to Employees	(446,745)
Compensated Absences - September 30, 2016	\$ 2,461,994

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 4 PENSION PLANS**

**Background**

The Florida Retirement System (FRS) was created by Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan, to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the Sheriff are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing, multiple-employer defined benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services' Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

**Florida Retirement System Pension Plan**

**Plan Description**

The Florida Retirement System Pension Plan (FRS Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Elected County Officers Class* – Members who hold specified elective offices in local government.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.
- *Special Risk Class* – Members who are special risk employees, such as law enforcement officers, meet the criteria to qualify for this class.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 4 PENSION PLANS (CONTINUED)**

Employees enrolled in the FRS Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the FRS Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service, except for members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 years of service. All members enrolled in the FRS Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service, except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of service. Employees enrolled in the FRS Plan may include up to 4 years of credit for military service toward creditable service. The FRS Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The FRS Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the FRS Plan to defer receipt of monthly benefit payments while continuing employment with an FRS participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

**Benefits Provided**

Benefits under the FRS Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits.

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3% per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3% determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3%. FRS Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 4 PENSION PLANS (CONTINUED)**

**Benefits Provided (Continued)**

Detailed information about the County's proportionate share of FRS's net pension liability, deferred outflows/inflows of resources, and pension expense are reported in the government-wide statements of the County.

**Retiree Health Insurance Subsidy Program**

**Plan Description**

The Retiree Health Insurance Subsidy Program (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

**Benefits Provided**

For the fiscal year ended June 30, 2016, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Detailed information about the County's proportionate share of HIS's net pension liability, deferred outflows/inflows of resources, and pension expense are reported in the government-wide statements of the County.

**FRS Investment Plan**

The Florida State Board of Administration (SBA) administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. The Sheriff's employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06% of payroll and by forfeited benefits of plan members.



**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 4 PENSION PLANS (CONTINUED)**

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Non-vested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2016, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the Sheriff.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

**Contributions**

Participating employer contributions are based upon statewide rates established by the State of Florida. The Sheriff's contributions made to the plans during the years ended September 30, 2016, 2015, and 2014 were \$2,962,497, \$2,616,130, and \$2,541,002, respectively, equal to the actuarially determined contribution requirements for each year.

Additional information about pension plans can be found in the County's comprehensive annual financial report.

**NOTE 5 DEFINED CONTRIBUTION PLAN**

**401(a) Discretionary Contribution Plan**

The Sheriff maintains a defined contribution retirement plan for governmental entities, the Highlands County Sheriff's Office 401(a) Discretionary Contribution Plan. The Sheriff is the Plan Administrator. The Plan was organized pursuant to Internal Revenue Code Section 401(a) by declaration of the Sheriff.

Employees working in the telecommunications and nursing areas are generally eligible to participate in the Plan. The Sheriff determines the contribution rate. The contribution rate for the year ended September 30, 2016 was 3%. There were no employee contributions. Contributions to the Plan for fiscal years ended September 30, 2016, 2015, and 2014 were \$32,819, \$38,605, and \$38,880, respectively.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 6 RELATED-PARTY TRANSACTIONS**

Transactions with the Highlands County Board of Commissioners and the Constitutional Officers of Highlands County, Florida for the year ended September 30, 2016 were as follows:

**Budget Appropriation**

The General Fund of the Sheriff received revenues from the Board of County Commissioners in the amount of \$28,606,146 for the year ended September 30, 2016. Amounts payable to the Board at September 30, 2016 for excess fees was \$322,275.

**Various Goods and Services**

The Board of County Commissioners provides various goods, services, and employee benefits to the Sheriff. The charges for these goods, services, and employee benefits for the fiscal year ended September 30, 2016 amounted to \$2,308,254. Additionally, the Clerk of the Circuit Courts provides the Sheriff various software maintenance and licensing services. The charges for these services for the fiscal year ended September 30, 2016 amounted to \$5,949.

**NOTE 7 RISK MANAGEMENT**

The Sheriff 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 is a member of the Florida Sheriffs Risk Management Fund and participates in the following programs: Florida Sheriffs' Self-Insurance Program, Florida Sheriffs' Workers' Compensation Self Insurance Program, and the Sheriffs' Automobile Risk Program, governmental insurance carriers. These agencies administer insurance activities relating to property, general liability, public official's and employment practices liability, automobile, crime, and worker compensation. The Sheriff is liable for deductibles on certain coverage.

**NOTE 8 CAPITAL ASSETS**

The Sheriff's capital assets include furniture, equipment, computer equipment, vehicles and software. The threshold for capitalizing all capital assets, except software, is \$5,000. The threshold for capitalizing software is \$15,000 for internally generated software and \$25,000 for purchased software. Capital assets are recorded at cost, or estimated historical cost. Contributed assets are recorded at estimated fair value at the time received. Depreciation is calculated using the straight-line method over the estimated useful lives of the related assets as follows:

<u>Assets</u>	<u>Years</u>
Leasehold Improvements	3 - 40
Machinery and Equipment	4 - 20
Software - Internally Generated	3 - 10
Software - Purchased/Leased	3 - 10

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2016**

**NOTE 8 CAPITAL ASSETS (CONTINUED)**

Detailed information concerning capital assets is recorded and reported in the government-wide financial statement of the County.

The following is a summary of the changes in capital assets for which the Sheriff is custodian during fiscal year 2016:

	Beginning Balance	Additions	Deletions	Ending Balances
Capital Assets, Being Depreciated/ Amortized:				
Equipment	\$ 9,585,774	\$ 1,190,234	\$ (882,364)	\$ 9,893,644
Leasehold Improvements	340,846	-	(340,846)	-
Computer Software	195,730	-	-	195,730
Total Capital Assets Being Depreciated/Amortized	10,122,350	1,190,234	(1,223,210)	10,089,374
Less: Accumulated Depreciation/ Amortization:				
Equipment	(5,966,958)	(928,589)	705,645	(6,189,902)
Leasehold Improvements	(340,845)	-	340,845	-
Computer Software	(172,412)	(20,701)	-	(193,113)
Total Accumulated Depreciation/Amortization	(6,480,215)	(949,290)	1,046,490	(6,383,015)
Total Capital Assets, Net	<u>\$ 3,642,135</u>	<u>\$ 240,944</u>	<u>\$ (176,720)</u>	<u>\$ 3,706,359</u>

**NOTE 9 COMMITMENTS AND CONTINGENCIES**

The Sheriff administers grants which are subject to special compliance audits by the grantor agency and which may result in disallowed expenditure amounts. These amounts, if any, constitute a contingent liability of the Sheriff. Accordingly, such liabilities are not reflected within the financial statements. Management does not believe the effects of contingent liabilities, if any, will be material to the financial statements.

The Sheriff is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of legal counsel for the Sheriff, the resolution of these matters will not have a materially adverse effect on the financial condition of the Sheriff.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
COMBINING BALANCE SHEET  
NONMAJOR GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2016**

<b>ASSETS</b>	Community Donation Fund	Inmate Welfare Fund	Total Nonmajor Governmental Funds
Cash and Cash Equivalents	\$ 9,460	\$ 184,408	\$ 193,868
Accounts Receivable	-	1,072	1,072
Total Assets	\$ 9,460	\$ 185,480	\$ 194,940
<b>LIABILITIES AND FUND BALANCE</b>			
<b>LIABILITIES</b>			
Vouchers Payable	\$ -	\$ 14,200	\$ 14,200
Accrued Wages Payable	-	299	299
Total Liabilities	-	14,499	14,499
<b>FUND BALANCE</b>			
Restricted	9,460	170,981	180,441
Total Liabilities and Fund Balance	\$ 9,460	\$ 185,480	\$ 194,940

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
COMBINING STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2016**

	Community Donation Fund	Inmate Welfare Fund	Total Nonmajor Governmental Funds
	<u>          </u>	<u>          </u>	<u>          </u>
<b>REVENUES</b>			
<b>Miscellaneous Revenues:</b>			
Commissary Sales	\$ -	\$ 71,951	\$ 71,951
Miscellaneous Revenues	15,135	104,658	119,793
Total Revenues	<u>15,135</u>	<u>176,609</u>	<u>191,744</u>
<b>EXPENDITURES</b>			
<b>Public Safety:</b>			
Law Enforcement:			
Operating Expenditures	8,767	-	8,767
Capital Outlay	14,000	-	14,000
Total Law Enforcement	<u>22,767</u>	<u>-</u>	<u>22,767</u>
Corrections and Detention:			
Personal Services	-	18,508	18,508
Operating Expenditures	-	168,118	168,118
Total Corrections and Detention	<u>-</u>	<u>186,626</u>	<u>186,626</u>
Total Expenditures	<u>22,767</u>	<u>186,626</u>	<u>209,393</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	(7,632)	(10,017)	(17,649)
Fund Balance - October 1, 2015	<u>17,092</u>	<u>180,998</u>	<u>198,090</u>
<b>FUND BALANCE - SEPTEMBER 30, 2016</b>	<u><u>\$ 9,460</u></u>	<u><u>\$ 170,981</u></u>	<u><u>\$ 180,441</u></u>

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
AGENCY FUNDS DESCRIPTIONS  
YEAR ENDED SEPTEMBER 30, 2016**

These funds are used to account for assets held by the Sheriff as an agent for individuals, other governmental units and/or other funds.

**Agency Funds:**

**Inmates** – To account for monies collected from inmates who have money in their possession at the time of their arrest and/or monies deposited on their behalf while incarcerated.

**Cash Bond** – To account for cash appearance bonds collected by the Sheriff on behalf of the Clerk of Courts. These funds are disbursed to the Clerk of Courts weekly.

**Unclaimed Evidence** – To account for monies seized by law enforcement. These funds are maintained until final determination by Florida Statute or the court.

**Individual Depositors** – To account for fees charged to serve civil process. Fees are collected and held until service is complete and then remitted to other entities or individuals.

**Suspense** – To account for fees and court ordered payments collected for various agencies. These funds are remitted to the County or other governmental agencies.

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
COMBINING STATEMENT OF FIDUCIARY NET POSITION  
ALL AGENCY FUNDS  
SEPTEMBER 30, 2016**

	<u>Inmates</u>	<u>Cash Bond</u>	<u>Unclaimed Evidence</u>	<u>Individual Depositors</u>	<u>Suspense</u>	<u>Total</u>
<b>ASSETS</b>						
Cash and Cash Equivalents	\$ 8,428	\$ -	\$ 10,866	\$ 3,130	\$ 17,894	\$ 40,318
Due from Other Governmental Units	-	-	-	-	553	553
Due from Others	484	-	-	-	-	484
<b>Total Assets</b>	<b><u>\$ 8,912</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 10,866</u></b>	<b><u>\$ 3,130</u></b>	<b><u>\$ 18,447</u></b>	<b><u>\$ 41,355</u></b>
<b>LIABILITIES</b>						
Due to Others	\$ 2,390	\$ -	\$ 10,866	\$ 3,130	\$ -	\$ 16,386
Due to Other Governmental Units	6,522	-	-	-	18,447	24,969
<b>Total Liabilities</b>	<b><u>\$ 8,912</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 10,866</u></b>	<b><u>\$ 3,130</u></b>	<b><u>\$ 18,447</u></b>	<b><u>\$ 41,355</u></b>

**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
ALL AGENCY FUNDS  
YEAR ENDED SEPTEMBER 30, 2016**

	Balance October 1, 2015	Additions	Deductions	Balance September 30, 2016
<b>INMATES</b>				
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 9,401	\$ 412,865	\$ 413,838	\$ 8,428
Due from Others	-	158,061	157,577	484
Total Assets	<u>\$ 9,401</u>	<u>\$ 570,926</u>	<u>\$ 571,415</u>	<u>\$ 8,912</u>
<b>LIABILITIES</b>				
Due to Others	\$ 3,986	\$ 521,563	\$ 523,159	\$ 2,390
Due to Other Governmental Units	5,415	2,225,456	2,224,349	6,522
Total Liabilities	<u>\$ 9,401</u>	<u>\$ 2,747,019</u>	<u>\$ 2,747,508</u>	<u>\$ 8,912</u>
<b>CASH BOND</b>				
<b>ASSETS</b>				
Cash and Cash Equivalents	<u>\$ -</u>	<u>\$ 360,916</u>	<u>\$ 360,916</u>	<u>\$ -</u>
<b>LIABILITIES</b>				
Deposits	<u>\$ -</u>	<u>\$ 360,916</u>	<u>\$ 360,916</u>	<u>\$ -</u>
<b>UNCLAIMED EVIDENCE</b>				
<b>ASSETS</b>				
Cash and Cash Equivalents	<u>\$ 5,386</u>	<u>\$ 27,295</u>	<u>\$ 21,815</u>	<u>\$ 10,866</u>
<b>LIABILITIES</b>				
Due to Others	<u>\$ 5,386</u>	<u>\$ 27,295</u>	<u>\$ 21,815</u>	<u>\$ 10,866</u>



**SHERIFF  
HIGHLANDS COUNTY, FLORIDA  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
ALL AGENCY FUNDS (CONTINUED)  
YEAR ENDED SEPTEMBER 30, 2016**

	Balance October 1, 2015	Additions	Deductions	Balance September 30, 2016
<b>INDIVIDUAL DEPOSITORS</b>				
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 1,780	\$ 19,050	\$ 17,700	\$ 3,130
<b>LIABILITIES</b>				
Due to Others	\$ 1,780	\$ 37,130	\$ 35,780	\$ 3,130
<b>SUSPENSE</b>				
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 21,938	\$ 253,831	\$ 257,875	\$ 17,894
Due from Other Governmental Units	210	3,056	2,713	553
Total Assets	<u>\$ 22,148</u>	<u>\$ 256,887</u>	<u>\$ 260,588</u>	<u>\$ 18,447</u>
<b>LIABILITIES</b>				
Due to Other Governmental Units	\$ 22,148	\$ 247,524	\$ 251,225	\$ 18,447
Total Liabilities	<u>\$ 22,148</u>	<u>\$ 247,524</u>	<u>\$ 251,225</u>	<u>\$ 18,447</u>
<b>TOTAL AGENCY FUNDS</b>				
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 38,505	\$ 1,073,957	\$ 1,072,144	\$ 40,318
Due from Other Governmental Units	210	3,056	2,713	553
Due from Others	-	158,061	157,577	484
Total Assets	<u>\$ 38,715</u>	<u>\$ 1,235,074</u>	<u>\$ 1,232,434</u>	<u>\$ 41,355</u>
<b>LIABILITIES</b>				
Due to Others	\$ 11,152	\$ 585,988	\$ 580,754	\$ 16,386
Due to Other Governmental Units	27,563	2,472,980	2,475,574	24,969
Deposits	-	360,916	360,916	-
Total Liabilities	<u>\$ 38,715</u>	<u>\$ 3,419,884</u>	<u>\$ 3,417,244</u>	<u>\$ 41,355</u>



**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**

The Honorable Susan Benton  
Sheriff  
Highlands County, Florida

We have audited, 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, the financial statements of the major fund and the aggregate remaining fund information of the Sheriff of Highlands County, Florida (Sheriff), as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the Sheriff's basic financial statements, and have issued our report thereon dated December 6, 2016.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Sheriff'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control. Accordingly, we do not express an opinion on the effectiveness of the Sheriff'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.


The Honorable Susan Benton  
Sheriff  
Highlands County, Florida

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Sheriff'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 result 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 cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Sebring, Florida  
December 6, 2016

## MANAGEMENT LETTER

The Honorable Susan Benton  
Sheriff  
Highlands County, Florida

### Report on the Financial Statements

We have audited the financial statements of the Sheriff of Highlands County, Florida (Sheriff), as of and for the fiscal year ended September 30, 2016 and have issued our report thereon dated December 6, 2016.

### Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

### Other Reports and Schedule

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, Section 601, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated December 6, 2016, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations made in the preceding annual financial audit report.

### Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. See Note 1 to the financial statements.

The Honorable Susan Benton  
Sheriff  
Highlands County, Florida

**Other Matters**

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Sheriff and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.



**CliftonLarsonAllen LLP**

Sebring, Florida  
December 6, 2016



**CliftonLarsonAllen**

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## **INDEPENDENT ACCOUNTANTS' REPORT**

The Honorable Susan Benton  
Sheriff  
Highlands County, Florida

We have examined the Sheriff of Highlands County, Florida's (Sheriff) compliance with Section 218.415, Florida Statutes, regarding the investment of public funds, during the year ended September 30, 2016. Management is responsible for the Sheriff's compliance with those requirements. Our responsibility is to express an opinion on the Sheriff's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Sheriff's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Sheriff's compliance with specified requirements.

In our opinion, the Sheriff complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2016.

This report is intended solely for the information and use of the Sheriff and the Auditor General, State of Florida, and is not intended to be, and should not be, used by anyone other than these specified parties.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Sebring, Florida  
December 6, 2016