



WASHINGTON PARISH SHERIFF  
Franklinton, Louisiana  
TAX COLLECTOR AGENCY FUND

Statement of Assets and Liabilities  
Arising from Cash Transactions  
June 30, 1996

ASSETS

Cash and cash equivalents \$ 82,862

TOTAL ASSETS \$ 82,862

LIABILITIES

Due to taxing bodies \$ 82,862

TOTAL LIABILITIES \$ 82,862

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF  
Franklinton, Louisiana  
TAX COLLECTOR AGENCY FUND  
Notes to the Financial Statements (Continued)

balances) totaling \$ 93,641, which were fully secured by federal deposit insurance.

NOTE 2. STATE REVENUE SHARING FUNDS

The revenue sharing funds provided by Act 1220 of 1995 were distributed as follows:

Washington Parish:	
Police Jury	\$ 266,465
School Board	185,213
Sheriff - commission	127,346
City of Bogalusa School Board	364,778
Pension funds	<u>17,846</u>
 Total	 <u>\$ 961,648</u>

NOTE 3. AUTO DEALER TAXES

Louisiana Revised Statute 47:1961.2 requires that motor vehicle dealers in the parish transfer to the tax collector, monthly, estimated ad valorem due on motor vehicles sold during the month. The remittances are deposited into a separate interest bearing account. During December of each year, the dealer's actual tax liability is determined and that amount is transferred to the tax collector account for settlement to the various taxing districts. Any amounts remaining in the separate account is apportioned and distributed to the various taxing authorities.

The results of my tests disclosed no instances of noncompliance that are required to be reported herein under *Government Auditing Standards*.

This report is intended for the information of the management of the Washington Parish Sheriff, and the office of the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

*Richard M. Seal*

Certified Public Accountant

Bogalusa, Louisiana  
October 11, 1996

Richard M. Seal

Certified Public Accountant

732-2536

Post Office Box 128

Bogalusa, Louisiana 70429-0128

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
AS PART OF AN AUDIT OF THE FINANCIAL STATEMENTS

Honorable Duane Blair  
Washington Parish Sheriff and  
Ex-Officio Tax Collector  
Franklinton, Louisiana

I have audited the financial statements of the Tax Collector Agency Fund of the Washington Parish Sheriff as of and for the year ended June 30, 1996, and have issued my report thereon dated October 11, 1996.

I conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws and regulations applicable to the Sheriff's Tax Collector Agency Fund is the responsibility of the Washington Parish Sheriff's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of the Sheriff's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my audit of the financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

This report is intended for the information of the management of the Washington Parish Sheriff, and the office of the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

*Rubens M. Seal*

Certified Public Accountant

Bogalusa, Louisiana  
October 11, 1996

In planning and performing my audit of the financial statements of the Tax Collector Agency Fund for the year ended June 30, 1996, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements, and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

I noted a matter involving the internal control structure and its operation that I consider to be a reportable condition under the standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control structure that, in my judgement, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

#### DAILY DEPOSITS

Criteria - Public funds received by the Sheriff should be deposited daily.

Condition - The majority of deposits for tax collector agency funds were not deposited on the day received. At one deposit date, funds were allowed to accumulate for thirteen business days until deposited. The largest amount accumulated until deposited was \$3,084,036.

Auditor's Recommendation - Internal control would be strengthened if tax collections were deposited daily.

Management's Response - Steps have been taken to verify that all deposits are made daily. This condition has been eliminated.

A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, I believe none of the reportable conditions described above is a material weakness.

Richard M. Seal

Certified Public Accountant

732-2536

Post Office Box 128

Bogalusa, Louisiana 70429-0128

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
AS PART OF AN AUDIT OF THE FINANCIAL STATEMENTS

Honorable Duane Blair  
Washington Parish Sheriff and  
Ex-Officio Tax Collector  
Franklinton, Louisiana

I have audited the financial statements of the Tax Collector Agency Fund of the Washington Parish Sheriff as of and for the year ended June 30, 1996, and have issued my report thereon dated October 11, 1996.

I conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of the Washington Parish Sheriff is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess expected benefits and related costs of the internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.



WASHINGTON PARISH SHERIFF  
Franklinton, Louisiana  
TAX COLLECTOR AGENCY FUND

Notes to the Financial Statements  
For the Year Ended June 30, 1996

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the sheriff is the ex-officio tax collector of the parish and is responsible for the collection and distribution of ad valorem property taxes, parish licenses, state revenue sharing funds, angling, hunting, and trapping licenses, and fines, costs, and bond forfeitures imposed by the district court.

A. REPORTING ENTITY

Louisiana State Law requires the accounts of each parish tax collector to be audited annually. Accordingly, the accompanying financial statements reflect the financial activity of the sheriff related only to his responsibility as ex-officio parish tax collector. Amounts included in these financial statements are also included in the sheriff's biennial general-purpose financial statements.

B. BASIS OF ACCOUNTING

The accounts of the parish tax collector are established to reflect the collections imposed by law, and the distributions pursuant to such law, and unsettled balances due various tax recipient bodies and others. The accompanying financial statements have been prepared on the cash basis of accounting, with collection recognized when received and distributions recognized when paid.

C. CASH AND CASH EQUIVALENTS

State law authorizes the sheriff to deposit tax collections in interest bearing accounts with a bank domiciled in the parish where the funds are collected. Further, the sheriff may invest these deposits in certificates of deposit or other investments permitted by law. At June 30, 1996, the sheriff had cash and cash equivalents (bank

WASHINGTON PARISH SHERIFF  
Franklinton, Louisiana  
TAX COLLECTOR AGENCY FUND

Statement of Collections, Distributions  
and Unsettled Balances  
For the Year Ended June 30, 1996

<u>DISTRIBUTIONS (Cont'd)</u>	
School Board	1,644,851
Sheriff	911,476
Sheriff sale advertising	7,630
Twenty-second Judicial District:	
District Attorney	32,573
Indigent Defender Board	37,500
Crime Victims Reparation Board	10,037
Bogalusa City School Board	1,954,081
Pension Fund payments	187,750
Refunds to taxpayers	21,752
Treasurer, Court Case Management	2,199
LA Traumatic Head & Spinal Injury	5,046
Fire districts:	
Number 1	59,612
Number 2	20,604
Number 3	24,613
Number 7	242,341
Number 8	49,901
Municipalities:	
Franklinton	1,857
Bogalusa	253
Varnado	26,719
Angie	20,008
LA Tax Commission	6,763
Other	<u>6,717</u>
Total Distributions	<u>7,709,668</u>
 <u>UNSETTLED BALANCES AT JUNE 30, 1996</u>	 <u>\$ 82,862</u>

(Concluded)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH SHERIFF  
Franklinton, Louisiana  
TAX COLLECTOR AGENCY FUND

Statement of Collections, Distributions  
and Unsettled Balances  
For the Year Ended June 30, 1996

UNSETTLED BALANCES, JULY 1, 1995 \$ 63,277

COLLECTIONS

Ad valorem taxes:	
Current year	6,312,636
Prior year	14,055
Angling, hunting, and trapping licenses	110,020
Court fines and bond forfeitures	128,959
Probations fines	28,258
Interest earned from:	
Checking accounts	6,522
Delinquent taxes	4,140
Parish liquor licenses	4,500
Civil and criminal costs	158,345
Refunds	170
State revenue sharing	<u>961,648</u>
Total Collections	7,729,253

DISTRIBUTIONS

State of Louisiana:	
Department of Wildlife and Fisheries	89,296
Forestry Department	19,242
Florida Parishes Juvenile	7,616
Washington Parish:	
Police Jury	1,454,397
Assessor	323,320
Clerk of Court	15,217
Hospital Service District No. 1	526,297

(Continued)

The accompanying notes are an integral part of this statement.

Richard M. Seal

Certified Public Accountant

732-2536

Post Office Box 128

Bogalusa, Louisiana 70429-0128

INDEPENDENT AUDITOR'S REPORT

Honorable Duane Blair  
Washington Parish Sheriff and  
Ex-Officio Tax Collector  
Franklinton, Louisiana

I have audited the financial statements of the Tax Collector Agency Fund of the Washington Parish Sheriff as of and for the year ended June 30, 1996. These financial statements are the responsibility of the Washington Parish Sheriff's management. My responsibility is to express an opinion on the financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that I 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. I believe that my audit provides a reasonable basis for my opinion.

As described in Note 1, the Washington Parish Sheriff is the ex-officio tax collector for the various taxing bodies within Washington Parish, and the accompanying financial statements present information only on his activities as parish tax collector. Further, the accompanying financial statements have been prepared on the basis of cash receipts and disbursements which is a comprehensive basis of accounting other than generally accepted accounting principles.

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**WASHINGTON PARISH SHERIFF  
TAX COLLECTOR AGENCY FUND**  
*Franklinton, Louisiana*

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*Financial Statements and  
Independent Auditor's Reports*

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*Year Ended June 30, 1996*

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Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date ~~OCT 13 1996~~  
NOV 13 1996

*Richard M. Seal*  
CERTIFIED PUBLIC ACCOUNTANT

In my opinion, the financial statements referred to in the first paragraph present fairly the assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the Washington Parish Sheriff as of June 30, 1996, and the collections and distributions for the year then ended, on the basis of accounting as described in Note 1.

In accordance with *Government Auditing Standards*, I have also issued a report dated October 11, 1996 on my consideration of the Washington Parish Sheriff's internal control structure and a report dated October 11, 1996 on its compliance with laws and regulations.

*Richard M. Seal*

Certified Public Accountant

Bogalusa, Louisiana  
October 11, 1996

WASHINGTON PARISH SHERIFF  
Franklinton, Louisiana  
TAX COLLECTOR AGENCY FUND

Financial Statements With  
Independent Auditor's Report  
For the Year Ended June 30, 1996

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