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**Bienville Parish Tax Agency Fund
Of the Bienville Parish School Board
Arreste, Louisiana**

**Financial Statements
and
Independent Auditors' Report
As of and for the Year Ended June 30, 1958**

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

Release Date: MAY 13 1958

**Newville Parish Tax Agency Fund
Of the Newville Parish School Board
Arcadia, Louisiana**

**Financial Statements and Independent Auditors' Report
As of and for the Year Ended June 30, 1998**

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INDEPENDENT AUDITORS' REPORT

Board Members,
Dioreville Parish School Board
Arvidale, Louisiana

We have audited the financial statements of the Bienville Parish Tax Agency Fund of the Bienville Parish School Board as of and for the year ended June 30, 1998, as listed in the table of contents. These financial statements are the responsibility of the Bienville Parish School Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. These 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.

Governmental Accounting Standards Board Technical Bulletin No. 1, Disclosures about Year 2000 Issues, requires disclosure of certain matters regarding the year 2000 issue in order for financial statements to be prepared in conformity with generally accepted accounting principles. Such required disclosures include:

any significant amount of resources committed to make computer systems and other electronic equipment year 2000-compliant; a general description of the year 2000 issue, including a description of the stages of work in process or completed as of the end of the reporting period to make computer systems and other electronic equipment critical to conducting operations year 2000-compliant; and the additional stages of work necessary for making the computer systems and other electronic equipment year 2000-compliant.

The School Board has omitted such disclosures. We do not provide assurance that the School Board is or will be year-2000 ready, that the School Board's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the School Board does business will be year 2000-ready.

In our opinion, except for the omission of the information discussed in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the School Board as of June 30, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

As discussed in Note 1, the financial statements present only the Bienville Parish Tax Agency Fund and are not intended to present fairly the financial position and results of operations of the Bienville Parish School Board, in conformity with generally accepted accounting principles.

Board Members
Bossierite Parish School Board
Arcadia, Louisiana

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material aspects, the assets and liabilities of the Bossierite Parish Tax Agency Fund of the Bossierite Parish School Board, as of June 30, 1998, and the changes in assets and liabilities for the year then ended.

In accordance with Government Auditing Standards, we have also issued a report dated December 4, 1998, on our consideration of the Bossierite Parish Tax Agency Fund's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

The accompanying OTHER INFORMATION, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements of the Bossierite Parish Sales Tax Agency. Such information has not been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, accordingly, we express no opinion on it.

Allen, Green & Company, LLP

ALLEN, GREEN & COMPANY, LLP

Morris, Louisiana
December 4, 1998

**Bienville Parish Tax Agency Fund
Of the Bienville Parish School Board
Archie, Louisiana**

Statement A

**Statement of Assets and Liabilities
June 30, 1998**

ASSETS

Cash	\$120
Total Assets	\$120

LIABILITIES

Deposits due others	\$120
Total Liabilities	\$120

The notes to the financial statements are an integral part of this statement.

Blensville Parish Tax Agency Fund
Of the Blensville Parish School Board
Arnaudville, Louisiana

Statement B

Statement of Changes in Assets and Liabilities
For the Year Ended June 30, 1998

	Balance July 1, 1997	Additions	Deductions	Balance June 30, 1998
ASSETS				
Cash	\$18,895	\$5,098,292	\$5,097,817	\$398
LIABILITIES				
Deposits due collect	\$18,895	\$5,098,292	\$5,097,817	\$398

The notes to the financial statements are an integral part of this statement.

Bossierville Parish Tax Agency Fund
Of the Bossierville Parish School Board
Bossierville, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 1988

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**Bienville Parish Tax Agency Fund
Of the Bienville Parish School Board
Arcadia, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 1998**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Bienville Parish Tax Agency Fund has been formed under joint agreement of the Bienville Parish School Board, the Bienville Parish Police Jury, the City of Arcadia, the Town of Gibsland, the Town of Ringgold and the Village of Cator for the collection of sales, use taxes and other fees, in accordance with Louisiana Revised Statute 33:2844.

A. REPORTING ENTITY

For financial reporting purposes, in conformance with GASB Statement No. 14, the Bienville Parish Tax Agency Fund is an agency fund of the Bienville Parish School Board. Accordingly, the accompanying financial statements present only the accounts of the tax agency fund and are not intended to present fairly the financial position and results of operations of the Bienville Parish School Board in conformity with generally accepted accounting principles. The Bienville Parish Tax Agency Fund is included as part of the general-purpose financial statements of the Bienville Parish School Board.

B. FUND ACCOUNTS

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fund assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types." Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The tax agency fund requires the use of a fiduciary fund as described below:

Fiduciary Fund -- Sales Tax Collection Agency Fund

The Bienville Parish Tax Agency Fund is used to account for the collection and distribution of sales and use taxes imposed by the various taxing authorities within the parish. This agency fund is essential in nature (assets equal liabilities) and does not involve measurement of results of operations.

C. FINED ASSETS AND LONG-TERM OBLIGATIONS

Fixed assets used by the tax agency are accounted for in the general fund asset account group of the Bienville Parish School Board. The tax agency has no long-term obligations at June 30, 1998.

**Bossier Parish Tax Agency Fund
Of the Bossier Parish School Board
Bossier, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 1998**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The basis of accounting for an agency fund is the modified accrual basis. The measurement focus is custodial, since the fund is not involved with the performance of governmental services. An agency fund has no revenues or expenditures and therefore there is no fund balance or need to measure the results of operations for a period.

C. BUDGETS

The custodial nature of an agency fund means there is no need to adopt a budgetary accounting system, therefore one has not been adopted.

D. VACATION, SICK LEAVE, AND PENSION PLANS

Employees at the Bossier Parish Tax Agency Fund are employed by the Bossier Parish School Board. The School Board is obligated for leave benefits and contributions to the pension system. Information on leave benefits and pension plans is available in the general-purpose financial statements of the Bossier Parish School Board for the year ended June 30, 1998.

**Bossier Parish Tax Agency Fund
Of the Bossier Parish School Board
Bossier, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 1998**

NOTE 2 - CHANGES IN DEPOSITS DUE OTHERS

A summary of changes in deposits due others is as follows:

BALANCE, JULY 1, 1997	\$ 10,815
ADDITIONS:	
Sales tax collections	5,985,200
DEDUCTIONS:	
Taxes distributed to others:	
Bossier Parish School Board	3,181,958
Bossier Parish Police Jury	1,547,518
City of Bossier	991,858
Town of Gibsland	51,738
Town of Ringgold	180,798
Village of Center	27,884
Hospital District No. 3	5,388
Fees for Audit of Sales Tax Vendors	51,906
Other Expenses (Tax paid in error, tax transfer and tax refunds)	21,655
Total deductions	6,087,817
BALANCE, JUNE 30, 1998	\$ 338

NOTE 3 - COMMITMENTS AND CONTINGENCIES

There is presently pending a lawsuit filed against the Bossier Parish Tax Agency and all taxing authorities in the state of Louisiana for refund of sales tax collected on vehicles purchased out of state and subsequently registered in the state of Louisiana. The Bossier Parish Sales Tax Agency Fund plans to defend the case. At present the potential effect of the suit is undeterminable.

**Newville Parish Tax Agency Fund
Of the Newville Parish School Board
Archie, Louisiana**

**OTHER REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

The following is a report on internal control and compliance with laws, regulations, contracts and grants required by Government Auditing Standards, issued by the Comptroller General of the United States. The report on internal control is based solely on the audit of the financial statements and includes, where appropriate, any reportable conditions and/or material weaknesses. The report on compliance with laws, regulations, contracts and grants is, likewise, based solely on the audit of the presented financial statements and presents, where applicable, compliance matters that would be material to the presented financial statements.



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Shirley Pittman, CPA

Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Board Members
Bossierite Parish School Board
Arianna, Louisiana

We have audited the financial statements of Bossierite Parish Tax Agency Fund of the Bossierite Parish School Board, Arianna, Louisiana, as of and for the year ended June 30, 1998, and have issued our report thereon dated December 4, 1998, which was qualified due to the omission of the year 2000 disclosures that are required by Governmental Accounting Standards Board Technical Bulletin 98-1, Disclosures about Year 2000 Issues. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

As discussed in Note 1, the financial statements present only the Bossierite Parish Tax Agency Fund of the Bossierite Parish School Board and are not intended to present fairly the financial position and results of operation of the Bossierite Parish School Board in conformity with generally accepted accounting principles.

Compliance

As part of obtaining reasonable assurance about whether Bossierite Parish Tax Agency Fund of the Bossierite Parish School Board's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with these 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 that we required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Bossierite Parish Tax Agency Fund of the Bossierite Parish School Board'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 assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be a material weakness.

Board Members
Bossier Parish School Board
Arcadia, Louisiana

Management Letter Item

However, we noted a matter (PB-241) involving the internal control over financial reporting which we have reported to management of the Bossier Parish Tax Agency Fund of the Bossier Parish School Board in a separate letter dated December 4, 1998, included later in this report.

This report is intended for the information of the Board, management, the Bossier Parish Police Jury, the City of Arcadia, the Town of Ringgold, the Town of Gibsland and the Village of Caesar. However, this report is a matter of public record and its distribution is not limited.



ALLEN, GREEN & COMPANY, LLP

Morion, Louisiana
December 5, 1998

**Bossier Parish Tax Agency Fund
Of the Bossier Parish School Board
Archie, Louisiana**

**Schedule of Findings and Questioned Costs
As of and for the Year Ended June 30, 1998**

PART I - Summary of the auditors' results

Financial statements audit

- i. The type of audit report issued was qualified.
- ii. There were no reportable conditions required to be disclosed by Government Auditing Standards issued by the Comptroller General of the United States.
- iii. There were no instances of noncompliance considered material, as defined by the Government Auditing Standards, to the financial statements.

**Bossier Parish Tax Agency Fund
Of the Bossier Parish School Board
Bossier, Louisiana**

Other Information

The information in the following section concerns management's actions or intentions concerning prior- and current-year audit findings. This information has been prepared by the management of the Bossier Parish Sales Tax Agency of the Bossier Parish School Board. Management accepts full responsibility for the accuracy of the information. This information has not been audited and, accordingly, no opinion is expressed. However, Allen, Green & Company, LLP, did follow-up on prior audit findings, performed procedures to assess the reasonableness of the summary schedule of prior audit findings prepared by the Bossier Parish Sales Tax Agency, and would report, as a current-year audit finding when the auditor concludes that the summary schedule of prior audit findings materially misrepresents the status of any prior audit finding.

**Bossier Parish Tax Agency Fund
Of the Bossier Parish School Board
Bossier, Louisiana**

**Summary Schedule of Prior Audit Findings
June 30, 1998**

Finding reference # **95-F1** **Sales Tax Collection Lack Segregation of Duties**

Initially occurred: Fiscal year ended June 30, 1997.

Conditions: Additional segregation of duties is needed in recording and depositing receipts of sales tax collections. Currently, one person handles the majority of the transactions concerning sales tax receipts and deposits.

Corrective action taken: The School Board has provided an employee to assist the Sales Tax Commission accountant by logging in receipts of sales tax reflections.

**Bossier Parish Tax Agency Fund
Of the Bossier Parish School Board
Arcadia, Louisiana**

Management Letter Items

ALLEN, GREEN & COMPANY, LLP

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A Chartered
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Ted Green, CPA

Angie Williamson, CPA



Management Letter

Board Members
Bossierite Parish School Board
Acadia, Louisiana

In planning and performing our audit of the general-purpose financial statements of the Bossierite Parish Tax Agency Fund of the Bossierite Parish School Board, Acadia, Louisiana, for the year ended June 30, 1998, we considered the Agency's internal control to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on internal control.

However, during our audit, we noted a certain matter involving internal control and other operational matters that are presented for your consideration. This letter does not affect our report dated December 8, 1998, on the financial statements of Bossierite Parish Tax Agency Fund of the Bossierite Parish School Board. We will review the status of this comment during our next audit engagement. Our comment and recommendation, which has been discussed with appropriate members of management, is intended to improve internal control or result in other operating efficiencies. We will be pleased to discuss this comment in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing the recommendation. Our comment is as follows:

RM-01 Rubber Stamp

Comment: A rubber stamp of the superintendent's signature is frequently used by the preparer to sign checks. A log to sign the stamp in and out is available but the log is not always used.

Recommendation: The person in custody of the stamp should use the stamp. There should continue to be a log kept of checks signed with the stamp.

Management Response: The rubber stamp will be eliminated as much as possible. The Superintendent's secretary will stamp all checks. Efforts are going to be made to purchase a check-signing machine.

Our audit procedures are designed primarily to enable us to form an opinion on the financial statements and, therefore, may not reveal all weaknesses in policies and procedures that may exist.

This report is intended for the information of the Board, management, federal awarding agencies, and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Allen, Green & Company, LLP

ALLEN, GREEN & COMPANY, LLP

Metairie, Louisiana
December 4, 1998

**Bossierville Parish Tax Agency Fund
Of the Bossierville Parish School Board
Bossierville, Louisiana**

**Status of Prior Management Letter Items
June 30, 1998**

No management letter was issued for the year ended June 30, 1997. Accordingly, there are no prior items for which the status must be reported.