

11-11-17

# TAX COLLECTOR FUND GRANT PARISH SHERIFF COLFAX, LOUISIANA

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## JUNE 30, 1999

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Release Date DEC 15 1999



PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

TAX COLLECTOR FUND  
GRANT PARISH SHERIFF  
COLFAX, LOUISIANA

JUNE 30, 1999

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PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT

The Honorable L.R. Hataway  
Sheriff and Ex Officio Tax Collector  
Grant Parish  
Colfax, Louisiana

We have audited the accompanying financial statements of the Tax Collector Fund of the Grant Parish Sheriff, Colfax, Louisiana, as of June 30, 1999 and for the year then ended as listed in the table of contents. These financial statements are the responsibility of the Sheriff'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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

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

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Tax Collector Fund of the Grant Parish Sheriff, Colfax, Louisiana, as of June 30, 1999, and the changes in assets and liabilities for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 23, 1999, on our consideration of the internal control over financial reporting of the Tax Collector Fund of the Grant Parish Sheriff and our tests of its compliance with certain provisions of laws and regulations.

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H. FRED RANDOW, C.P.A.  
ERNEST F. SASSER, C.P.A.

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The Honorable L.R. Hataway  
Sheriff and Ex Officio Tax Collector  
Grant Parish  
Colfax, Louisiana

The Year 2000 supplementary information on page 10 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and the presentation of the supplementary information. However, we did not audit the information and do not express an opinion on it. In addition, we do not provide assurance that the Grant Parish Sheriff is or will become Year 2000 compliant, that the Grant Parish Sheriff's Year 2000 remediation efforts will be successful in whole or in part, or that parties with which the Grant Parish Sheriff does business are or will become Year 2000 compliant.

*Payne, Moore & Herrington, LLP*  
Certified Public Accountants

September 23, 1999

**GRANT PARISH SHERIFF  
COLFAX, LOUISIANA  
BALANCE SHEET  
TAX COLLECTOR FUND - FIDICIARY FUND TYPE  
JUNE 30, 1999**

EXHIBIT A

	<u>SALES TAX</u>	<u>AD VALOREM TAX</u>	<u>GAME LICENSE</u>	<u>TOTAL</u>
<b>ASSETS</b>				
Cash	\$208,193	\$69,217	\$ 2,300	\$279,710
Other receivables	<u>1,123</u>	<u>3,481</u>	<u>          </u>	<u>4,604</u>
<b><u>TOTAL ASSETS</u></b>	<b><u>\$209,316</u></b>	<b><u>\$72,698</u></b>	<b><u>\$ 2,300</u></b>	<b><u>\$284,314</u></b>
<b>LIABILITIES</b>				
Due to taxing bodies and others	\$206,598	\$72,393	\$ 2,300	\$281,291
Due to general fund	<u>2,718</u>	<u>305</u>	<u>          </u>	<u>3,023</u>
<b><u>TOTAL LIABILITIES</u></b>	<b><u>\$209,316</u></b>	<b><u>\$72,698</u></b>	<b><u>\$ 2,300</u></b>	<b><u>\$284,314</u></b>

The accompanying notes are an integral part of the financial statements.

**GRANT PARISH SHERIFF  
COLFAX, LOUISIANA  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
TAX COLLECTOR FUND - FIDUCIARY FUND TYPE  
YEAR ENDED JUNE 30, 1999**

EXHIBIT B

<u>SALES TAX</u>				
	<u>Balance 06/30/98</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance 06/30/99</u>
<b>ASSETS</b>				
Cash	\$ 160,467	\$ 2,670,423	\$ 2,622,697	\$ 208,193
Other receivables	432	1,123	432	1,123
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 160,899</u></b>	<b><u>\$ 2,671,546</u></b>	<b><u>\$ 2,623,129</u></b>	<b><u>\$ 209,316</u></b>
<b>LIABILITIES</b>				
Due to taxing bodies and others	\$ 158,678	\$ 2,667,273	\$ 2,619,353	\$ 206,598
Due to general fund	2,221	2,718	2,221	2,718
<b><u>TOTAL LIABILITIES</u></b>	<b><u>\$ 160,899</u></b>	<b><u>\$ 2,669,991</u></b>	<b><u>\$ 2,621,574</u></b>	<b><u>\$ 209,316</u></b>
<u>AD VALOREM TAX</u>				
	<u>Balance 06/30/98</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance 06/30/99</u>
<b>ASSETS</b>				
Cash	\$ 7,282	\$ 4,032,535	\$ 3,970,600	\$ 69,217
Other receivables	305	3,176		3,481
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 7,587</u></b>	<b><u>\$ 4,035,711</u></b>	<b><u>\$ 3,970,600</u></b>	<b><u>\$ 72,698</u></b>
<b>LIABILITIES</b>				
Due to taxing bodies and others	\$ 7,282	\$ 4,035,711	\$ 3,970,600	\$ 72,393
Due to general fund	305			305
<b><u>TOTAL LIABILITIES</u></b>	<b><u>\$ 7,587</u></b>	<b><u>\$ 4,035,711</u></b>	<b><u>\$ 3,970,600</u></b>	<b><u>\$ 72,698</u></b>
<u>GAME LICENSE</u>				
	<u>Balance 06/30/98</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance 06/30/99</u>
<b>ASSETS</b>				
Cash	\$ 8,794	\$ 48,968	\$ 55,462	\$ 2,300
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 8,794</u></b>	<b><u>\$ 48,968</u></b>	<b><u>\$ 55,462</u></b>	<b><u>\$ 2,300</u></b>
<b>LIABILITIES</b>				
Due to taxing bodies and others	\$ 8,734	\$ 48,968	\$ 55,402	\$ 2,300
Other liabilities	60		60	0
<b><u>TOTAL LIABILITIES</u></b>	<b><u>\$ 8,794</u></b>	<b><u>\$ 48,968</u></b>	<b><u>\$ 55,462</u></b>	<b><u>\$ 2,300</u></b>

The accompanying notes are an integral part of the financial statements.

**TAX COLLECTOR FUND  
GRANT PARISH SHERIFF  
COLFAX, LOUISIANA  
JUNE 30, 1999**

**NOTES TO FINANCIAL STATEMENTS**

**1. ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Tax Collector Fund of the Grant Parish Sheriff have been prepared in conformity with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the fund's accounting policies are described below.

Reporting Entity

The financial statements contained herein present only the Tax Collector Fund and are not intended to present fairly the financial position and results of operations of the Grant Parish Sheriff in conformity with generally accepted accounting principles.

The Grant Parish Sheriff is the Chief Executive Officer of the law enforcement district and the Ex Officio Tax Collector of the Parish as provided by Article V, Section 27 of the Louisiana Constitution of 1974. The Sheriff serves a four year term. He administers the parish jail system and exercises duties required by district courts.

As the Ex Officio Tax Collector of the Parish, the Sheriff is responsible for the collection and distribution of ad valorem taxes, state revenue sharing funds, sportsmen's licenses, and certain other fines and licenses. The sheriff also collects sales taxes for the Parish.

Fund Accounting

Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Fiduciary Fund Type - The Tax Collector Fund of the Grant Parish Sheriff is an Agency Fund used to account for assets it holds in a trustee capacity as an agent for other taxing bodies in the Parish. The Agency Fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations.

Basis of Accounting

The accounts of the Tax Collector are established to reflect the collections imposed by law, distributions pursuant to such law, and unsettled balances due various taxing bodies and others. The accompanying financial statements have been prepared on the modified accrual basis of accounting. Under the modified accrual basis of accounting for an agency fund, receivables are recognized when susceptible to accrual, i.e., when they become both measurable and available. "Measurable" means the amount of the transactions can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Liabilities are recorded when incurred. The receivables susceptible to accrual are ad valorem tax collections.

**TAX COLLECTOR FUND  
GRANT PARISH SHERIFF  
COLFAX, LOUISIANA  
JUNE 30, 1999**

**NOTES TO FINANCIAL STATEMENTS**

Estimates

The preparation of financial statements on a modified accrual basis of accounting requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**2. CASH**

Cash is deposited in interest bearing checking accounts at two financial institutions within Grant Parish. The following is a summary of the carrying and bank balances of cash.

<u>CARRYING AMOUNT</u>	<u>BANK BALANCE</u>
\$279,710	\$315,529

All cash balances are insured or collateralized with securities held by the Fund or its agent in the Fund's name.

**3. INTEREST EARNINGS**

The interest earned in the Tax Collector Fund is from interest bearing checking accounts and delinquent taxes. The Tax Collector Fund has no certificates of deposit or any other type of securities. The interest on checking accounts is allocated to the governmental taxing bodies based upon their original assessments and sales tax collections.



**TAX COLLECTOR FUND  
GRANT PARISH SHERIFF  
COLFAX, LOUISIANA  
JUNE 30, 1999**

**NOTES TO FINANCIAL STATEMENTS**

**4. CHANGES IN BALANCES DUE TO TAXING BODIES AND OTHERS**

A summary of changes in balances due to taxing bodies and others follows:

	<u>SALES TAX</u>	<u>AD VALOREM TAX</u>	<u>GAME LICENSE</u>
BALANCE, BEGINNING OF YEAR (UNSETTLED)	\$ 158,678	\$ 7,282	\$ 8,734
Additions (Collections)			
Ad valorem taxes		3,607,077	
Prior year ad valorem taxes - redemptions		4,560	
Angling, hunting, and other licenses			48,968
Sales taxes	2,666,901		
Interest	372	6,858	
Fines/licenses		155	
Tax notices, costs, refunds, etc.		6,261	
State Revenue Sharing		410,800	
Total Additions	<u>2,667,273</u>	<u>4,035,711</u>	<u>48,968</u>
Reductions (Distributions)			
Grant Parish			
Police Jury	755,166	541,747	
School Board	755,166	1,547,575	
Fire Districts		344,580	
Hospital District		14,265	
Recreation Districts		10,058	
Library		182,899	
Assessor		238,627	
Sheriff	768,374	823,934	7,739
Town of Colfax	210,246		
Town of Pollock	52,074		
Village of Georgetown	13,100		
State of Louisiana			
Wildlife and Fisheries Commission		19,067	43,803
Louisiana Tax Commission		1,032	
Forestry and Agriculture		13,498	
Nineteenth Louisiana Levee District		37,926	
Red River Waterway Commission		80,813	
Pension/Retirement funds		102,202	
Collection fees and costs	65,227		
Refunds/Redemptions and other		12,377	3,860
Total Reductions	<u>2,619,353</u>	<u>3,970,600</u>	<u>55,402</u>
BALANCE, END OF YEAR (UNSETTLED)	<u>\$ 206,598</u>	<u>\$ 72,393</u>	<u>\$ 2,300</u>

**TAX COLLECTOR FUND  
GRANT PARISH SHERIFF  
COLFAX, LOUISIANA  
JUNE 30, 1999**

**NOTES TO FINANCIAL STATEMENTS**

**5. UNSETTLED BALANCES**

The unsettled balances at June 30, 1999, include the following:

	<u>SALES TAX</u>	<u>AD VALOREM TAX</u>	<u>GAME LICENSE</u>
Ad valorem taxes/redemptions/licenses	\$	\$ 71	\$
Sales taxes	206,226		
Protest taxes held		72,011	
Deposits and collections on angling, hunting, and trapping licenses			2,300
Interest earned	<u>372</u>	<u>311</u>	<u>2,300</u>
	\$ 206,598	\$ 72,393	\$ 2,300

**6. STATE REVENUE SHARING**

The State of Louisiana Revenue Sharing Funds provided by Act No. 63 of 1998 were distributed as follows:

Grant Parish:	
Police Jury	\$ 75,324
School Board	103,042
Sheriff	106,369
Assessor	32,136
Library	23,839
Fire Districts	43,772
Recreation Districts	3,424
Hospital District	1,825
Red River Waterway Commission	11,494
Pension funds	6,954
Nineteenth Louisiana Levee District	<u>2,621</u>
	\$ 410,800

**REQUIRED SUPPLEMENTAL INFORMATION**

**TAX COLLECTOR REFUND  
GRANT PARISH SHERIFF  
REQUIRED SUPPLEMENTAL INFORMATION  
YEAR 2000 SUPPLEMENTARY INFORMATION  
JUNE 30, 1999**

The Year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year ended December 31, 1999.

The Grant Parish Sheriff's Office has completed an assessment of the problem by identifying all of its systems and individual components of its systems. The process of identification of potential problems is however, ongoing. Therefore, the Grant Parish Sheriff is in the remediation stage. With considerable time dedicated to the Year 2000 issue, the Grant Parish Sheriff's Office anticipates significant completion of the assessment and remediation by October of 1999. The Grant Parish Sheriff's Office relies on vendors to provide the financial reporting system and for assessment, remediation, testing, and validation of this system as being Year 2000 compliant. Testing and validation will be completed in November, 1999.

Because of the unprecedented nature of the Year 2000 issue, the effects of the Year 2000 issue and the success of related remediation efforts can not be absolutely determined until January 1, 2000, and thereafter. Management has taken every possible action within its control to implement and verify Year 2000 compatibility. No one can anticipate all the possible problems associated from Year 2000 incompatibilities of the various agencies and vendors with which the Grant Parish Sheriff must, by virtue of its office, have contact, and although the Grant Parish Sheriff has made all remediation efforts within its control, the success of the remediation efforts can not be verified until such time as full interaction and verification is made as a result of cooperation with the various agencies and vendors in the Year 2000.

See independent auditor's report.

**OTHER REPORT AND INFORMATION REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
OR LOUISIANA GOVERNMENTAL AUDIT GUIDE**

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***



PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable L.R. Hataway
Sheriff and Ex Officio Tax Collector
Grant Parish
Colfax, Louisiana

We have audited the financial statements of the Tax Collector Fund of the Grant Parish Sheriff, Colfax, Louisiana, as of and for the year ended June 30, 1999, and have issued our report thereon dated September 23, 1999. 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.

Compliance

As part of obtaining reasonable assurance about whether the Tax Collector Fund's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, 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 an instance of noncompliance that is required to be reported under Government Auditing Standards, which is described in the accompanying schedule of findings and questioned costs as finding 99-01.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Grant Parish Sheriff Tax Collector Fund'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. However, we noted one matter involving the internal control over financial reporting that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could affect the Grant Parish Sheriff's ability to record, process, summarize, and report data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings and questioned costs as finding 99-01.

MARVIN A. JUNEAU, C.P.A. | ROBERT L. LITTON, C.P.A. | REBECCA B. MORRIS, C.P.A.
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The Honorable L.R. Hataway  
Sheriff and Ex Officio Tax Collector  
Grant Parish  
Colfax, Louisiana

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition described above is not a material weakness.

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

*Payne, Moore & Herrington, LLP*

Certified Public Accountants

September 23, 1999



**TAX COLLECTOR FUND  
GRANT PARISH SHERIFF  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 1999**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

*Financial Statements*

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

Material weaknesses identified?  yes  no

Reportable conditions identified that are not considered to be material weaknesses?  yes  none reported

Noncompliance material to financial statements noted?  yes  no

*Prior Year Audit Findings* Not Applicable

*Management's Corrective Action Plan* Attached

*Federal Awards* Not Applicable

**SECTION II - FINANCIAL STATEMENT FINDINGS**

**FINDING 99-01: SEGREGATION OF PROTEST TAXES COLLECTED**

Criteria: The objective of internal controls are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Also, it is our understanding that LSA-R.S.47:2110 provides that protest taxes collected shall be segregated and held pending outcome of suit.

Condition: During the current year ended, protest taxes were collected and deposited into the normal tax collection bank account and general ledger account. Such taxes were not segregated and were inadvertently distributed to various taxing bodies.

Cause: Protest taxes were not appropriately segregated in accordance with sound accounting procedure and in compliance with LSA-R.S. 47:2110.

Recommendation: We recommend that a separate bank account be established and protest taxes deposited directly to this account upon receipt. Interest earned on this account should also be retained in the account pending the outcome of the suit.

Management's response: See management's corrective action plan.

### **SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

Not applicable.

**TAX COLLECTOR FUND  
GRANT PARISH SHERIFF  
MANAGEMENT'S CORRECTIVE ACTION PLAN  
YEAR ENDED JUNE 30, 1999**

Tax Collector Fund, Grant Parish Sheriff, respectively submits the following corrective action plan for the year ended June 30, 1999.

Independent Public Accounting Firm:  
Payne, Moore & Herrington, LLP  
P.O. Box 13200  
Alexandria, LA 71315-3200

Audit period: July 1, 1998 to June 30, 1999

The finding from the June 30, 1999, schedule of findings and questioned costs is discussed below. The finding is numbered consistently with the number assigned in the report.

**REPORTABLE CONDITION AND NONCOMPLIANCE**

**FINDING 99-01: SEGREGATION OF PROTEST TAXES COLLECTED**

During the current year ended, protest taxes were collected and deposited into the normal tax collection bank account and general ledger account. Such taxes were not segregated and were inadvertently distributed to various taxing bodies.

Recommendation: It is recommended that a separate bank account be established and protest taxes deposited directly to this account upon receipt. Interest earned on this account should also be retained in the account pending the outcome of the suit.

Action taken: Protest taxes have now been deposited in a protest tax account in the sum of \$72,011 along with interest in the amount of \$311.

