



PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE 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, 1996, and have issued our report thereon dated October 2, 1996.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of the Grant 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 the expected benefits and related costs of 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 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.

In planning and performing our audit of the financial statements of the Tax Collector Fund of the Grant Parish Sheriff, Colfax, Louisiana, for the year ended June 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the

L. PAUL HOOD, C.P.A.

ERNEST F. SASSER, C.P.A.

DALE P. DE SELLE, C.P.A.

MARVIN A. JUNEAU, C.P.A.

ROBERT L. LITTON, C.P.A.

REBECCA B. MORRIS, C.P.A.



H. FRED RANDOW, C.P.A.

ROBERT W. OVOORAK, C.P.A.

MICHAEL A. JUNEAU, C.P.A.

1419 METRO DRIVE • P.O. BOX 13280 • ALEXANDRIA, LA 71315-3280

PH: (318) 443-1893 • FAX: (318) 443-2515



PAYNE, MOORE & HERRINGTON, LLP

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

In accordance with *Government Auditing Standards*, we have also issued a report dated October 2, 1996, on our consideration of the Tax Collector Fund of the Grant Parish Sheriff's internal control structure and a report dated October 2, 1996, on its compliance with laws and regulations.

Payne, Moore & Herrington, LLP
Certified Public Accountants

October 2, 1996

GRANT PARISH SHERIFF
COLFAX, LOUISIANA
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
TAX COLLECTOR FUND - FIDUCIARY FUND TYPE
YEAR ENDED JUNE 30, 1996

EXHIBIT B

	<u>Balance</u> <u>07/01/95</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>06/30/96</u>
ASSETS				
Cash	\$24,884	\$3,379,476	\$3,370,103	\$34,257
Ad valorem taxes receivable		143		143
Due from other governments		3,000		3,000
Other receivables	<u>17,429</u>	<u>141</u>	<u>17,429</u>	<u>141</u>
<u>TOTAL ASSETS</u>	<u>\$42,313</u>	<u>\$3,382,760</u>	<u>\$3,387,532</u>	<u>\$37,541</u>
LIABILITIES				
Due to taxing bodies and others	\$25,140	\$3,362,140	\$3,352,690	\$34,590
Due to General Fund	17,013	3,000	17,213	2,800
Due to Cash Bond Fund	100	100	200	-0-
Other liabilities	<u>60</u>	<u>91</u>	<u> </u>	<u>151</u>
<u>TOTAL LIABILITIES</u>	<u>\$42,313</u>	<u>\$3,365,331</u>	<u>\$3,370,103</u>	<u>\$37,541</u>

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

**GRANT PARISH SHERIFF
COLFAX, LOUISIANA
TAX COLLECTOR FUND
JUNE 30, 1996**

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF 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.

A. 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.

B. FUND ACCOUNTING

Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government 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.

C. 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

GRANT PARISH SHERIFF
COLFAX, LOUISIANA
TAX COLLECTOR FUND
JUNE 30, 1996

NOTES TO FINANCIAL STATEMENTS

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 and commissions due to the Tax Collector Fund.

D. 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</u> <u>AMOUNT</u>	<u>BANK</u> <u>BALANCE</u>
Insured (FDIC)	\$34,257	\$108,024

All cash balances are fully insured by the Federal Deposit Insurance Corporation.

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.

GRANT PARISH SHERIFF
COLFAX, LOUISIANA
TAX COLLECTOR FUND
JUNE 30, 1996

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:

BALANCE, BEGINNING OF YEAR (UNSETTLED)	\$ 25,140
Additions (Collections)	
Ad valorem taxes	2,902,504
Prior year ad valorem taxes - redemptions	8,186
Angling, hunting, and other licenses	42,791
Interest	7,186
Fines/licenses	320
Tax notices, costs, refunds, etc.	6,695
State Revenue Sharing	<u>394,458</u>
Total Additions	3,362,140
Reductions (Distributions)	
Grant Parish	
Police Jury	\$ 463,509
School Board	1,314,682
Fire Districts	227,256
Hospital Districts	14,397
Recreation Districts	8,703
Library	156,279
Assessor	212,378
Sheriff	712,165
State of Louisiana	
Wildlife and Fisheries Commission	26,809
Louisiana Tax Commission	942
Forestry and Agriculture	13,618
Nineteenth Louisiana Levee District	32,122
Red River Waterway Commission	71,075
Pension/Retirement funds	86,339
Refunds/Redemptions and other	<u>12,416</u>
Total Reductions	<u>3,352,690</u>
BALANCE, END OF YEAR (UNSETTLED)	\$ 34,590

GRANT PARISH SHERIFF
COLFAX, LOUISIANA
TAX COLLECTOR FUND

JUNE 30, 1996

TABLE OF CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>	
INDEPENDENT AUDITOR'S REPORT		1-2	
FINANCIAL STATEMENTS			
BALANCE SHEET	A	3	
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES	B	4	
NOTES TO FINANCIAL STATEMENTS		5-8	
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>			9-12
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>			13-14

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



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, 1996, and for the year then ended. 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 *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, at June 30, 1996, and the changes in assets and liabilities for the year then ended in conformity with generally accepted accounting principles.

L. PAUL HODO, C.P.A.

ERNEST F. SASSER, C.P.A.

DACE P. DE SELLE, C.P.A.

MARVIN A. JONEAU, C.P.A.

ROBERT L. LITTON, C.P.A.

REBECCA B. MORRIS, C.P.A.

H. FRED RANDOW, C.P.A.

ROBERT W. DVORAK, C.P.A.

MICHAEL A. JONEAU, C.P.A.





PAYNE, MOORE & HERRINGTON, LLP

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

design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk 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 structure. Accordingly, we do not express such an opinion.

We noted a matter involving the internal control structure and its operation that we consider to be a reportable condition under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, 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.

The chief civil deputy has access to and control over all recording, processing, summarization, and reporting of financial data. Due to the limited number of employees within the accounting department, a segregation of duties and responsibilities which would provide additional controls may not be practical to implement.

A material weakness is a reportable condition in which the design or operation of one or more of the 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.

Our 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, we believe the reportable condition described above is not a material weakness.



PAYNE, MOORE & HERRINGTON, LLP

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

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

Payne Moore & Herrington, LLP
Certified Public Accountants

October 2, 1996

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**



PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
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, 1996, and have issued our report thereon dated October 2, 1996.

We conducted our 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 we 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 Tax Collector Fund of the Grant Parish Sheriff is the responsibility of the Grant Parish Sheriff's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Fund's compliance with certain provisions of laws and regulations. However, our objective was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

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

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


Certified Public Accountants

October 2, 1996

L. PAUL HOOD, C.P.A.

ERNEST F. SASSER, C.P.A.

DALE P. DE SELLE, C.P.A.

MARVIN A. JUNEAU, C.P.A.

ROBERT L. LITTON, C.P.A.

REBECCA B. MORRIS, C.P.A.

H. FRED RANDOW, C.P.A.

ROBERT W. DVORAK, C.P.A.

MICHAEL A. JUNEAU, C.P.A.



14

1419 METRO DRIVE • P.O. BOX 13200 • ALEXANDRIA, LA 71315-3200

PH: (318) 443-1893 • FAX: (318) 443-2515

3151

OFFICIAL
FILE COPY

RECEIVED
LEGISLATIVE AUDITOR

DO NOT SEND OUT

(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

96 OCT 28 AM 9:32

Tax Collector Fund Grant Parish Sheriff

Colfax, Louisiana

June 30, 1996

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 10/23/96

Payne, Moore & Herrington, LLP
Certified Public Accountants
Alexandria, Louisiana

GRANT PARISH SHERIFF
COLFAX, LOUISIANA
TAX COLLECTOR FUND
JUNE 30, 1996

NOTES TO FINANCIAL STATEMENTS

5. UNSETTLED BALANCES

The unsettled balances at June 30, 1996, include the following:

Ad valorem taxes/redemption	\$ 2,520
Protest taxes held	3,659
Automobile dealers' ad valorem tax for 1996 received monthly	8,662
Deposits and collections on angling, hunting, and trapping licenses	12,657
Interest earned	7,092
	\$34,590

The automobile dealers' tax is prepaid and will be distributed along with the other 1996 ad valorem taxes once they have been assessed and collected. Amounts received for game licenses will be remitted to the Louisiana Wildlife and Fisheries Department during 1996 and the deposits held will be remitted after coupon books have been returned to the Sheriff. Interest earned is accumulated and normally distributed once a year.

6. STATE REVENUE SHARING

The State of Louisiana Revenue Sharing Funds provided by Act No. 1220 of 1995 were distributed as follows:

Grant Parish:	
Police Jury	\$ 72,338
School Board	102,426
Sheriff	104,101
Assessor	32,107
Library	22,895
Fire Districts	34,463
Recreation Districts	3,327
Hospital District	1,913
Red River Waterway Commission	11,350
Pension funds	6,910
Nineteenth Louisiana Levee District	2,628
	\$394,458

GRANT PARISH SHERIFF
COLFAX, LOUISIANA
BALANCE SHEET
TAX COLLECTOR FUND - FIDUCIARY FUND TYPE
JUNE 30, 1996

EXHIBIT A

ASSETS	
Cash	\$34,257
Ad valorem taxes receivable	143
Due from other governments	3,000
Other receivables	<u>141</u>
<u>TOTAL ASSETS</u>	<u>\$37,541</u>
LIABILITIES	
Due to taxing bodies and others	\$34,590
Due to General Fund	2,800
Other liabilities	<u>151</u>
<u>TOTAL LIABILITIES</u>	<u>\$37,541</u>

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