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**ST. JAMES PARISH SHERIFF
IN-EX-OFFICIO PARISH TAX COLLECTOR,
Cameron, Louisiana**

Financial Report

Year Ended June 30, 1933

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or authorized, and to all 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.

Released Date ~~1933-7-1~~ 1933

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INDEPENDENT AUDITORS' REPORT

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The Honorable Wally J. Martin, Jr.
St. James Parish Sheriff as
Ex-Officio Tax Collector
Covington, Louisiana

We have audited the accompanying financial statements of the Tax Collector Fund (agency fund) of the St. James Parish Sheriff for the year ended June 30, 1998 as listed in the table of contents. This financial statement is the responsibility of the St. James Parish Sheriff as Ex-Officio Tax Collector. Our responsibility is to express an opinion on this financial statement 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 statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. 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 described more fully in Note 1, the accompanying financial statement presents information only on the Tax Collector Fund (agency fund). Further, the accompanying statement of net assets, distributions, and uncollected balances has been prepared on a cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the collections, distributions, and uncollected balances of the Tax Collector Fund of the St. James Parish Sheriff for the year ended June 30, 1998, on the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued a report dated August 26, 1998 on our consideration of the Tax Collector Fund of the St. James Parish Sheriff's compliance with laws and regulations and on its internal control over financial reporting.

Kolder, Champagne, Slaven & Rainey, LLC
Certified Public Accountants

Lafayette, Louisiana
August 28, 1998

FINANCIAL STATEMENT

ST. JAMES PARISH SHERIFF
 Covington, Louisiana
 Tax Collector Agency Fund

Statement of Collections, Distributions, and Unsettled Balances
 Year Ended June 30, 1998

Liquidated balances, July 1, 1997	<u>\$ 32,992</u>
Collections:	
Ad valorem taxes	21,206,343
Payment in lieu of taxes	1,368,099
State revenue sharing	455,663
Spending licenses	33,209
Motor Vehicle property taxes	6,817
Interest on:	
Delinquent taxes	4,481
Taxes paid under protest	6,264
Time deposit	26,573
Refunds and redemptions	9,971
Tax notices, etc.	7,189
Louisiana Tax Commission	<u>4,024</u>
Total collections	<u>23,421,963</u>
Total	<u>23,454,955</u>
Distributions:	
Louisiana Department of Agriculture	9,349
Louisiana Department of Treasury	820,134
Louisiana Department of Wildlife and Fisheries	25,300
Louisiana Tax Commission	4,874
St. James Parish -	
Council	9,494,156
School Board	4,964,888
Clerk of Court	1,239
Sheriff	4,343,348
Assessor	716,648
Municipalities	121,450
Refunds and redemptions	4,874
Parishes funds	950,682
Advertising costs	<u>5,392</u>
Total distributions	<u>23,089,132</u>
Unsettled balances, June 30, 1998	<u>\$ 365,723</u>

The accompanying notes are an integral part of this statement.

ST. JAMES PARISH SHERIFF
 Convent, Louisiana
 Notes to Financial Statement

(1) Summary of Significant Accounting Policies

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the Sheriff is the official tax collector of the parish and is responsible for the collection and distribution of ad valorem property taxes, state revenue sharing funds and apportioned revenues.

Louisiana Revised Statute 24:513(D) requires that the accounts of such tax collector be audited annually. Accordingly, the accompanying financial statement reflects financial activity of the Sheriff relating only to his responsibility as an official tax collector. Amounts included in this report are also included in the Sheriff's annual general purpose financial statements.

The accounts of the tax collector are established to reflect the collections imposed by law, distributions pursuant to such law, and uncollected balances due various taxing bodies and voters. The accompanying financial statement has been prepared on the cash basis of accounting, with collections recognized when received and distributions reflected when paid.

(2) Interest-Bearing Deposits

State law authorizes the Sheriff to deposit tax collections in a bank chartered in the parish where the funds are collected. At June 30, 1998, the Sheriff has interest-bearing deposits totaling \$365,715 (book balances). These deposit balances of \$366,812 (bank balances), representing uncollected tax collections, are fully secured through federal deposit insurance.

(3) State Revenue Sharing Funds

The revenue sharing funds received during the year were distributed as follows:

Louisiana Department of Treasury	\$ 14,914
St. James Parish:	
Council	148,845
School Board	93,578
Sheriff:	
Law Enforcement District	58,244
Commission	83,236
Assessor	13,299
Municipalities	6,948
Pension Funds	<u>14,200</u>
Total	<u>\$451,863</u>

ST. JAMES PARISH SHERIFF
Covington, Louisiana
Notes to Financial Statement (Continued)

(4) Issues Paid Under Protest

The unaffiliated balances at June 30, 1998, include \$333,428 of issues paid under protest and interest earned to date on the investment of these funds. These funds are held pending resolution of the protest.

INTERNAL CONTROL AND COMPLIANCE

KOLDER, CHAMPAGNE, SLAVEN & RAINEY, LLC
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**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 Willy J. Martin, II
St. James Parish Sheriff as
Ex-Officio Tax Collector
Covert, Louisiana

We have audited the financial statement of The Tax Collector Fund (agency fund) of the St. James Parish Sheriff for the year ended June 30, 1998, and have issued our report thereon dated August 26, 1998. 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 The Tax Collector Fund's financial statement is 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 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 are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the St. James Parish Sheriff'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 a certain matter involving the internal control over financial reporting and its operation 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 judgment, could adversely affect the St. James Parish Sheriff's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

The reportable condition is described below:

Inadequate Segregation of Accounting Functions

Finding:

Due to the small number of employees, the Sheriff did not have adequate segregation of functions within the accounting system.

Recommendation:

Based upon the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

Response:

No response is considered necessary.

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. We believe the reportable condition described above is a material weakness.

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

Keller, Champagne, Shere & Rainey, LLC
Certified Public Accountants

LeFayette, Louisiana
August 28, 1998

ST. JAMES PARISH SHERIFF
Covington, Louisiana
Tax Collector Agency Fund

Summary Schedule of Prior Audit Findings
Year Ended June 30, 1998

<u>Reference Number</u>	<u>Year Finding Initially Discovered</u>	<u>Description of Finding/ Management Letter statement</u>	<u>Correction Action Taken</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
<u>Section I. Report on Compliance and on Internal Control Over Financial Reporting, Based on an Audit of Financial Statements, Performed in Accordance with Government Auditing Standards</u>				
	Unknown	Segregation of functions within the accounting system; based upon the cost-benefit of additional personnel, the probable infeasibility to achieve segregation of accounting functions deemed client response unnecessary.	No	See Corrective Action Plan
<u>Section II. Internal Control and Compliance Material to Federal Awards</u>				
				NA
<u>Section III. Management Letter</u>				
				None

ST. JAMES PARISH SHERIFF
Covington, Louisiana
Tax Collector Agency Fund

Corrective Action Plan
Year Ended June 30, 1998

Section III: **Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards**

Based upon the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of accounting functions.