

13

RECEIVED
LEGISLATIVE CLERK
98 SEP -9 AM 10:10

**OFFICIAL
FILE COPY**
DO NOT SEND OUT
(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

98901789
3148

**EAST FELICIANA PARISH SHERIFF
(AS EX-OFFICIO PARISH TAX COLLECTOR)**
Clinton, Louisiana

Financial Report

Year Ended June 30, 1998

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 ~~SEP 7 6 1998~~

TABLE OF CONTENTS

	Page
Independent Auditors' Report	1-2
FINANCIAL STATEMENT	
Statement of Collections, Distributions, and Unsettled Balances for the Year Ended June 30, 1998 - Tax Collector Agency Fund	4
Notes to financial statement	5-6
SUPPLEMENTARY INFORMATION	
INTERNAL CONTROL AND COMPLIANCE	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	8-9
Summary schedule of prior audit findings	10
Corrective action plan	11

KOLDER, CHAMPAGNE, SLAVEN & RAINEY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

C. Burton Kolder, CPA
Russell F. Champagne, CPA
Victor R. Slaven, CPA
Chris Rainey, CPA
Conrad O. Chapman, CPA

P. Troy Courville, CPA
Penny Angelle Scruggins, CPA
Mary T. Thibodeaux, CPA
Gerald A. Thibodeaux, Jr., CPA
Kelly M. Doucet, CPA
Kenneth J. Rachel, CPA

234 Rue Beaugard
Lafayette, LA 70508
Phone (318) 232-4141
Fax (318) 232-8660

113 East Bridge Street
Breaux Bridge, LA 70517
Phone (318) 332-4020
Fax (318) 332-2867

133 East Waddell
Marksville, LA 71351
Phone (318) 253-9252
Fax (318) 253-8681

1234 David Drive, Suite 105
Morgan City, LA 70380
Phone (504) 384-2020
Fax (504) 384-3020

408 W. Cotton Street
Ville Platte, LA 70586
Phone (318) 363-2792
Fax (318) 363-3049

INDEPENDENT AUDITORS' REPORT

The Honorable T. R. "Randy" Maglone
East Feliciana Parish Sheriff as
Ex-Officio Tax Collector
Clinton, Louisiana

We have audited the accompanying financial statement of the Tax Collector Fund (agency fund) of the East Feliciana Parish Sheriff for the year ended June 30, 1998 as listed in the table of contents. This financial statement is the responsibility of the East Feliciana Parish Sheriff as Ex-Officio Parish 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 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 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 collections, distributions, and unsettled 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 unsettled balances of the Tax Collector Fund of the East Feliciana 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 July 17, 1998 on our consideration of the Tax Collector Fund of the East Feliciana Parish Sheriff's compliance with laws and regulations and on its internal control over financial reporting.

Our audit was performed for the purpose of forming an opinion on the financial statement taken as a whole. The accompanying financial information listed as "Supplementary Information" is presented for purposes of additional analysis and is not a required part of the financial statement of the Tax Collector Fund (agency fund) of the East Feliciana Parish Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

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

Lafayette, Louisiana
July 17, 1998

FINANCIAL STATEMENT

EAST FELICIANA PARISH SHERIFF
Clinton, Louisiana
Tax Collector Agency Fund

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

Unsettled balances, July 1, 1997	\$ <u>43,807</u>
Collections:	
Ad valorem taxes	3,127,373
Fire protection fees	224,740
Sporting licenses	38,083
Parish licenses	73,681
Interest earned on -	
Delinquent taxes	2,984
Deposits of taxes, licenses, etc.	8,493
State revenue sharing	415,425
Tax notices etc.	11,345
Refunds and redemptions	<u>25,255</u>
Total collections	<u>3,927,379</u>
 Total	 <u>3,971,186</u>
Distributions:	
Louisiana Department of Wildlife and Fisheries	28,647
Louisiana Forestry Commission	8,201
Louisiana Tax Commission	2,174
East Feliciana Parish -	
Assessor	627,248
Police Jury	560,079
School Board	1,636,514
Fire district	589,301
Sheriff	324,117
Municipalities	26,664
Refunds and redemptions	42,869
Pension funds	<u>90,192</u>
Total distributions	<u>3,936,006</u>
 Unsettled balances at June 30, 1998	 \$ 35,180 =====

The accompanying notes are an integral part of this statement.

EAST FELICIANA PARISH SHERIFF
Clinton, 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 ex-officio tax collector of the parish and is responsible for the collection and distribution of ad valorem property taxes, parish occupational licenses, state revenue sharing funds, and sporting licenses.

Louisiana Revised Statute 24:517(D) requires that the accounts of each tax collector be audited annually. Accordingly, the accompanying financial statement reflects financial activity of the Sheriff relating only to his responsibility as ex-officio tax collector.

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 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 domiciled in the parish where the funds are collected. At June 30, 1998, the Sheriff has interest-bearing deposits (book balances) totaling \$35,180 representing unsettled tax collections. Deposit balances (bank balances) at June 30, 1998 of \$42,624 are fully secured through federal deposit insurance.

(3) State Revenue Sharing Funds

The revenue sharing funds received during the year were allocated among the taxing bodies as follows:

East Feliciana Parish:	
Police Jury	\$150,829
School Board	76,498
Assessor	86,986
Sheriff:	
Law enforcement district	25,000
Commission	44,961
Municipalities	26,664
Pension funds	<u>4,487</u>
 Total	 \$415,425 =====

(4) Unsettled Balances

The unsettled cash balance at June 30, 1998 of \$35,180 consists of the following:

Refunds and redemptions	\$ 2,099
Sporting licenses	22,795
Parish licenses	9,587
Interest on deposits	145
Costs to Sheriff	<u>554</u>
	\$35,180
	=====

INTERNAL CONTROL AND COMPLIANCE

KOLDER, CHAMPAGNE, SLAVEN & RAINEY, LLC
CERTIFIED PUBLIC ACCOUNTANTS

C. Burton Kolder, CPA
Russell F. Champagne, CPA
Victor R. Slaven, CPA
Chris Rainey, CPA
Conrad O. Chapman, CPA

P. Troy Courville, CPA
Penny Angelle Scruggins, CPA
Mary T. Thibodeaux, CPA
Gerald A. Thibodeaux, Jr., CPA
Kelly M. Doucet, CPA
Kenneth J. Rachal, CPA

234 Rue Beaugard
Lafayette, LA 70508
Phone (318) 232-4141
Fax (318) 232-8660

113 East Bridge Street
Breaux Bridge, LA 70517
Phone (318) 332-4020
Fax (318) 332-2867

133 East Waddi
Marksville, LA 71351
Phone (318) 253-9252
Fax (318) 253-8681

1234 David Drive, Suite 105
Morgan City, LA 70380
Phone (504) 384-2020
Fax (504) 384-3020

408 W. Cotton Street
Ville Platte, LA 70586
Phone (318) 363-2792
Fax (318) 363-3049

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 T. R. "Randy" Maglone
East Feliciana Parish Sheriff as
Ex-Officio Tax Collector
Clinton, Louisiana

We have audited the financial statement of The Tax Collector Fund (agency fund) of the East Feliciana Parish Sheriff for the year ended June 30, 1998, and have issued our report thereon dated July 17, 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 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 those 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 East Feliciana 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 statement 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 East Feliciana Parish Sheriff's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statement.

The reportable condition is described below:

Inadequate Segregation of Accounting Functions

Finding:

Due to the small number of employees, the organization 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.

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

Lafayette, Louisiana
July 17, 1998

EAST FELICIANA PARISH SHERIFF
 Clinton, Louisiana
 Tax Collector Agency Fund

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

<u>Reference Number</u>	<u>Year Finding Initially Occurred</u>	<u>Description of Finding/ Management letter comment</u>	<u>Corrective Action Taken</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
1.	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

EAST FELICIANA PARISH SHERIFF
Clinton, Louisiana
Tax Collector Agency Fund

Corrective Action Plan
Year Ended June 30, 1998

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.