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**CONCORDIA PARISH SHERIFF
(As Ex-Officio Parish Tax Collector)
Vidalia, Louisiana**

**Financial Statements and
Independent Auditors' Reports
As of and for the Year Ended
June 30, 1999**

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 DEC 07 1999

CONCORDIA PARISH SHERIFF
(As Ex-Officio Parish Tax Collector)
Vidalia, Louisiana

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SWITZER, HOPKINS & MANGE

Certified Public Accountants

DENNIS R. SWITZER, CPA
H. MYLES HOPKINS, CPA
SUSAN I. MANGE, CPA

JOHN M. JONES, CPA 1921 - 1983

INDEPENDENT AUDITORS' REPORT

**Honorable Randy J. Maxwell
Concordia Parish Sheriff and
Ex-Officio Parish Tax Collector
Vidalia, Louisiana**

We have audited the accompanying statement of assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the Concordia Parish Sheriff as of June 30, 1999, and the related statement of collections, distributions and unsettled balances for the year then ended as listed in the table of contents. These financial statements are the responsibility of the Concordia Parish 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; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Louisiana Governmental Audit Guide*, issued by the Louisiana Legislative Auditor and the Louisiana Society of Certified Public Accountants. 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 described in the notes to the financial statements, the Concordia Parish Sheriff is the ex-officio tax collector for the various taxing bodies within Concordia Parish, and the accompanying statements present information only on his activities as parish tax collector. Further, the accompanying financial statements have been prepared on the basis of cash receipts and cash disbursements which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the Concordia Parish Sheriff as of June 30, 1998, and the revenues it received and expenditures it paid for the year then ended on the basis of accounting described in Note 1.

**Honorable Randy J. Maxwell
Concordia Parish Sheriff and
Ex-Officio Parish Tax Collector
Page Two**

In accordance with Government Auditing Standards, we have also issued reports dated October 11, 1999 on our consideration of the Concordia Parish Tax Collector's internal control structure and on its compliance with laws, regulations, contracts and grants.

**Ferriday, Louisiana
October 11, 1999**

Switzer, Hopkins & Marge

**CONCORDIA PARISH SHERIFF
TAX COLLECTOR AGENCY FUND**

**Statement of Assets and Liabilities
Arising from Cash Transactions
Year Ended June 30, 1999**

ASSETS

Cash and cash equivalents	<u>\$ 51,049</u>
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LIABILITIES

Due to taxing bodies and others	<u>\$ 51,049</u>
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The accompanying notes are an integral part of these statements.

**CONCORDIA PARISH SHERIFF
TAX COLLECTOR AGENCY FUND**

**Statement of Collections, Distributions
And Unsettled Balances
Year Ended June 30, 1999**

UNSETTLED BALANCES AT JUNE 30, 1998, DUE TO TAXING BODIES AND OTHERS	\$ 5,372
 COLLECTIONS	
Ad valorem taxes	5,373,830
Ad valorem taxes paid under protest	44,476
State revenue sharing (note 3)	454,205
Sporting licenses	187,691
Interest on:	
Demand deposits	6,835
Delinquent taxes	8,636
Cost, notices, etc.	6,902
Miscellaneous	2,775
Total collections and funds available	<u>6,090,722</u>
 DISTRIBUTIONS	
Fifth Louisiana Levee Board	265,810
Louisiana Department of Wildlife and Fisheries	159,379
Louisiana Department of Agriculture and Forestry	6,335
Concordia Parish:	
Police Jury	1,373,153
School Board	1,918,629
Sheriff	1,480,739
Assessor	225,259
Monterey Fire Protection District	16,264
Fire Protection District No. 2	326,670
Recreation District No. 1	61,462
Recreation District No. 2	35,402
Recreation District No. 3	155,046
Pension funds	11,320
Refund and redemptions	2,891
Louisiana Tax Commission	1,314
Total distributions	<u>6,039,673</u>
 UNSETTLED BALANCES AT JUNE 30, 1999, DUE TO TAXING BODIES AND OTHERS	 <u>\$ 51,049</u>

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

**CONCORDIA PARISH SHERIFF
TAX COLLECTOR AGENCY FUND
Vidalia, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 1999**

INTRODUCTION

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 collecting and distributing ad valorem property taxes, state revenue and sharing funds, and angling, hunting and trapping licenses.

Louisiana Revised Statute 24:517(D) requires that the accounts of each tax collector be audited annually. Accordingly, the accompanying statement reflects financial activity of the sheriff related to his responsibility as ex-officio tax collector. Amounts included in this report are also included in the sheriff's annual general-purpose financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accounts of the parish 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 cash basis of accounting, with collections recognized when received and distributions reflected when paid. As such, the accompanying financial statements do not reflect the receivables and payables associated with tax collection activities.

B. REPORTING ENTITY

Louisiana Revised Statute 24:513 (I)(1)(b) requires that the accounts of each parish tax collector be audited annually. Accordingly, the accompanying financial statements reflect the financial activity of the sheriff relating only to his responsibility as ex-officio parish tax collector. Amounts included in these financial statements are also included in the sheriff's annual general-purpose financial statements.

C. CASH

Cash and cash equivalents consist of cash in interest bearing bank demand deposits and certificates of deposit. State law authorizes the sheriff to deposit tax collections in a bank domiciled in the parish where the funds are collected. At June 30, 1999, the sheriff has \$106,547 (bank balances) on deposit with a local financial institution in interest certificates of deposit and demand accounts. These cash balances, representing unsettled tax and license collections, and interest earned are fully secured through federal deposit insurance (\$100,000) and pledged securities held by the custodial bank (\$6,547).

**CONCORDIA PARISH SHERIFF
TAX COLLECTOR AGENCY FUND
Vidalia, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended June 30, 1999**

NOTE 2 - STATE REVENUE SHARING FUNDS

The revenue sharing funds provided by Act 38 of 1996 were distributed as follows:

Fifth Louisiana Levee Board	\$ 21,453
Concordia Parish	
Police Jury	110,736
School Board	152,464
Assessor	18,260
Sheriff	136,560
Recreation District No. 2	1,973
Recreation District No. 3	3,293
Pension funds	9,466
Total	<u>\$454,205</u>

NOTE 3 - PROPERTY TAXES

Property taxes are levied in December and payable by June 15 of the following year. The Concordia Parish Assessor prepares a list of property taxes due the Tax Collector, but the Tax Collector is responsible for billings and collections. The total millage is 102.25 mills, which is dedicated to various Concordia Parish government agencies.

NOTE 4 – AD VALOREM TAXES PAID UNDER PROTEST

Included in the unsettled balances due to taxing bodies and others is \$44,475 of Ad Valorem taxes paid under protest, plus interest earned to date on the investment of these funds, totaling \$1,069. These funds are held pending resolution of the protest.

NOTE 5 – THE YEAR 2000 ISSUE

The Year 2000 Issue is a result of shortcomings in many electronic data processing systems and other equipment that may adversely affect operations in the year 1999 and beyond if date sensitive coding is not corrected. The Tax Collector is aware of the year 2000 issue and is currently assessing all of its systems.

**INDEPENDENT AUDITORS' REPORT AND OTHER SCHEDULES REQUIRED BY
*GOVERNMENT AUDITING STANDARDS***

**CONCORDIA PARISH TAX COLLECTOR
VIDALIA, LOUISIANA**

**Schedule of Findings and Questioned Costs
Year Ended June 30, 1999**

Summary of Audit Results

- 1. The auditors' report expresses an unqualified opinion on the General Purpose Financial Statements of the Concordia Parish Tax Collector.**
- 2. One reportable condition was disclosed during the audit of the financial statements reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.**
- 3. No instance of noncompliance certain laws and regulations of the Concordia Parish Tax Collector were disclosed during the audit.**

Findings – Financial Statement Audit

Reportable Condition

99-1

- Condition:** We noted that the Concordia Parish Tax Collector did not have a detailed general ledger printed or available electronically. Also no back up had been made of the general ledger computer files. The auditor had to recreate this information.
- Criteria:** To increase internal controls, we recommend that back ups are made of all ledgers, journals and other records kept on computer files.
- Effect:** Because of the unavailability of the detailed general ledger, internal controls are weakened.
- Recommendation:** We recommend that a policy be adopted requiring copies of general ledgers be printed and back ups are made of the computer files.

Randy J. Maxwell
Sheriff and Tax Collector
Concordia Parish
4001 Carter St., Room 6
Vidalia, Louisiana 71373-3021



Telephone
318-757-3162
318-336-5231
318-386-2200
318-339-7336

Fax
318-336-5021

October 21, 1999

Switzer, Hopkins & Mange
Certified Public Accountants
P. O. Box 1518
Ferriday, LA 71334

Dear Mr. Hopkins:

In regard to the findings of the June 30, 1999 auditor's report of the general ledger and the computer back-up procedure, we will make the necessary changes to see that this is corrected in the future.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Randy Maxwell".

Randy Maxwell
Sheriff, Concordia Parish

rm/jh

SWITZER, HOPKINS & MANGE

Certified Public Accountants

DENNIS R. SWITZER, CPA
H. MYLES HOPKINS, CPA
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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

Honorable Randy J. Maxwell
Concordia Parish Sheriff and
Ex-Officio Parish Tax Collector
Vidalia, Louisiana

We have audited the accompanying financial statements of the Tax Collector Agency Fund of the Concordia Parish Sheriff as of and for the year ended June 30, 1999, and have issued our report thereon dated October 11, 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 and *Louisiana Governmental Audit Guide*, issued by the Louisiana Legislative Auditor and Louisiana Society of Certified Public Accountants.

Compliance

As part of obtaining reasonable assurance about whether the Tax Collector'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 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 Tax Collector's 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 certain matters involving the internal control over financial reporting and its operations that we consider being reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation

**Honorable Randy J. Maxwell
Concordia Parish Sheriff and
Ex-Officio Parish Tax Collector
Page Two**

of the internal control over financial reporting that, in our judgement, could adversely affect the Tax Collector's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as item 99-1.

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 general purpose 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 being material weaknesses.

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

**Ferriday, Louisiana
October 11, 1999**

Switzer, Hopkins & Marge