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Release Date DEC 7 1999

ASCENSION PARISH SHERIFF
(AS EX-OFFICIO PARISH TAX COLLECTOR)
DONALDSONVILLE, LOUISIANA

FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 1999



Postlethwaite & Netterville

(A Professional Accounting Corporation)
CERTIFIED PUBLIC ACCOUNTANTS

BATON ROUGE • DONALDSONVILLE • GONZALES • NEW ORLEANS • ST. FRANCISVILLE
LOUISIANA

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INDEPENDENT AUDITORS' REPORT

Honorable Jeff Wiley
ASCENSION PARISH SHERIFF
(AS EX-OFFICIO TAX COLLECTOR)
Donaldsonville, Louisiana

We have audited the financial statements of the **TAX COLLECTOR AGENCY FUND OF THE ASCENSION PARISH SHERIFF** as of and for the year ended June 30, 1999, as listed in the table of contents. These financial statements are the responsibility of the Ascension Parish Sheriff. 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 general purpose 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 Note 1, the Ascension Parish Sheriff is the ex-officio tax collector for the various taxing bodies within Ascension Parish, and the accompanying statements present information only on the activities as parish tax collector and are not intended to present fairly the financial position and results of operations of the Ascension Parish Sheriff. Furthermore, the accompanying 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 financial position of the **TAX COLLECTOR AGENCY FUND OF THE ASCENSION PARISH SHERIFF** as of June 30, 1999, and the collections, distributions, and unsettled balances of the **TAX COLLECTOR AGENCY FUND** for the period from July 1, 1998, through June 30, 1999, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 1999 on our consideration of Ascension Parish Sheriff's internal control over financial reporting as it relates to the tax collector agency fund and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

Postlethwaite & Netterville

Donaldsonville, Louisiana
October 19, 1999

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ASCENSION PARISH SHERIFF
Donaldsonville, Louisiana
TAX COLLECTOR AGENCY FUND

STATEMENT OF ASSETS AND LIABILITIES
ARISING FROM CASH TRANSACTIONS
June 30, 1999

ASSETS

Cash	<u>\$ 814,260</u>
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LIABILITIES

Due to taxing bodies and others	<u>\$ 814,260</u>
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ASCENSION PARISH SHERIFF
Donaldsonville, Louisiana
TAX COLLECTOR AGENCY FUND

STATEMENT OF COLLECTIONS, DISTRIBUTIONS,
AND UNSETTLED BALANCES
FOR THE PERIOD FROM JULY 1, 1998, THROUGH JUNE 30, 1999

<u>UNSETTLED BALANCES AT JULY 1, 1998</u>	<u>\$ 355,651</u>
<u>COLLECTIONS</u>	
Ad valorem taxes:	
Current year	30,734,812
Prior year	57,485
Protest Taxes - Current Year	413,947
State revenue sharing	1,485,488
Sporting licenses	210,194
Parish licenses	1,687
Interest earned on:	
Time deposits	58,181
Delinquent taxes	26,696
Protested taxes	25,052
Motor vehicle taxes	-
Costs, notices, etc.	13,358
Refunds and redemptions	77,293
Total collections	<u>33,104,193</u>
Total	<u>33,459,844</u>
<u>DISTRIBUTIONS</u>	
Louisiana Department of Treasury	1,353,261
Louisiana Department of Agriculture and Forestry	2,698
Louisiana Department of Wildlife and Fisheries	159,127
Ascension Parish:	
Parish Council	6,118,158
School Board	17,797,981
Assessor	757,207
Sheriff	5,400,980
Hospital districts	204
Atehafalaya Basin Levee District	36,649
Bayou Lafourche Fresh Water District	21,875
Tax commissions	5,110
Pension funds	846,563
Refunds and redemptions	145,771
Total distributions	<u>32,645,584</u>
<u>UNSETTLED BALANCES AT JUNE 30, 1999,</u>	
<u>DUE TO TAXING BODIES AND OTHERS</u>	<u>\$ 814,260</u>



12,771

ASCENSION PARISH SHERIFF
Donaldsonville, Louisiana
TAX COLLECTOR AGENCY FUND

NOTES TO THE FINANCIAL STATEMENTS

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

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 laws, 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 related payable associated with tax collection activities.

B. Reporting Entity

Louisiana Revised Statute 24:513(K)(1)(b) requires that the accounts of each parish tax collector be audited annually. Accordingly, the accompanying financial statements reflect 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 and Cash Equivalents

State law authorizes the sheriff to deposit tax collections in a bank domiciled in the parish where the funds are collected. Furthermore, the sheriff may invest these deposits in certificates of deposit or other investments permitted by law.

2. Cash

At year end, the carrying amount of the parish tax collector's deposits was \$ 814,260 and the bank balance was \$825,043. Of the bank balance \$ 200,000 was covered by federal depository insurance and \$625,043 was covered by collateral at the fiscal agent bank in the name of the fiscal agent bank.



ASCENSION PARISH SHERIFF
Donaldsonville, Louisiana
TAX COLLECTOR AGENCY FUND

NOTES TO THE FINANCIAL STATEMENTS

3. State Revenue Sharing

The revenue sharing funds provided by Act 763 of 1990 were distributed as follows:

Louisiana Department of Treasury	\$	163,095
Ascension Parish Sheriff:		
Police Jury		683,048
School Board		163,059
Assessor		87,627
Sheriff:		
Law enforcement		237,573
Commission		117,969
Atchafalaya Basin Levee District		7,800
Bayou Lafourche Fresh Water District		6,750
Pension funds		18,567
 Total	 \$	 1,485,488

4. Taxes Paid Under Protest

Louisiana Revised Statute 47:1576 provides that taxpayers, at the time of payment of all taxes due, give notice to the tax collector of their intention to file suit for recovery of all or a portion of the total taxes paid. Upon receipt of this notice, the amount paid will be segregated and held by the tax collector for a period of 30 days. If suit is filed within the 30-day period for recovery of such amounts, the funds segregated will be held pending outcome of the suit. If the taxpayer prevails, the tax collector will refund the amount due with interest at the rate of two per cent per annum from the date the funds were received by the tax collector.

The following is a summary of the transactions relating to protested taxes:

Balance, July 1, 1998	\$	329,434
Additions:		
Current year protested taxes		413,947
Interest earnings		25,052
 Balance, June 30, 1999	 \$	 768,433



OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS





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INDEPENDENT AUDITORS' 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 Jeff Wiley
ASCENSION PARISH SHERIFF
(AS EX-OFFICIO TAX COLLECTOR)
Donaldsonville, Louisiana

We have audited the financial statements of the **TAX COLLECTOR AGENCY FUND OF THE ASCENSION PARISH SHERIFF** as of and for the year ended June 30, 1999, and have issued our report thereon dated October 19, 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 AGENCY FUND OF THE ASCENSION PARISH SHERIFF** 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 AGENCY FUND OF THE ASCENSION 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. 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 misstatement 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 the material weaknesses. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

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

Donaldsonville, Louisiana
October 19, 1999



SUPPLEMENTAL INFORMATION





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INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTAL INFORMATION

Honorable Jeffery F. Wiley
ASCENSION PARISH SHERIFF
(AS EX-OFFICIO TAX COLLECTOR)
Donaldsonville, Louisiana

The year 2000 supplementary information on page is not a required part of the general purpose financial statements. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and 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 Tax Collector Agency Fund of the Ascension Parish Sheriff's Office is or will become year 2000 compliant, that the Tax Collector's year 2000 remediation efforts will be successful in whole or in part, or that the parties with which the Sheriff does business are or will become year 2000 compliant.

Postlethwaite & Netterville

Donaldsonville, Louisiana
October 19, 1999

ASCENSION PARISH SHERIFF
Donaldsonville, Louisiana
TAX COLLECTOR AGENCY FUND

YEAR 2000 DISCLOSURES

The year 2000 issue consists of two shortcomings that make computer processing systems unable to read year-date data beyond the year 1999. The first shortcoming is that many computer programs contain abbreviated dates which eliminate the first two digits of the year. Therefore, some computer programs may recognize January 1, 2000, as January 1, 1900, and process data incorrectly or stop processing data altogether. The second shortcoming is that some computers will be unable to detect the year 2000 as a leap year and may not register the additional day, and data calculations may be incorrect.

The Tax Collector has completed an inventory of computer systems and other electronic equipment and has either modified or replaced a significant portion of its computer hardware and software so that its systems will function properly with respect to dates in the year 2000 and beyond. Based on this inventory, the Tax Collector is in the remediation stage in that it has either purchased or plans to purchase additional hardware and software believed to be year 2000 compliant.

The Year 2000 initiative is being managed by both internal staff and outside consultants. While management believes that its planning efforts are adequate to address its Year 2000 concerns, there can be no guarantees that the systems of the Tax Collector Agency Fund or the systems of other companies on which the Tax Collector's systems and operations rely, will be converted on a timely basis and that the Year 2000 issue will not have a material impact.

