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IBERIA PARISH SHERIFF
(AS EX-OFFICIO PARISH TAX COLLECTOR)
New Iberia, Louisiana

FINANCIAL REPORT

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 FEB 7 6 2000

IBERIA PARISH SHERIFF
(AS EX-OFFICIO PARISH TAX COLLECTOR)
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BROUSSARD, POCHE, LEWIS & BREAUX, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

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The Honorable Sid Hebert
Iberia Parish Sheriff as
Ex-Officio Parish Tax Collector
New Iberia, Louisiana

We have audited the accompanying statement of assets and liabilities and the statement of collections, distributions and unsettled balances of the Tax Collector Fund (agency fund) of Iberia Parish Sheriff as of and for the year ended June 30, 1999. The financial statements are the responsibility of Iberia Parish Sheriff as Ex-Officio Parish Tax Collector. Our responsibility is to express an opinion on these financial statements based on our audit.

Lawrence A. Cramer, CPA*
Eugene C. Gilder, CPA*
Donald W. Kelley, CPA*
Herbert Lemoine II, CPA*
Frank A. Stagno, CPA*
Scott J. Broussard, CPA*
L. Charles Abshire, CPA*
Kenneth R. Dugas, CPA*
P. John Blanchet III, CPA*
Stephen L. Lambousy, CPA*
Craig C. Babineaux, CPA*
Peter C. Borrello, CPA*
Michael P. Crochet, CPA*
George F. Trappey III, CPA*
Daniel E. Gilder, CPA*
Gregory B. Milton, CPA*
S. Scott Soileau, CPA*
Patrick D. McCarthy, CPA*

We conducted our audit in accordance with generally accepted auditing standards, the standards for financial and compliance audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the Louisiana Governmental Audit Guide. 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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets and liabilities and the collections, distributions and unsettled balances of the Tax Collector Fund (agency fund) of Iberia Parish Sheriff as of June 30, 1999 and for the year then ended in conformity with the basis of accounting described in Note 1.

Retired:

Sidney L. Broussard, CPA 1980
Leon K. Poche, CPA 1984
James H. Breaux, CPA 1987
Erna R. Walton, CPA 1988
George A. Lewis, CPA* 1992
Geraldine J. Wimberly, CPA* 1995
Rodney L. Savoy, CPA* 1996
Larry G. Broussard, CPA* 1997

In accordance with Government Auditing Standards, we have also issued our report dated January 14, 2000 on our consideration of Iberia Parish Sheriff as Ex-Officio Parish Tax Collector's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

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Certified Public Accountants
Society of Louisiana Certified
Public Accountants

Broussard, Poche, Lewis & Breaux, L.L.P.
New Iberia, Louisiana
January 14, 2000

* A Professional Accounting Corporation.

IBERIA PARISH SHERIFF
New Iberia, Louisiana
TAX COLLECTOR AGENCY FUND

STATEMENT OF ASSETS AND LIABILITIES
June 30, 1999

ASSETS

Cash \$ 377.403

LIABILITIES

Due to taxing bodies and others \$ 377.403

See Notes to Financial Statements.

IBERIA PARISH SHERIFF
New Iberia, Louisiana
TAX COLLECTOR AGENCY FUND

STATEMENT OF COLLECTIONS, DISTRIBUTIONS AND UNSETTLED BALANCES
Year Ended June 30, 1999

Unsettled balances at July 1, 1998		\$ <u>281,473</u>
Collections:		
Ad valorem taxes	\$14,424,523	
State revenue sharing	1,516,149	
Sporting licenses	213,714	
Interest on -		
Delinquent taxes	10,289	
Deposits of taxes, licenses	48,580	
Refunds and redemptions	12,945	
Tax notices	<u>3,850</u>	
Total collections		<u>16,230,050</u>
Total		<u>16,511,523</u>
Distributions:		
Louisiana Department of Wildlife and Fisheries	157,029	
Louisiana Tax Commission	4,678	
Atchafalaya Basin Levee District	68,161	
Forest Protection District	5,180	
Teche-Vermilion Freshwater District	210,390	
Iberia Parish -		
Council	5,154,318	
School Board	7,328,711	
Recreation District No. 8	32,761	
Sheriff	2,209,103	
Assessor	511,476	
Pension funds	423,232	
Refunds and redemptions	28,611	
Other	<u>470</u>	
Total distributions		<u>16,134,120</u>
Unsettled balances at June 30, 1999		<u>\$ 377,403</u>

See Notes to Financial Statements.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

NOTES TO FINANCIAL STATEMENTS

Note 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, state revenue 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 relating only 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.

The accounts of the tax collector are established to reflect the collections imposed by law, distributions pursuant to such law and unsettled balances due to 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.

Note 2. Cash

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 had cash totaling \$377,403, representing unsettled balances. Deposit balances at June 30, 1999 of \$466,071 were fully secured through federal deposit insurance.

Note 3. State Revenue Sharing Funds

The revenue sharing funds provided by Act 37 of 1994 received during the year were allocated among the taxing bodies as follows:

Atchafalaya Basin Levee District	\$ 22,564
Teche - Vermilion Freshwater District	28,667
Recreation District No. 8	6,438
Iberia Parish:	
Council	640,328
School Board	571,191
Sheriff	210,984
Pension funds	<u>35,977</u>
Total	<u>\$1,516,149</u>

NOTES TO FINANCIAL STATEMENTS

Note 4. Unsettled Balances

The unsettled cash balance at June 30, 1999 of \$377,403 consists of the following:

Motor vehicle property taxes	\$ 69,119
Sporting licenses	64,134
Back taxes	87,345
Taxes paid under protest	136,050
Interest earned on taxes	<u>20,755</u>
Total	<u>\$ 377,403</u>



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INDEPENDENT AUDITOR'S 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 Sid Hebert
Iberia Parish Sheriff as
Ex-Officio Parish Tax Collector
New Iberia, Louisiana

We have audited the Tax Collector Fund (agency fund) financial statements of Iberia Parish Sheriff as of and for the year ended June 30, 1999, and have issued our report thereon dated January 14, 2000. Our report states that the statement of assets and liabilities and the statement of collections, distributions and unsettled balances have been prepared on the cash basis of accounting which is a comprehensive basis of accounting other than generally accepted accounting principles. 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 Iberia Parish Sheriff as Ex-Officio Parish 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 an instance of noncompliance that is required to be reported under Government Auditing Standards which is described in the accompanying schedule of findings and questioned costs as item 1999-1.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Iberia Parish Sheriff as Ex-Officio Parish Tax Collector'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 Iberia Parish Sheriff as Ex-Officio Parish Tax Collector'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 in the accompanying schedule of findings and questioned costs as item 1999-2.

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 reportable conditions that are also considered material weaknesses. However, we consider item 1999-2 to be a material weakness.

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

Broussard, Poche, Lewis & Deane, L.L.P.

New Iberia, Louisiana
January 14, 2000

IBERIA PARISH SHERIFF
New Iberia, Louisiana

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 1999

We have audited the financial statements of Iberia Parish Sheriff as Ex-Officio Parish Tax Collector as of and for the year ended June 30, 1999, and have issued our report thereon dated January 14, 2000. 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. Our audit of the financial statements as of June 30, 1999 resulted in an unqualified opinion.

Section I - Summary of Auditor's Reports

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Reportable Conditions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> None reported

Compliance

Compliance Material to Financial Statements	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Section II - Financial Statement Findings

1999-1 - Timeliness of report

Finding: Under the provisions of state law, audit reports are required to be submitted to the Legislative Auditor within six months of the close of the fiscal year. The June 30, 1999 audit report was not completed by the six month deadline.

Recommendation: The Sheriff should close its books and prepare all information needed for the audit as soon as possible after the fiscal year ends in order to allow for sufficient time for the audit process.

1999-2 - Segregation of duties

Finding: The Tax Collector does not have an adequate segregation of duties. A system of internal control procedures contemplates a segregation of duties so that no one individual handles a transaction from its inception to its completion. While we recognize the Tax Collector may not be large enough to permit such procedures, it is important that you be aware of this condition.

Recommendation: Keeping in mind the limited number of employees to which duties can be assigned, the Tax Collector should continue to monitor assignment of duties to assure as much segregation of duties and responsibility as possible.

IBERIA PARISH SHERIFF
New Iberia, Louisiana

SCHEDULE OF PRIOR YEAR FINDINGS
Year Ended June 30, 1999

Section I - Internal Control and Compliance Material to the Financial Statements

None reported.

Section II - Internal Control and Compliance Material to Federal Awards

Not applicable.

Section III - Management Letter

The prior year's report did not include a management letter.



SID HEBERT
SHERIFF
EX-OFFICIO
TAX COLLECTOR
IBERIA PARISH

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February 2, 2000

Dr. Daniel Kyle
Legislative Auditor
State of Louisiana
P. O. Box 94397
Baton Rouge, Louisiana 70804-9397

Iberia Parish Sheriff As Ex-Officio Parish Tax Collector respectfully submits the following corrective action plan for the year ended June 30, 1999.

Name and address of independent public accounting firm:
Broussard, Poche', Lewis & Breaux, L.L.P.
Certified Public Accountants
P. O. Box 9631
New Iberia, Louisiana 70562-9631

Audit period: July 1, 1998 through June 30, 1999

The findings from the 1999 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule. Section I of the schedule, Summary of Auditor's Reports, does not include findings and is not addressed.

Section II - Financial Statement Findings

1999-1 Timeliness of report

Recommendation: The Sheriff should close its books and prepare all information needed for the audit as soon as possible after the fiscal year ends in order to allow for sufficient time for the audit process.

Action taken: In the future, all information needed for the audit will be given to our auditors in a timely manner.

1999-2 Segregation of duties

Recommendation: Keeping in mind the limited number of employees to which duties can be assigned, the Tax Collector should continue to monitor assignment of duties to assure as much segregation of duties and responsibility as possible.

Action taken: Due to the small size of the accounting staff, complete segregation of duties is not possible. However, the Tax Collector will continue to monitor the situation.

Sincerely,

Iberia Parish Sheriff
Ex-Officio Parish Tax Collector

A handwritten signature in black ink, appearing to read 'Sid Hebert', with a long horizontal flourish extending to the right.

Sid Hebert
Sheriff