

**CALDWELL PARISH SHERIFF  
(As Ex-Officio Parish Tax Collector)  
Columbia, Louisiana**

**Financial Statements With  
Independent Auditor's Report  
As of and for the Year Ended  
June 30, 1996**

Under provisions of state law, this report is a public document. A copy of the report is furnished to the entity and other 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 11 1996

**VERNON R  
COON**

**CERTIFIED PUBLIC ACCOUNTANT**

CALDWELL PARISH SHERIFF  
(As Ex-Officio Parish Tax Collector)  
Columbia, Louisiana

Financial Statements With  
Independent Auditor's Report  
As of and for the Year Ended June 30, 1996

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## Independent Auditor's Report

**CALDWELL PARISH SHERIFF AND  
EX-OFFICIO PARISH TAX COLLECTOR**  
Columbia, Louisiana

I have audited the financial statements of the Tax Collector Agency Fund of the Caldwell Parish Sheriff as of June 30, 1996, and for the year then ended, as listed in the table of contents. These financial statements are the responsibility of the Caldwell Parish Sheriff's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my 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 I 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. I believe that my audit provides a reasonable basis for my opinion.

As described in note 1, the Caldwell Parish Sheriff is the ex-officio tax collector for the various taxing bodies within Caldwell Parish, and the accompanying financial 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 disbursements which is a comprehensive basis of accounting other than generally accepted accounting principles.

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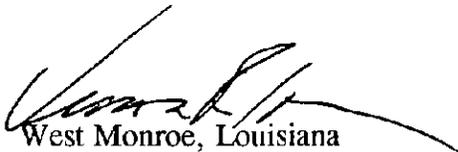
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CALDWELL PARISH SHERIFF AND  
EX-OFFICIO PARISH TAX COLLECTOR  
Columbia, Louisiana  
Independent Auditor's Report,  
June 30, 1996

In my opinion, the financial statements referred to in the first paragraph present fairly the assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the Caldwell Parish Sheriff as of June 30, 1996, and the collections and distributions for the year then ended, on the basis of accounting as described in note 1.

In accordance with *Government Auditing Standards*, I have also issued reports dated July 23, 1996, on the Caldwell Parish Sheriff's compliance with laws and regulations and my consideration of the agency's internal control structure.



West Monroe, Louisiana  
July 23, 1996

**FINANCIAL STATEMENTS**

CALDWELL PARISH SHERIFF  
Columbia, Louisiana  
TAX COLLECTOR AGENCY FUND

Statement of Assets and Liabilities  
Arising from Cash Transactions  
June 30, 1996

**ASSETS**

Cash

\$49,464

**LIABILITIES**

Due to taxing bodies and others

\$49,464

The accompanying notes are an integral part of this statement.

CALDWELL PARISH SHERIFF  
Columbia, Louisiana  
TAX COLLECTOR AGENCY FUND

Statement of Collections, Distributions,  
and Unsettled Balances  
For the Year Ended June 30, 1996

<b>UNSETTLED BALANCES, JUNE 30, 1995</b>	<u>\$19,121</u>
<b>COLLECTIONS</b>	
Ad valorem taxes:	
Current year	2,287,840
Prior year	1,199
Protested taxes	18,101
State Revenue Sharing	223,087
Sportsman licenses	48,676
Fines and forfeitures	237,814
Tax notices, etc.	9,357
Interest on:	
NOW accounts	4,813
Delinquent taxes	2,851
Protest taxes	1,187
Redemptions	1,809
Collections for others	<u>20,021</u>
Total collections	<u>2,856,755</u>
Total	<u>2,875,876</u>
<b>DISTRIBUTIONS</b>	
Louisiana Department of Wildlife and Fisheries	41,375
Tensas Basin Levee District	27,217
Louisiana Forestry Commission	17,541
Louisiana Commission on Law Enforcement and Administration of Criminal Justice	5,405
Louisiana Tax Commission	741
State of Louisiana - Treasurer	1,143
Caldwell Parish:	
Assessor	157,088
Clerk of Court	10,271
Police Jury	640,400
School Board	1,085,617

(Continued)

CALDWELL PARISH SHERIFF  
 Columbia, Louisiana  
 TAX COLLECTOR AGENCY FUND  
 Statement of Collections, Distributions,  
 and Unsettled Balances  
 For the Year Ended June 30, 1996

**DISTRIBUTIONS: (CONTD.)**

Caldwell Parish: (Contd.)	
Sheriff	\$631,157
Drainage District	5
Columbia Heights Sewerage District	25,951
Kelly Waterworks District	6,593
Thirty-Seventh Judicial District:	
District Attorney	28,224
District Court	17,360
Indigent Defender Board	20,262
Applied Technique	3,600
Northwest Louisiana Criminalistics Laboratory	10,605
Pension funds	69,758
Refund of taxes	1,052
Collections for others	20,021
Other	5,026
Total distributions	<u>2,826,412</u>
<b>UNSETTLED BALANCES, JUNE 30, 1996</b>	<u><u>\$49,464</u></u>

(Concluded)

The accompanying notes are an integral part of this statement.

**CALDWELL PARISH SHERIFF**  
Columbia, Louisiana  
**TAX COLLECTOR AGENCY FUND**

Notes to the Financial Statements  
As of and For the Year Ended June 30, 1996

**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 licenses, state revenue sharing funds, and angling, hunting, and trapping licenses.

**A. REPORTING ENTITY**

Louisiana Revised Statute 24:517(D) requires the accounts of each parish tax collector to be audited annually. Accordingly, the accompanying financial statements reflect the financial activity of the sheriff related only to his responsibility as ex-officio parish tax collector. Amounts included in these financial statements are also included in the sheriff's annual component unit financial statements.

**B. BASIS OF ACCOUNTING**

The accounts of the parish tax collector are established to reflect the collections imposed by law, the distributions pursuant to such law, and the unsettled balances due various tax recipient bodies and others. The accompanying financial statements have been prepared on the cash basis of accounting, with collections recognized when received and distributions recognized when paid.

**C. CASH**

State law authorizes the sheriff to deposit tax collections, in interest bearing accounts, with a bank domiciled in the parish where the funds are collected. Further, the sheriff may invest these deposits in certificates of deposit or other investments permitted by law. At June 30, 1996, the sheriff has cash (book balances) totaling \$49,464. All cash is deposited in interest bearing demand accounts which are fully secured by federal deposit insurance.

**CALDWELL PARISH SHERIFF**  
 Columbia, Louisiana  
**TAX COLLECTOR AGENCY FUND**  
 Notes to the Financial Statements (Concluded)

**2. STATE REVENUE SHARING FUNDS**

The revenue sharing funds provided by Act 1220 of 1995 were distributed as follows:

Caldwell Parish:	
Assessor	\$28,809
Police Jury	30,771
School Board	105,858
Sheriff's General Fund	44,656
Columbia Heights Sewerage District	2,565
Tensas Basin Levee District	4,257
Pension funds	<u>6,171</u>
Total	<u>\$223,087</u>

**3. AUTO DEALER TAXES**

Louisiana Revised Statute 47:1961.2 requires that motor vehicle dealers in the parish transfer to the tax collector, monthly, estimated ad valorem taxes due on motor vehicles sold during the month. The remittances are deposited into a separate interest bearing account. During December of each year, the dealer's actual tax liability is determined and that amount is transferred to the tax collector account for settlement to the various taxing districts. Any amounts exceeding the auto dealer's tax liability will also be distributed among the appropriate taxing bodies. The following schedule provides detail on changes in the motor vehicle dealer taxes during the period ended June 30, 1996:

Balance at June 30, 1995	\$4,973
Remittances	26,202
Transfers to tax collector account	<u>(31,175)</u>
Balance at June 30, 1996	<u>NONE</u>

**4. TAXES PAID UNDER PROTEST**

Louisiana Revised Statute 47:1576 provides that taxpayers, at the time of payment of all taxes due, may 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 shall be segregated and held by the tax collector for a period of thirty days. If suit is filed within the thirty day period for recovery of such

**CALDWELL PARISH SHERIFF**

Columbia, Louisiana

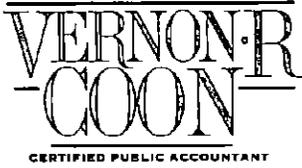
**TAX COLLECTOR AGENCY FUND**

Notes to the Financial Statements (Concluded)

amounts, the funds segregated shall be held pending outcome of the suit. If the taxpayer prevails, the tax collector shall 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. For the 1995 and 1994 tax rolls, ANR Pipeline Company paid \$18,101 and \$14,148, respectively, in ad valorem taxes under protest. The protested taxes, plus interest earnings of \$1,187, are deposited in escrow accounts pending final settlement of the remaining suits.

**Independent Auditor's Reports Required  
by *Government Auditing Standards***

The following independent auditor's reports on compliance with laws and regulations and internal control structure are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



**Independent Auditor's Report on  
Compliance With Laws and Regulations**

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**CALDWELL PARISH SHERIFF AND  
EX-OFFICIO TAX COLLECTOR**  
Columbia, Louisiana

I have audited the financial statements of the Tax Collector Agency Fund, of the Caldwell Parish Sheriff as of June 30, 1996, and for the year then ended, and have issued my report thereon dated July 23, 1996.

I conducted my audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws and regulations applicable to the Tax Collector Agency Fund, is the responsibility of the sheriff's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of the Tax Collector Agency Fund's compliance with certain provisions of laws and regulations. However, the objective of my audit of the financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

Material instances of noncompliance consist of failures to follow requirements, or violations of prohibitions, contained in statutes, or regulations, that cause me to conclude that the aggregation of the misstatements resulting from those failures or violations is material to the financial statements. The results of my tests of compliance disclosed the following instance of noncompliance.

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CALDWELL PARISH SHERIFF AND  
EX-OFFICIO TAX COLLECTOR

Columbia, Louisiana  
Independent Auditor's Report  
on Compliance, etc.,  
June 30, 1996

**Advances of Taxes to Sheriff's General Fund**

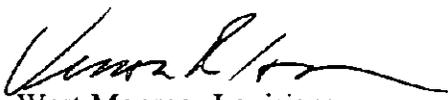
**Finding:** Advances of \$30,000 (11/95), \$20,000 (12/95), \$20,000 (12/95), and \$50,000 (12/95) were made from collections of taxes to the sheriff's general fund. Louisiana Revised Statute (LRS) 47:2060 provides that tax collectors shall settle all tax collections during the first week following the month of collection and does not authorize the sheriff to advance funds to the general fund or any other taxing body.

**Recommendation:** I recommend that the sheriff settle taxes as collected in accordance with LRS 47:2060 and do not advance funds to the sheriff's General Fund or other taxing bodies.

**Management's Response:** The current sheriff, who took office on July 1, 1996, stated that this was an action of the prior administration. He further stated that his administration would comply with the requirements of state law.

I considered this instance of noncompliance in forming my opinion on whether the 1996 financial statements of the Tax Collector Agency Fund of the Caldwell Parish Sheriff are presented fairly, in all material respects, in conformity with generally accepted accounting principles, and this report does not affect my report dated July 23, 1996, on those financial statements.

This report is intended for the information of the Caldwell Parish Sheriff and management of the sheriff's office. This is not intended to limit the distribution of this report, which is a matter of public record.

  
West Monroe, Louisiana  
July 23, 1996



## Independent Auditor's Report on Internal Control Structure

CALDWELL PARISH SHERIFF AND  
EX-OFFICIO TAX COLLECTOR  
Columbia, Louisiana

I have audited the financial statements of the Tax Collector Agency Fund of the Caldwell Parish Sheriff as of June 30, 1996, and for the year then ended and have issued my report thereon dated July 23, 1996.

I conducted my 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 I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of Caldwell Parish Sheriff is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles or other comprehensive basis of accounting. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

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CALDWELL PARISH SHERIFF AND  
EX-OFFICIO PARISH TAX COLLECTOR  
Columbia, Louisiana  
Report on Internal Control Structure,  
June 30, 1996

In planning and performing my audit of the financial statements of the Caldwell Parish Sheriff's Tax Collector Agency Fund for the year ended June 30, 1996, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk, in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities 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. I noted no matters involving the internal control structure and its operation that I considered to be material weaknesses as defined above.

This report is intended for the information of the Caldwell Parish Sheriff and management of the sheriff. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana  
July 23, 1996