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**WEST CARROLL PARISH SHERIFF**  
(As Ex-Officio Parish Tax Collector)  
Oak Grove, Louisiana

**Financial Statements and Independent  
Auditor's Reports**  
As of and for the Year Ended June 30, 2002

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 10/23/02 /

**WEST CARROLL PARISH SHERIFF**  
 (As Ex-Officio Parish Tax Collector)  
 Oak Grove, Louisiana

Financial Statements and Independent  
 Auditor's Reports  
 As of and for the Year Ended June 30, 2002

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**RICHARD B. GARRETT**  
Certified Public Accountant  
1537 Frenchman's Bend Road  
Monroe, Louisiana 71203

**Independent Auditor's Report  
on the Financial Statements**

**HONORABLE GARY K. BENNETT**  
**WEST CARROLL PARISH SHERIFF AND**  
**EX-OFFICIO PARISH TAX COLLECTOR**  
Oak Grove, Louisiana

I have audited the accompanying statement of assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the West Carroll Parish Sheriff as of June 30, 2002, and the related statement of collections, distributions, and unsettled balances for the year ended June 30, 2002, as listed in the table of contents. These financial statements are the responsibility of management of the West Carroll Parish Sheriff. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America 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 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 to the financial statements, the West Carroll Parish Sheriff is the ex-officio tax collector for the various taxing bodies within West Carroll Parish, and the accompanying financial statements present information only on his activities as parish tax collector. Furthermore, the accompanying financial statements have been prepared on a basis of cash receipts and cash disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

**HONORABLE GARY K. BENNETT  
WEST CARROLL PARISH SHERIFF AND  
EX-OFFICIO PARISH TAX COLLECTOR**  
Oak Grove, Louisiana  
Audit Report, As of June 30, 2002, and  
for the Year Ended June 30, 2002

In my opinion, the financial statements referred to previously present fairly, in all material respects, the assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the West Carroll Parish Sheriff as of June 30, 2002, and the collections, distributions, and unsettled balances of the Tax Collector Agency Fund for the year ended June 30, 2002, on the basis of accounting described in note 1.

In accordance with *Government Auditing Standards*, I have also issued my report dated October 8, 2002, on my consideration of the West Carroll Parish Sheriff's internal control over financial reporting and my tests of his compliance with certain provisions of laws and regulations. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.



**RICHARD B. GARRETT**

Monroe, Louisiana  
October 8, 2002

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**Statement A**

**WEST CARROLL PARISH SHERIFF  
Oak Grove, Louisiana  
TAX COLLECTOR AGENCY FUND**

**Statement of Assets and Liabilities  
Arising from Cash Transactions  
June 30, 2002**

**ASSETS**

Cash (note 2)

\$637,843

**LIABILITIES**

Due to taxing bodies and others

\$637,843

*The accompanying notes are an integral part of this statement.*

**Statement B**

**WEST CARROLL PARISH SHERIFF  
Oak Grove, Louisiana  
TAX COLLECTOR AGENCY FUND**

**Statement of Collections, Distributions,  
and Unsettled Balances  
For the Year Ended June 30, 2002**

**UNSETTLED BALANCES AT JULY 1, 2001**

\$614,446

**COLLECTIONS**

Ad valorem taxes	2,279,742
State revenue sharing (note 4)	263,751
Parish licenses	39,561
Fines and forfeitures	209,027
Bond refunds	5,340
Interest on:	
Demand deposits	3,046
Delinquent taxes	849
Protest taxes	22,993
Costs, notices, etc.	5,481
Restitutions	12,440
Refunds	2,398
Total collections	<u>2,844,628</u>
 Total	 <u>3,459,074</u>

**DISTRIBUTIONS**

**Current:**

Louisiana Department of Agriculture and Forestry	1,635
Louisiana Department of Public Safety	1,464
Louisiana Commission on Law Enforcement and Administration of Criminal Justice	6,077
Louisiana Department of Wildlife and Fisheries	75
Louisiana State Treasury Department	2,881
Louisiana Tax Commission	2,148
Tensas Basin Levee District	47,509

(Continued)

The accompanying notes are an integral part of this statement.

**Statement B**

**WEST CARROLL PARISH SHERIFF  
Oak Grove, Louisiana  
TAX COLLECTOR AGENCY FUND  
Statement of Collections, Distributions,  
and Unsettled Balances  
For the Year Ended June 30, 2002**

**DISTRIBUTIONS (CONT'D)**

**Current:**

**West Carroll Parish:**

Police Jury	\$789,090
School Board	989,073
Sheriff	440,782
Assessor	177,992
Clerk of Court	8,941
Library	167,529

**Fifth Judicial District:**

District Attorney	25,230
Indigent Defender Board	21,725
Expense Fund	4,139
Hot Check Fund	30,286

Northeast Louisiana Criminalistics Laboratory 7,048

Louisiana District Attorneys' Association 6

Pension Funds 69,584

**Municipalities:**

Town of Oak Grove 8,363

Village of Epps 1,210

Restitutions 13,726

Refunds 4,718

Total distributions 2,821,231

**UNSETTLED BALANCES AT JUNE 30, 2002,  
DUE TO TAXING BODIES AND OTHERS**

\$637,843

(Concluded)

The accompanying notes are an integral part of this statement.



**WEST CARROLL PARISH SHERIFF**  
**Oak Grove, Louisiana**  
**TAX COLLECTOR AGENCY FUND**

Notes to the Financial Statements  
As of June 30, 2002, and for the  
Year Ended June 30, 2002

**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, parish occupational licenses, state revenue sharing funds, and fines and forfeitures imposed by the district court.

**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 recipient 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(K)(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 AND CASH EQUIVALENTS**

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. Furthermore, the sheriff may invest these deposits in certificates of deposits or other investments permitted by law.

**WEST CARROLL PARISH SHERIFF AND  
EX-OFFICIO PARISH TAX COLLECTOR**  
Oak Grove, Louisiana  
TAX COLLECTOR AGENCY FUND  
Notes to the Financial Statements (Continued)

**2. CASH AND CASH EQUIVALENTS**

At June 30, 2002, the sheriff has cash and cash equivalents (book balances) totaling \$637,843, as follows:

Interest bearing demand deposits	\$2,205
Time certificates of deposit	<u>635,638</u>
Total	<u>\$637,843</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2002, the sheriff has \$657,246 in deposits (collected bank balances). These deposits are secured from risk by \$121,608 of federal deposit insurance and \$535,638 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the sheriff that the fiscal agent has failed to pay deposited funds upon demand.

**3. AD VALOREM TAXES**

All taxable property in Louisiana is required by law to be assessed annually at a percentage of its fair market value by the parish assessor, except for public utility property, which is assessed by the Louisiana Tax Commission.

The 1974 Louisiana Constitution provides that land and residential property are to be assessed at 10% of fair market value; however, agricultural, horticultural, marsh lands, timber lands and certain historic building are to be assessed at 15% of fair market value. Fair market values are determined by the elected assessor of the parish and are subject to review and final certification by the Louisiana Tax Commission. The assessor is required to reappraise all property every four years.

**WEST CARROLL PARISH SHERIFF AND  
EX-OFFICIO PARISH TAX COLLECTOR**  
Oak Grove, Louisiana  
**TAX COLLECTOR AGENCY FUND**  
Notes to the Financial Statements (Continued)

The West Carroll Parish Sheriff, as provided by State law, is the official tax collector of property taxes levied by the various taxing bodies in the parish. State law requires the Sheriff to collect property taxes in the calendar year in which the assessment is made. Property taxes become delinquent January 1 of the following year. If taxes are not paid by the due date, taxes bear interest at the rate of 1.25% per month until the taxes are paid. After notice is given to the delinquent taxpayer, the Sheriff is required by the Constitution of the State of Louisiana to sell the least quantity of property necessary to settle the taxes and interest owed.

The various taxing bodies of the parish levied the following millages for the 2001 tax roll:

<b>Taxing Body</b>	<b>Millage</b>
Law Enforcement District	10.18
Assessment District	4.49
Police Jury:	
Parish Wide	5.15
Health Unit	1.98
Road and Bridge	9.35
Parish Wide Drainage	1.58
Library	4.36
School Board:	
Constitutional	6.34
Maintenance	5.84
Parish Wide Maintenance	11.58
Ward 1 Maintenance	5.00
Forestry Fee (per acre)	.08
Louisiana Tax Commission Assessment Fee	.10
Louisiana Tax Commission Assessment Fee	.15
Levee District	2.92

**WEST CARROLL PARISH SHERIFF AND  
EX-OFFICIO PARISH TAX COLLECTOR**  
Oak Grove, Louisiana  
**TAX COLLECTOR AGENCY FUND**  
Notes to the Financial Statements (Concluded)

**4. STATE REVENUE SHARING FUNDS**

The revenue sharing funds provided by Act 1000 of 2001 were distributed as follows:

Tensas Basin Levee District	\$1,570
West Carroll Parish:	
Police Jury	70,186
School Board	101,191
Sheriff - commission	44,043
Library	18,569
Assessor	19,122
Pension funds	<u>9,070</u>
 Total	 <u>\$263,751</u>

**5. TAXES PAID UNDER PROTEST**

The unsettled balances due to taxing bodies and others at June 30, 2002, as reflected on Statement A, include \$566,597 of taxes paid under protest, plus interest earned to date on the investment of these funds, totaling \$69,041. These funds are being held pending resolution of the protest.

**WEST CARROLL PARISH SHERIFF  
(As Ex-Officio Parish Tax Collector)  
Oak Grove, Louisiana**

**Supplemental Information Schedule  
For the Year Ended June 30, 2002**

In accordance with the requirements of the *Louisiana Governmental Audit Guide*, a schedule of corrective action taken on prior audit findings has been included.

**WEST CARROLL PARISH SHERIFF  
(As Ex-Officio Parish Tax Collector)  
Oak Grove, Louisiana**

**Supplemental Information Schedule  
Corrective Action Taken on Prior Audit Findings and Recommendations  
For the Year Ended June 30, 2002**

In the prior audit report for the year ended June 30, 2001, there were no instances of noncompliance that were required to be reported under *Government Auditing Standards* nor were there any matters involving the internal control over financial reporting and its operation that were considered to be material weaknesses.

**OTHER REPORT REQUIRED BY**  
***GOVERNMENT AUDITING STANDARDS***

The following pages contain a report on compliance with laws and regulations and on internal control required by *Government Auditing Standards*, issued by the Comptroller General of the United States. The report on compliance and internal control is based solely on the audit of the financial statements and includes, where applicable, any compliance matters that would be material to the presented financial statements and where appropriate, any reportable internal control conditions and/or material weaknesses.

**RICHARD B. GARRETT**  
Certified Public Accountant  
1537 Frenchman's Bend Road  
Monroe, Louisiana 71203

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDNACE WITH *GOVERNMENT AUDITING STANDARDS***

**HONORABLE GARY K. BENNETT**  
**WEST CARROLL PARISH SHERIFF AND**  
**EX-OFFICIO PARISH TAX COLLECTOR**  
Oak Grove, Louisiana

I have audited the accompanying statement of assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the West Carroll Parish Sheriff as of June 30, 2002, and the related statement of collections, distributions, and unsettled balances for the year ended June 30, 2002, and have issued my report thereon dated October 8, 2002. I conducted my audit in accordance with auditing standards generally accepted in the United States of America 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 statement of assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the West Carroll Parish Sheriff as of June 30, 2002, and the related statement of collections, distributions, and unsettled balances for the year ended June 30, 2002, are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

**EXHIBIT A**



**HONORABLE GARY K. BENNETT  
WEST CARROLL PARISH SHERIFF AND  
EX-OFFICIO PARISH TAX COLLECTOR**

Compliance and Internal Control Report

October 8, 2002

Page 2

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered the West Carroll Parish Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the statement of assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the West Carroll Parish Sheriff as of June 30, 2002, and the related statement of collections, distributions, and unsettled balances for the year ended June 30, 2002, and not to provide assurance on the internal control over financial reporting. My 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 statement of assets and liabilities arising from cash transactions of the Tax Collector Agency Fund of the West Carroll Parish Sheriff as of June 30, 2002, and the related statement of collections, distributions, and unsettled balances for the year ended June 30, 2002, 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 over financial reporting and its operation that I consider to be material weaknesses.

This report is intended solely for the information and use of the sheriff and management of his office and is not intended to be and should not be used by anyone other than these specified parties. By provisions of state law, this report is a public document, and it has been distributed to appropriate public officials.



**RICHARD B. GARRETT**

Monroe, La.  
October 8, 2002

**EXHIBIT A**