

**TERREBONNE PARISH SHERIFF
(AS EX-OFFICIO PARISH TAX COLLECTOR)**

HOUMA, LOUISIANA

FINANCIAL REPORT

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 1/15/03

TERREBONNE PARISH SHERIFF
(AS EX-OFFICIO PARISH TAX COLLECTOR)
HOUMA, LOUISIANA

Year Ended June 30, 2002

TABLE OF CONTENTS

	Page
FINANCIAL SECTION	
Independent Auditor's Report.....	1
Statement of Collections, Distributions, and Unsettled Balances for the Year Ended June 30, 2002 for Tax Collector Agency Fund.....	3
Notes to financial statement	4
SUPPLEMENTARY REPORTS	
Independent Auditor's Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government</u> <u>Auditing Standards</u>	7
Management Letter	9
Schedule of Findings and Questioned Costs	11
Schedule of Prior-Year Findings.....	12
Management's Corrective Action Plan	13

5779 HWY 311
P. O. BOX 3695
HOUMA, LOUISIANA 70361-3695
TELEPHONE (985) 851-0883
FAX (985) 851-3014

Bergeron & Lanaux

— CERTIFIED PUBLIC ACCOUNTANTS —

A PROFESSIONAL CORPORATION

INDEPENDENT AUDITOR'S REPORT

THOMAS J. LANAUX, CPA
MICHAEL D. BERGERON, CPA
MARK S. FELGER, CPA

CLAUDE E. BERGERON, CPA
(RETIRED)

The Honorable Jerry J. Larpenter
Terrebonne Parish Sheriff as
Ex-Officio Tax Collector
Houma, Louisiana

We have audited the accompanying statement of collections, distributions, and unsettled balances of the Tax Collector Fund (agency fund) of the Terrebonne Parish Sheriff for the year ended June 30, 2002 as listed in the table of contents. This financial statement is the responsibility of the Terrebonne Parish Sheriff as Ex-Officio Parish Tax Collector. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. 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 more fully in Note 1, the accompanying statement presents information only on the Tax Collector Fund (agency fund). Further, the accompanying statement of collections, distributions, and unsettled balances has been prepared on a cash basis of accounting which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the collections, distributions and unsettled balances of the Tax Collector Fund of the Terrebonne Parish Sheriff for the year ended June 30, 2002 on the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated December 11, 2002 on our consideration of the Tax Collector Fund's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Bergeron & Lanaux

December 11, 2002

FINANCIAL STATEMENT

TERREBONNE PARISH SHERIFF
Tax Collector Agency Fund
Houma, Louisiana

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

Unsettled balances, June 30, 2001	<u>\$ 1,871,965</u>
Collections:	
Ad valorem taxes	35,056,849
Parish licenses	347,674
Interest earned on:	
Delinquent taxes	42,146
Deposits of taxes, licenses, etc.	22,208
State revenue sharing	2,078,509
Federal refuge revenue sharing	4,705
Tax notices, etc.	46,067
Refunds and redemptions	33,143
Tall grass fee	13,430
Louisiana Tax Commission's commission	7,800
Total collections	<u>37,652,531</u>
Total	<u>\$ 39,524,496</u>
Distributions:	
Atchafalaya Levee District	1,776,964
Terrebonne Parish:	
Consolidated Government	22,011,871
School Board	3,600,386
Sheriff-Law Enforcement Tax	2,840,258
Sheriff-Commissions	374,231
Fire districts	1,957,108
Recreation districts	2,766,874
Assessment district	734,418
Refunds and redemptions	30,793
Pension funds	978,476
Geographic information system	500,000
Louisiana Tax Commission's commission	7,800
Total distributions	<u>37,579,179</u>
Unsettled balances at June 30, 2002	<u><u>\$ 1,945,317</u></u>

See accompanying notes to financial statement.

TERREBONNE PARISH SHERIFF
Tax Collector Agency Fund
Houma, Louisiana

Notes to Financial Statement

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 occupational licenses, and state revenue sharing funds.

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, as a agency fund, 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 various taxing bodies and others. The accompanying financial statement has been prepared on the cash basis of accounting, with collections recognized when received and distributions reflected when paid.

2) Interest-Bearing Deposits

State law authorizes the Sheriff to deposit tax collections in a bank domiciled in the parish where the funds are collected. At June 30, 2002, the Sheriff has interest-bearing deposits (book balances) totaling \$1,945,317, representing unsettled tax collections. Deposit balances (bank balances) at June 30, 2002 of \$1,958,813 are secured by \$1,165,459 of federal deposit insurance and \$793,354 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

TERREBONNE PARISH SHERIFF
Tax Collector Agency Fund
Houma, Louisiana

Notes to Financial Statement, Continued

3) State Revenue Sharing Funds

The revenue sharing funds provided by Act 1000 of 2001 received during the year were allocated among the taxing bodies as follows:

Terrebonne Parish:

Consolidated Government	\$ 1,248,300
Sheriff	211,959
School Board	227,345
Recreation districts	166,118
Fire districts	182,455
Pension Funds	<u>42,332</u>
 Total	 <u><u>\$ 2,078,509</u></u>

4) Unsettled Balances

The unsettled cash balance of \$1,945,317 at June 30, 2002 consists of \$1,873,934 in taxes, \$71,383 in tax notices, interest on deposits, etc.

SUPPLEMENTARY REPORTS

5779 HWY 311
P. O. BOX 3695
HOUMA, LOUISIANA 70361-3695
TELEPHONE (985) 851-0883
FAX (985) 851-3014

Bergeron & Lanaux

— CERTIFIED PUBLIC ACCOUNTANTS —

A PROFESSIONAL CORPORATION

THOMAS J. LANAUX, CPA
MICHAEL D. BERGERON, CPA
MARK S. FELGER, CPA

CLAUDE E. BERGERON, CPA
(RETIRED)

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 Jerry J. Larpenter
Terrebonne Parish Sheriff as
Ex-Officio Tax Collector
Houma, Louisiana

We have audited the statement of collections, distributions and unsettled balances of the Tax Collector Fund (agency fund) of the Terrebonne Parish Sheriff as of and for the year ended June 30, 2002, and have issued our report thereon dated December 11, 2002. We conducted our 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 Tax Collector Fund 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 Governmental Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements of the Tax Collector Fund for the year ended June 30, 2002, we considered the Terrebonne 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 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted another matter involving internal control over financial reporting that we reported to the Sheriff in a separate letter dated December 11, 2002.

This report is intended solely for the information and use of the Terrebonne Parish Sheriff and the Legislative Auditor for the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties.

Bergeron & Lanoux

December 11, 2002

5779 HWY 311
P. O. BOX 3695
HOUMA, LOUISIANA 70361-3695
TELEPHONE (985) 851-0883
FAX (985) 851-3014

Bergeron & Lanaux

— CERTIFIED PUBLIC ACCOUNTANTS —
A PROFESSIONAL CORPORATION

THOMAS J. LANAUX, CPA
MICHAEL D. BERGERON, CPA
MARK S. FELGER, CPA

CLAUDE E. BERGERON, CPA
(RETIRED)

MANAGEMENT LETTER

December 11, 2002

The Honorable Jerry J. Larpenter
Terrebonne Parish Sheriff as
Ex-Officio Tax Collector
Houma, Louisiana

In planning and performing our audit of the statement of collections, distributions and unsettled balances of the Tax Collector Fund (agency fund) of the Terrebonne Parish Sheriff as of and for the year ended June 30, 2002, we considered the Terrebonne Parish Sheriff's internal control and compliance in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statement and not to provide assurance on internal control or compliance. We offer the following comment as a result of our audit.

2002-1 Terrebonne Parish Tax Collector

The Terrebonne Parish Sheriff, as Ex-Officio Tax Collector, received \$9,636 in tax collections, the source of which needs to be identified so settlement can be made with the appropriate taxing body. We recommend employees at the Tax Collector's office research monthly tax collection reconciliations to determine the source of these collections and the governmental agency to which they should be disbursed.

We have issued a separate report on the Terrebonne Parish Sheriff's internal control and compliance over financial reporting. This letter does not affect our report dated December 11, 2002, on the Tax Collector Fund (agency fund) financial statement. This report is intended for the information and use of the Terrebonne Parish Sheriff and the Legislative Auditor for the State of Louisiana, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



BERGERON & LANAUX, CPA's, APC

TERREBONNE PARISH SHERIFF AS EX-OFFICIO TAX COLLECTOR
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2002

We have audited the Tax Collector Fund (agency fund) financial statement for the Terrebonne Parish Sheriff as of and for the year ended June 30, 2002, and have issued our report thereon dated December 11, 2002. We conducted our 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. Our audit of the financial statements as of June 30, 2002 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 Weakness Yes No

Reportable Conditions Yes No

Compliance:

Compliance Material to Financial Statements Yes No

b. Federal Awards - Not applicable, there were none.

c. Identification of Major Programs – Not applicable, there were none.

Section II Financial Statement Findings

There were none.

Section III Federal Award Findings and Questioned Costs

Not Applicable.

TERREBONNE PARISH SHERIFF AS EX-OFFICIO TAX COLLECTOR
SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended June 30, 2002

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

There were none for the year ended June 30, 2001.

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

Not applicable.

SECTION III MANAGEMENT LETTER

No management letter was issued for the year ended June 30, 2001.

TERREBONNE PARISH SHERIFF AS EX-OFFICIO TAX COLLECTOR
MANAGEMENT'S CORRECTIVE ACTION PLAN
For the Year Ended June 30, 2002

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENT

No findings were reported which require a response from management for the year ended June 30, 2002.

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

Not applicable.

SECTION III MANAGEMENT LETTER

2002-1 – Terrebonne Parish Tax Collector

Employees have been instructed to segregate all funds collected by type, i.e. licenses, taxes, protest back taxes, bankruptcy, etc. so that we can easily isolate any unidentified funds as to source. This should resolve the problem of "excess" funds. In addition, employees are researching the \$9, 636 in tax collections so settlement can be made with the appropriate taxing body. This process should be completed shortly.