

**Union Parish Sales And Use Tax Commission**

**Financial Statements**  
**For the Year Ended June 30, 2018**



**Union Parish Sales and Use Tax Commission**  
**Table of Contents**  
**For the Year Ended June 30, 2018**

---

	<u>Page</u>
Independent Auditors' Report	1-2
Management's Discussion and Analysis	3-6

**Basic Financial Statements**

Statement of Net Position	7
Statement of Activities	8
Balance Sheet – Governmental Funds	9
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds	10
Statement of Fiduciary Net Position	11
Notes to the Financial Statements	12-15

**Other Supplemental Information**

Schedule of Collections, Distributions and Undistributed Balances	17
Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Agency Head	18
Budgetary Comparison Schedule – General Fund	19
Notes to Budgetary Comparison Schedule	20
Independent Auditors' Report On Internal Control Over Financial Reporting and On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With <i>Government Auditing Standards</i>	21-22
Schedule of Findings and Responses	23-24
Schedule of Prior Year Findings	25
Management's Corrective Action Plan	26

# CAMERON, HINES & COMPANY

(A Professional Accounting Corporation)

*Certified Public Accountants*

104 Regency Place

West Monroe, Louisiana 71291

Mailing Address:

P. O. Box 2474

West Monroe, LA 71294-2474

Phone (318) 323-1717

Fax (318) 322-5121

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Commissioners  
Union Parish Sales & Use Tax Commission  
Ruston, Louisiana

We have audited the accompanying financial statements of the governmental activities and the aggregate remaining fund information of the Union Parish Sales and Use Tax Commission, as of and for the year end June 30, 2018, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and the aggregate remaining fund information of the Union Parish Sales and Use Tax Commission, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3-6 and 19-20 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Union Parish Sales and Use Tax Commission's basic financial statements. The accompanying other financial information consisting of the schedule of compensation, reimbursements, benefits, and other payments to agency head on page 18 is presented for the purposes of additional analysis and is not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

### **Other Reporting Required by Government Auditing Standard's**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2018, on our consideration of Union Parish Sales and Use Tax Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Union Parish Sales and Use Tax Commission's internal control over financial reporting and compliance.

*Cameron, Hines & Company (APAC)*

West Monroe, Louisiana  
December 19, 2018

**Union Parish Sales And Use Tax Commission  
Management's Discussion and Analysis  
For the Year Ended June 30, 2018**

---

The Management's Discussion and Analysis of the Union Parish Sales And Use Tax Commission's (The Commission) financial performance presents a narrative overview and analysis of Union Parish Sales And Use Tax Commission's financial activities for the year ended June 30, 2018. The document focuses on the current year's activities, resulting changes, and currently known facts within the context of the accompanying basic financial statements and disclosures. We encourage readers to consider the information presented here in conjunction with the basic financial statements.

### **FINANCIAL HIGHLIGHTS**

- The assets of the Commission, on a government-wide basis, exceeded it's liabilities at June 30, 2018 by \$-0-. Of this amount, \$-0- is unrestricted.
- The Commission's total net position increased by \$-0- for the fiscal year ended June 30, 2018.
- The unassigned fund balance of the general fund was \$-0- at June 30, 2018 or .0% of the total general fund expenditures.
- The general fund reported a \$-0- excess of revenues over expenditures at June 30, 2018.
- The Commission remitted \$14,699,013 and \$14,651,020 in taxes and interest to its member agencies for the fiscal years ended June 30, 2018 and 2017. This was net of collection costs and fees of \$153,478 and \$167,403 for the fiscal years, respectively.
- Operating expenses were approximately 1.04% and 1.14% of tax collections for the fiscal years ending June 30, 2018 and 2017, respectively.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

The following graphic illustrates the minimum requirements for Special purpose Governments engages in fiduciary activities, established by Governmental Accounting Standards Board Statement 34, Basic Financial Statements-and Management's Discussion and analysis-for State and Local Governments.

Management's Discussion and Analysis

Basic Financial Statements

Notes to Financial Statements

The basic financial statements present information for the Commission as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the Statement of Positions, Statement of Activities, Balance Sheet – Governmental Funds, and Statement of Fiduciary Net Position.

**Union Parish Sales And Use Tax Commission  
Management's Discussion and Analysis  
For the Year Ended June 30, 2018**

---

The notes provide additional information that is essential to a full understanding of the basic financial statements.

**GOVERNMENT-WIDE STATEMENTS**

The government-wide statements report information about the Union Parish Sales & Use Tax Commission as a whole using accounting methods similar to those used by private-sector companies. The statement of position and the statement of activities, which are the government-wide statements, include all of the government's assets and liabilities using the accrual basis of accounting, similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two government-wide statements report the Commission's net position and how they have changed. Net Position – the difference between the Commission's assets and liabilities – are one way to measure the Commission's financial health, or financial position. Over time, increases or decreases in the Commission's net position are an indicator of whether its financial health is improving or deteriorating.

In the statement of position and the statement of activities, the Commission is reported in one category:

- Governmental activities – Most of the Commission's basic services are included here, such as the activities of the police, garbage and trash collection, park, and general administration. Franchise fees, insurance taxes, traffic fines, and payments from other governments finance most of these activities.

**FUND FINANCIAL STATEMENTS**

The format of the fund financial statements will be more familiar to traditional users of government financial statements. The fund financial statements provide more detailed information about the Commission's most significant funds – not the Commission as a whole. Funds are accounting mechanisms that the Commission uses to keep track of specific sources of funding and spending for particular purposes.

The Commission has two kinds of funds:

- Governmental funds – Most of the Commission's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances remaining at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance the Commission's programs. Because this information does not encompass the long-term focus of the government-wide statements, additional information is provided on a subsequent page that explains the relationship (or differences) between the government-wide and fund statements.

**Union Parish Sales And Use Tax Commission  
Management's Discussion and Analysis  
For the Year Ended June 30, 2018**

- Fiduciary funds – Funds collected on behalf of others. The Commission collects and remits sales and use taxes for its member agencies.

The Total Governmental Funds column requires reconciliation because of the different measurement focus from the government-wide statements (current financial resources versus total economic resources) which is reflected at the bottom of each statement. The flow of current financial resources will reflect interfund transfers as other financing sources as well as capital expenditures as expenditures. The reconciliation will eliminate these transactions and incorporate the capital assets and long-term obligations into the Governmental Activities column (in the government-wide statements).

**FINANCIAL STATEMENTS ANALYSIS OF THE ENTITY**

The following are condensed financial statements of the Commission:

**Statement of Position**

		June 30,	
		2018	2017
<b>Assets</b>			
Cash	\$	3,239	\$ 3,238
<b>Total Assets</b>	<b>\$</b>	<b>3,239</b>	<b>\$ 3,238</b>
<b>Liabilities And Net Position</b>			
Accounts Payable and Accrued Expenses	\$	1,239	\$ 1,238
Internal Balances		2,000	2,000
<b>Total Liabilities</b>		<b>3,239</b>	<b>3,238</b>
<b>Total Net Position</b>		-	-
<b>Total Liabilities and Net Position</b>	<b>\$</b>	<b>3,239</b>	<b>\$ 3,238</b>

**Union Parish Sales And Use Tax Commission  
Management's Discussion and Analysis  
For the Year Ended June 30, 2018**

**Statement of Activities**

	June 30,	
	2018	2017
<b>Revenues</b>		
Intergovernmental Revenues	\$ 153,478	\$ 167,403
<b>Total Revenues</b>	153,478	167,403
<b>Expenses</b>		
Collection Fees	146,984	146,505
Audit & Legal Fees	6,494	20,898
<b>Total Expenses</b>	153,478	167,403
<b>Changes in Net Position</b>	-	-
<b>Net Position at beginning of year</b>	-	-
<b>Net Position at end of year</b>	\$ -	\$ -

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

The Commission owns no capital assets as of June 30, 2018 and 2017. There is no outstanding debt.

**BUDGETARY ANALYSIS**

The Union Parish Sales And Use Tax Commission adopted its 2018/2019 operating budget in the amount of \$160,700. The Commission has contracted its operations out to the Lincoln Parish Sales And Use Tax Commission for a fee of 1% of tax collections.

**ECONOMIC FACTORS**

Sales tax collections have been fairly level for the past twelve months. Union Parish is expecting this trend to continue, but we are unsure how long it will continue.

**CONTACTING THE COMMISSION'S MANAGEMENT**

This financial report is designed to provide a general overview of the Union Parish Sales and Use Tax Commission's fiduciary activities. If you have questions about this report or need additional financial information, contact Denise Griggs, Administrator, at (318) 251-8624.

## **Basic Financial Statements**

**Union Parish Sales and Use Tax Commission**  
**Statement of Net Position**  
**June 30, 2018**

---

<b>Assets</b>	<b>Governmental Activities</b>	<b>Total</b>
Cash and Cash Equivalents	\$ 3,239	\$ 3,239
<b>Total Assets</b>	<b>\$ 3,239</b>	<b>\$ 3,239</b>
<b>Liabilities and Net Position</b>		
<b>Liabilities</b>		
Accounts Payable and Accrued Expenses	\$ 1,239	\$ 1,239
Internal Balances	2,000	2,000
<b>Total Liabilities</b>	<b>3,239</b>	<b>3,239</b>
<b>Net Position</b>		
Invested in Capital Assets, Net of Related Debt	-	-
Unrestricted	-	-
<b>Total Net Position</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities and Net Position</b>	<b>\$ 3,239</b>	<b>\$ 3,239</b>

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

**Union Parish Sales and Use Tax Commission**  
**Statement of Activity**  
**For The Year Ended June 30, 2018**

	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Assets Primary Government</u>		
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>	<u>Total</u>
<b>Primary Government:</b>						
Governmental Activities:						
General Government	\$ 153,478	\$ -	\$ 153,478	\$ -	\$ -	\$ -
Total Governmental Activities	<u>\$ 153,478</u>	<u>\$ -</u>	<u>\$ 153,478</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Primary Government	<u>\$ 153,478</u>	<u>\$ -</u>	<u>\$ 153,478</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**General Revenues:**

Interest Income	-	-
Miscellaneous	-	-
Total General Revenues	<u>-</u>	<u>-</u>
Changes in Net Position	-	-
Net Position - Beginning	-	-
Net Position - Ending	<u>\$ -</u>	<u>\$ -</u>

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

**Union Parish Sales and Use Tax Commission**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2018**

---

	<b>General Fund</b>	<b>Total Governmental Funds</b>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 3,239	\$ 3,239
<b>Total Assets</b>	<b>\$ 3,239</b>	<b>\$ 3,239</b>
<b>Liabilities and Fund Balances</b>		
<b>Liabilities</b>		
Accounts Payable and Accrued Expenses	\$ 1,239	\$ 1,239
Due To Other Funds	2,000	2,000
<b>Total Liabilities</b>	<b>3,239</b>	<b>3,239</b>
<b>Fund Balances</b>		
Unassigned	-	-
<b>Total Fund Balances</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 3,239</b>	

Amounts reported for *Governmental Activities* in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore not reported in the funds

Net Position of Governmental Activities

\$ -

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

**Union Parish Sales and Use Tax Commission**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For The Year Ended June 30, 2018**

	<b>General Fund</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>		
Intergovernmental	\$ 153,478	\$ 153,478
<b>Total Revenues</b>	<b>153,478</b>	<b>153,478</b>
<b>Expenditures</b>		
<b>General Government</b>		
Collection Fees	146,984	146,984
Legal and Audit Fees	6,494	6,494
<b>Total Expenditures</b>	<b>153,478</b>	<b>153,478</b>
<b>Excess (Deficit) of Revenues over Expenditures</b>	-	-
<b>Fund Balances, Beginning of Year</b>	-	-
<b>Fund Balances, End of Year</b>	\$ -	-
<b>Net Changes in Fund Balances - Total Governmental Funds</b>		-
<i>Amounts reported for governmental activities in the statement of activities are different because:</i>		
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:		
Capital assets purchased capitalized		-
Depreciation expense		-
<b>Changes in Net Position in Governmental Activities</b>		<b>\$ -</b>

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

**Union Parish Sales and Use Tax Commission**  
**Statement of Fiduciary Net Position**  
**Fiduciary Funds**  
**June 30, 2018**

---

<b>Assets</b>		
Cash and Cash Equivalents		\$ 142,508
Due From Other Funds		3,239
<b>Total Assets</b>		<u>\$ 145,747</u>
<b>Liabilities</b>		
<b>Liabilities</b>		
Due to Taxing Bodies		\$ 3,239
Sales Tax Paid Under Protest		142,508
<b>Total Liabilities</b>		<u>145,747</u>

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

**Union Parish Sales And Use Tax Commission**  
**Notes to Financial Statements**  
**For The Year Ended June 30, 2018**

---

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Union Parish Sales and Use Tax Commission was created on November 1, 2010, for the purpose of collecting, enforcing, and administering the respective sales and use taxes which have been or in the future might be authorized and levied by the various parties involved in the Cooperative Endeavor Agreement.

The Cooperative Endeavor Agreement authorizes the Commission as the single tax collector for the parish, to enter into agreements with any other public bodies located within Union Parish for the collection of any sales and use taxes authorized by such other public bodies, beginning November 1, 2010. The operations of the Commission are under the direction of an administrator appointed by the seven participating agencies. The appointment of the administrator can be revoked by a majority vote of the seven agencies. The seven agencies established the Commission composed of ten members: two from the Union Parish Police Jury, Union Parish School Board, and Union Parish Sheriff's Office, and one member each from the Town of Farmerville, Town of Bernice, Town of Marion, and Village of Junction City.

The Commission's costs of operations shall be divided among the parties on a pro-rata basis based upon the percentage which the amount of taxes, revenues, funds, assessments, monies, penalties, fees, or other income collected on behalf of each of the parties bear to the total amount of such funds collected. The Commission has the authority to hire and administrator and staff or it may contract with third parties for the collection of taxes.

In April 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November 1984, GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for the state and local government.

The Commission adopted the provisions of GASB Statement No. 34 Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments, Statement No. 34 established standards for external reporting for all state and local governmental entities. The Commission is a special-purpose government. It is considered a joint cooperative endeavor of the participating governmental units and, therefore issues financial statements separate from the participants and their governmental components.

**A. Fund Accounting**

The accounts of the Commission are organized on a fund basis whereby a set of self-balancing accounts comprises its assets, liabilities, additions, distributions, and other disbursements, and other disbursements.

**Union Parish Sales And Use Tax Commission**  
**Notes to Financial Statements**  
**For The Year Ended June 30, 2018**

---

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures/expenses are recognized in the accounts and reported in the financial statements. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when liabilities are incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current *financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

**C. Cash and Cash Equivalents**

For reporting purposes, cash represents interest bearing demand deposits. Under state law, the Commission may deposit funds within a fiscal agent bank organized under the laws of any other state in the union, or the laws of the United States. Further, the Commission may invest in the deposits or certificates of deposit of state banks organized under Louisiana law and national banks having principle offices in Louisiana.

**D. Sales and Use Taxes – Distribution of Funds**

Sales and use tax collections are distributed monthly based on the tax rates levied by each governmental body. At June 30, 2018, the following rates were in effect:

Union Parish Police Jury	1.00%
Union Parish School Board	2.00%
Union Parish Sheriff's Office	1.00%
Town of Farmerville	1.50%
Town of Bernice	2.00%
Town of Marion	1.00%
Village of Junction City	1.00%

**E. Capital Assets**

General capital assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements. Capital assets with an original cost of at least \$500 are carried at cost. Depreciation is computed using the straight line method over the estimated useful life of the assets, generally 3 to 7 years for software, computer equipment, and furniture. The Commission has no capital assets as of June 30, 2018.

**Union Parish Sales And Use Tax Commission**  
**Notes to Financial Statements**  
**For The Year Ended June 30, 2018**

---

**NOTE 2 - CASH AND CASH EQUIVALENTS**

At June 30, 2018, the Commission had cash equivalents (book balances) as follows:

Interest-bearing demand deposits	<u>\$145,747</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. 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. Cash and cash equivalents (bank balances) at June 30, 2018, are secured as follows:

Bank Balances	<u>\$143,640</u>
---------------	------------------

The bank balances at June 30, 2018 were covered by Federal Deposit Insurance (FDIC). In addition, the financial institution has pledged securities of \$1,398,550 held to cover account balances in excess of \$250,000 during each month.

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 Commission that the fiscal agent has failed to pay deposited funds upon demand.

**NOTE 3 – OPERATING EXPENSES**

As discussed in Note 1, the seven participating agencies share the operating expenses of the Union Parish Sales and Use Tax Commission on a pro rata basis. The operating expenses of the Commission for the year ended June 30, 2018, were \$153,478, which is approximately 1.04% of tax collections.

**NOTE 4 – COMMITMENTS AND CONTINGENCIES**

The Commission from time to time is involved in disputes and litigation with taxpayers over the taxability of certain items. When taxes are paid under protest, the disputed funds are deposited in a separate bank account until the dispute is resolved. At June 30, 2018, the Commission held \$142,508 in protested tax remittances.

**Union Parish Sales And Use Tax Commission**  
**Notes to Financial Statements**  
**For The Year Ended June 30, 2018**

**NOTE 5 – THIRD PARTY COLLECTION SERVICES**

The Commission signed a tax collection agreement with the Lincoln Parish Sales & Use Tax Commission in November, 2010. Collection services began January 1, 2011. Lincoln Parish Sales & Use Tax Commission will receive a fee of 1-1/8<sup>th</sup>% of collections for the calendar year 2011 and 1 percent (1%) for 2012 - 2018. Total fees paid during the fiscal year ended June 30, 2018 was \$146,984.

**NOTE 6 – SCHEDULE OF TAX COLLECTIONS AND DISTRIBUTIONS**

The following information is presented on cash basis for the fiscal year ended June 30, 2018:

<b>Taxing Authority and Rate (%)</b>	<b>Total Collections</b>	<b>Operating Expenses</b>	<b>Final Distribution</b>
Union Parish School Board (2.0%)	\$ 7,347,467	\$ 76,700	\$ 7,270,767
Union Parish Police Jury (1.00%)	2,450,603	25,583	2,425,020
Union Parish Sheriff's Office (1.00%)	2,450,603	25,583	2,425,020
Town of Farmerville (1.50%)	2,026,677	21,164	2,005,513
Town of Bernice (2.0%)	212,022	2,208	209,814
Town of Marion (1.00%)	200,276	2,122	198,154
Town of Junction City (1.0%)	11,365	118	11,247
<b>Totals</b>	<b>\$ 14,699,013</b>	<b>\$ 153,478</b>	<b>\$ 14,545,535</b>

**NOTE 7 - SUBSEQUENT EVENTS**

Date of Management Evaluation

Management has evaluated subsequent events through December 19, 2018, the date on which the financial statements were available to be issued

## **Other Supplemental Information**

**Union Parish Sales and Use Tax Commission**  
**Schedule of Collections, Distributions, and Undistributed Balances**  
**Fiduciary Funds**  
**For The Year Ended June 30, 2018**

---

**Collections:**

Sales and use tax	\$ 14,698,427
Interest received	586
<b>Total Collections</b>	<u>14,699,013</u>

**Distributions:**

Union Parish School Board	7,270,767
Union Parish Police Jury	2,425,020
Union Parish Sheriff's Office	2,425,020
Town of Farmerville	2,005,513
Town of Bernice	209,814
Town of Marion	198,154
Town of Junction City	11,247
Operating Expenses Withheld From Distributions	153,478
<b>Total Distributions</b>	<u>14,699,013</u>

**Collections Less Distributions** -

**Undistributed balances at beginning of year** 131,551

Taxes Paid Under Protest 10,957

**Undistributed balances at end of year** \$ 142,508

See independent auditors' report.

**Union Parish Sales and Use Tax Commission**  
**Schedule of Compensation, Reimbursements, Benefits, and Other Payments to**  
**Agency Head**  
**For The Year Ended June 30, 2018**

---

Schedule 2

<b>Agency Head: Administrator</b>	<b><u>Denise Griggs</u></b>
<b>Purpose:</b>	
Salary	\$ -
Benefits - Payroll Taxes, Insurance, Retirement	-
Reimbursements	-
<b>Total Compensation, Benefits and Other Payments</b>	<b><u>\$ -</u></b>

Note: The administrator is an employee of the Lincoln Parish Sales and Use Tax Commission and is paid by Lincoln Parish only.

See independent auditors' report.

**Union Parish Sales and Use Tax Commission  
Budgetary Comparison Schedule - General Fund  
For The Year Ended June 30, 2018**

---

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
<b>Revenues</b>				
Intergovernmental	\$ 159,500	\$ 153,478	\$ 153,478	\$ -
Total Revenues	<u>159,500</u>	<u>153,478</u>	<u>153,478</u>	<u>-</u>
<b>Expenditures</b>				
<b>General Government</b>				
Collection Fees	148,000	146,984	146,984	-
Audit & Legal Fees	11,500	6,494	6,494	-
Total Expenditures	<u>159,500</u>	<u>153,478</u>	<u>153,478</u>	<u>-</u>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balances, Beginning of Year</b>	-	-	-	-
<b>Fund Balances, End of Year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See independent auditors' report.

**Union Parish Sales & Use Tax Commission**  
**Notes to Budgetary Comparison Schedule**  
**For the Year Ended June 30, 2018**

---

The Commission annually adopts a budget for the General Fund. All appropriations are legally controlled at the board level for the General Fund. On May 25, 2017, the District approved the original adopted budget reflected in the financial statements. No amendments were made for the year.

The budgets are integrated into the accounting system, and the budgetary data, as presented in the financial statements for all funds with annual budgets, compare the expenditures with the amended budgets. All budgets are presented on the modified accrual basis of accounting. Accordingly, the accompanying Budgetary Comparison Schedule for the General Fund presents actual expenditures in accordance with the accounting principles generally accepted in the United States on a basis consistent with the legally adopted budgets as amended. Unexpected appropriations on annual budgets lapse at the end of each fiscal year.

# CAMERON, HINES & COMPANY

(A Professional Accounting Corporation)

*Certified Public Accountants*

104 Regency Place

West Monroe, Louisiana 71291

Mailing Address:

P. O. Box 2474

West Monroe, LA 71294-2474

Phone (318) 323-1717

Fax (318) 322-5121

## **INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Commissioners  
Union Parish Sales and Use Tax Commission  
Ruston, Louisiana

We have audited, in accordance with the 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, the financial statements of the governmental activities, and the aggregate remaining fund information, of the Union Parish Sales and Use Tax Commission, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Union Parish Sales and Use Tax Commission's basic financial statements, and have issued our report thereon dated December 19, 2018.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Union Parish Sales and Use Tax Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Union Parish Sales and Use Tax Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Union Parish Sales and Use Tax Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Cameron Hines & Company (APAC)*

West Monroe, Louisiana  
December 19, 2018

**Union Parish Sales & Use Tax Commission  
Schedule of Findings and Responses  
For The Year Ended June 30, 2018**

---

We have audited the financial statements of the Union Parish Sales & Use Tax Commission as of and for the year ended June 30, 2018, and have issued our report thereon dated December 19, 2018. 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, 2018, resulted in an unmodified opinion.

**Section I- Summary of Auditors' Reports**

**A. Independent Auditor's Report on Internal Control and Compliance Material to the Financial Statements**

	Yes	No
<b><u>Internal Control</u></b>		
Material Weaknesses		X
Significant Deficiencies		X
<b><u>Compliance</u></b>		
Noncompliance Material to Financial Statements		X

**B. Federal Awards – N/A**

**C. Identification of Major Programs: N/A**

**Union Parish Sales & Use Tax Commission  
Schedule of Findings and Responses  
For The Year Ended June 30, 2018**

---

**Section II- Financial Statement Findings**

There were no findings for the year ended June 30, 2018.

**Section III-Federal Award Findings and Responses**

This section is not applicable for this entity.

**Union Parish Sales & Use Tax Commission  
Schedule of Prior Year Findings  
For the Year Ended June 30, 2018**

---

**Internal Control and Compliance Material to the Financial Statements**

There were no findings for the year ended June 30, 2017.

**Management Letter**

No management letter was issued.

**Union Parish Sales & Use Tax Commission  
Management's Corrective Action Plan  
For The Year Ended June 30, 2018**

---

**Section II- Financial Statement Findings**

There were no findings for the year ended June 30, 2018.

# CAMERON, HINES & COMPANY

(A Professional Accounting Corporation)

*Certified Public Accountants*

104 Regency Place

West Monroe, Louisiana 71291

Mailing Address:

P. O. Box 2474

West Monroe, LA 71294-2474

Phone (318) 323-1717

Fax (318) 322-5121

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Union Parish Sales and Use Tax Commission and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Union Parish Sales and Use Tax Commission (Commission) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2017 through June 30, 2018. The Commission's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

### Written Policies and Procedures

---

1. Obtain and inspect the Commission's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the Commission's operations):<sup>1</sup>
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g.

---

<sup>1</sup> For governmental organization, the practitioner may eliminate those categories and subcategories that do not apply to the organization's operations. For quasi-public organizations, including non-profits, the practitioner may eliminate those categories and subcategories that do not apply to public funds administered by the quasi-public.

periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics<sup>2</sup>**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the Commission's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

**Findings:** No exceptions noted.

### **Board or Finance Committee<sup>3</sup>**

---

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-

---

<sup>2</sup> The Louisiana Code of Ethics is generally not applicable to non-profit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a non-profit, the non-profit should have written policies and procedures relating to ethics.

<sup>3</sup> These procedures are not applicable to entities managed by a single elected official, such as sheriff or assessor.

actual comparisons, if budgeted) for major proprietary funds.<sup>4</sup> *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the Commission's collections during the fiscal period.*

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

**Findings:** No exceptions noted.

### ***Bank Reconciliations***

---

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the Commission's main operating account. Select the Commission's main operating account and randomly select 4 additional accounts<sup>5</sup> (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

**Findings:** Two exceptions noted where bank reconciliations did not include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

### ***Collections***

---

4. Obtain a listing of deposit sites<sup>6</sup> for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

---

<sup>4</sup> Major funds are defined under GASB standards. The related procedure addresses major funds as a way to verify that boards are provided with financial information necessary to make informed decisions about significant COMMISSION operations, including proprietary operations that are not required to be budgeted under the LGBA.

<sup>5</sup> Accounts selected may exclude savings and investment accounts that are not part of the COMMISSION's daily business operations.

<sup>6</sup> A deposit site is a physical location where a deposit is prepared and reconciled.

**Findings:** No exceptions noted.

5. For each deposit site selected, obtain a listing of collection locations<sup>7</sup> and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

**Findings:** No exceptions noted.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

**Findings:** No exceptions noted.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day)<sup>8</sup>. *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.

---

<sup>7</sup> A collection location is a physical location where cash is collected. A COMMISSION may have one or more collection locations whose collections are brought to a deposit site for deposit.

<sup>8</sup> If "bank reconciliations" have been rotated off for Year 2, the practitioner should insert a procedure with the same selection methodology that would have been used for bank reconciliations

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
- e) Trace the actual deposit per the bank statement to the general ledger.

**Findings:** No exceptions noted.

***Management's Response***

---

We concur with the results of the procedures and are working diligently to improve controls.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

*Cameron Hines & Company (APAC)*

West Monroe, Louisiana  
December 18, 2018