

# **COLUMBIA COUNTY, FLORIDA**

## **ANNUAL FINANCIAL REPORT**

For the Fiscal Year Ended September 30, 1996.



**PricewaterhouseCoopers**  
United World of Accountants

# **COLUMBIA COUNTY, FLORIDA**

## **ANNUAL FINANCIAL REPORT**

For the Fiscal Year Ended September 30, 1996

### **T A B L E O F C O N T E N T S**

	<b>SECTION - PAGE NO.</b>
<b>INTRODUCTORY SECTION</b>	
List of Principal Officials	1 - 1
<b>FINANCIAL SECTION</b>	
<b>GENERAL PURPOSE FINANCIAL STATEMENTS</b>	
Independent Auditor's Report	1 - 2
Combined Balance Sheet - All Fund Types and Account Groups	1 - 3
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types	1 - 7
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget (GAAP Basis) and Actual - General, Special Revenue, Debt Service, and Capital Projects Fund Types	1 - 9
Combined Statement of Revenues, Expenses and Changes in Retained Earnings - All Proprietary Fund Types	1 - 11
Combined Statement of Cash Flows - All Proprietary Fund Types	1 - 13
Notes to Financial Statements	1 - 15
<b>COMPONENT UNIT FINANCIAL STATEMENTS</b>	
<b>BOARD OF COUNTY COMMISSIONERS</b>	
Independent Auditor's Report	2 - 1
<b>COMBINED FINANCIAL STATEMENTS</b>	
Combined Balance Sheet - All Fund Types and Account Groups	2 - 2

# COLUMBIA COUNTY, FLORIDA

## ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 1996

### T A B L E O F C O N T E N T S - continued

	SECTION - PAGE NO.
<b>BOARD OF COUNTY COMMISSIONERS - continued</b>	
<b>COMBINING STATEMENTS - continued</b>	
<b>DEBT SERVICE FUNDS</b>	
Combining Balance Sheet	2 - 43
Combining Statement of Revenues, Expenditures and Changes in Fund Balances	2 - 44
<b>CAPITAL PROJECTS FUNDS</b>	
Combining Balance Sheet	2 - 45
Combining Statement of Revenues, Expenditures and Changes in Fund Balances	2 - 46
<b>SINGLE AUDIT AND COMPLIANCE SECTION</b>	
Schedule of Federal and State Financial Assistance	2 - 48
Independent Auditor's Report on Internal Control Structure Based on an Audit of Basic Financial Statements Performed in Accordance with <i>Government         Auditing Standards</i>	2 - 50
Independent Auditor's Report on Internal Control Structure Used in Administering Federal Financial Assistance Programs	2 - 53
Independent Auditor's Report on Compliance Based on an Audit of General Purpose Financial Statements Performed in Accordance with <i>Government         Auditing Standards</i>	2 - 56
Independent Auditor's Report on Compliance with the General Requirements Applicable to Federal Financial Assistance Programs	2 - 57
Independent Auditor's Report on Compliance with Specific Requirements Applicable to Major Federal Financial Assistance Programs	2 - 58

# COLUMBIA COUNTY, FLORIDA

## ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 1996

### T A B L E O F C O N T E N T S - continued

	SECTION - PAGE NO.
CLERK OF THE CIRCUIT COURT - continued	
COMPLIANCE SECTION - continued	
Independent Auditor's Report on Compliance Based on an Audit of Component Unit General Purpose Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	3 - 16
Management Letter	3 - 17
PROPERTY APPRAISER	
Independent Auditor's Report	4 - 1
COMBINED FINANCIAL STATEMENTS	
Combined Balance Sheet - All Fund Types and Account Groups	4 - 2
Combined Statement of Revenues, Expenditures and Changes in Fund Balance - Budget (GAAP Basis) and Actual	4 - 3
Notes to Financial Statements	4 - 5
COMPLIANCE SECTION	
Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose or Basic Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	4 - 9
Independent Auditor's Report on Compliance Based on an Audit of Component Unit General Purpose Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	4 - 11
Management Letter	4 - 12

# COLUMBIA COUNTY, FLORIDA

## ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 1996

### TABLE OF CONTENTS - continued

	SECTION - PAGE NO.
SHERIFF - continued	
<b>COMPLIANCE SECTION</b>	
Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose or Basic Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	5 - 18
Independent Auditor's Report on Compliance Based on an Audit of Component Unit General Purpose Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	5 - 20
Management Letter	5 - 21
<b>SUPERVISOR OF ELECTIONS</b>	
Independent Auditor's Report	6 - 1
<b>COMBINED FINANCIAL STATEMENTS</b>	
Combined Balance Sheet - All Fund Types and Account Groups	6 - 2
Combined Statement of Revenues, Expenditures and Changes in Fund Balance - Budget (GAAP Basis) and Actual	6 - 3
Notes to Financial Statements	6 - 4
<b>COMBINING STATEMENTS</b>	
<b>AGENCY FUND</b>	
Statement of Changes in Assets and Liabilities	6 - 8
<b>COMPLIANCE SECTION</b>	
Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose or Basic Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	6 - 9

# **INTRODUCTORY SECTION**

**COLUMBIA COUNTY, FLORIDA**  
**LIST OF PRINCIPAL OFFICIALS**  
**September 30, 1996**

<u>Title</u>	<u>Name</u>
<b>Board of County Commissioners</b>	
District I	Ronald Williams
District II	Frank Albury
District III	Ludie Shipp
District IV	James W. Knox
District V	James Montgomery
<b>County Attorney</b>	Marlin M. Feagle
<b>Clerk of Circuit Court</b>	P. DeWitt Cason
<b>Property Appraiser</b>	J. Doyle Crews
<b>Sheriff</b>	Thomas S. Tramel, III
<b>Supervisor of Elections</b>	Carolyn D. Kirby
<b>Tax Collector</b>	H. Ray Walker

# **FINANCIAL SECTION**





**Powell & Jones**  
Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT

Honorable Board of  
County Commissioners  
And Constitutional Officers  
Columbia County, Florida

We have audited the accompanying general purpose financial statements of Columbia County, Florida, as of and for the year ended September 30, 1996, as listed in the preceding table of contents. These general purpose financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Columbia County, Florida, as of September 30, 1996, and the results of its operations and cash flows of its proprietary fund type for the year then ended in conformity with generally accepted accounting principles.

  
**POWELL & JONES**  
July 25, 1997

**COLUMBIA COUNTY, FLORIDA**

**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS**

September 30, 1996

Proprietary Fund Type	Fiduciary Fund Type	Account Groups		Totals (Memorandum Only)
		General Fixed Assets Group	General Long-term Debt Group	
Enterprise Fund	Trust and Agency Funds			
\$ 905,903	\$ 751,542	\$ -	\$ -	\$ 8,079,355
284,104	-	-	-	397,337
-	5,033	-	-	5,033
-	-	-	-	18,214
171,387	71,468	-	-	2,540,327
1,848,162	1	-	-	3,126,650
-	-	-	-	6,712
-	6,000	-	-	143,995
185,464	420,950	-	-	18,428,660
1,607,738	-	-	-	1,607,738
801,910	-	-	-	801,910
4,362,980	-	-	-	4,362,980
1,090,938	-	-	-	1,090,938
1,820,607	-	-	-	1,820,607
(2,201,208)	-	-	-	(2,201,208)
-	-	1,696,391	-	1,696,391
-	-	11,897,987	-	11,897,987
-	-	28,185,060	-	28,185,060
-	-	1,168,276	-	1,168,276
-	-	14,634,006	-	14,634,006
-	-	-	-	52,781
393,092	-	-	-	581,906
-	-	-	4,443,842	4,443,842
-	-	-	16,508,323	16,508,323
<u>\$11,271,077</u>	<u>\$1,254,994</u>	<u>\$ 57,581,720</u>	<u>\$ 20,952,165</u>	<u>\$119,397,820</u>
\$ 510,887	\$ -	\$ -	\$ -	\$ 2,084,373
-	59,191	-	-	59,191
-	85,752	-	-	85,752
134,594	224,962	-	-	2,540,327
-	281,506	-	-	290,459
-	311,043	-	-	311,043
-	28,789	-	-	28,789
-	1,920	-	-	1,920
115,851	10,484	-	-	126,335
-	-	-	-	895
-	-	-	-	2,462
16,894	-	-	-	16,894
-	108,037	-	-	108,037
-	-	-	-	262,211
72,633	143,310	-	-	215,943
25,040	-	-	-	25,040
35,000	-	-	-	35,000
255,000	-	-	-	255,000

(continued)

**COLUMBIA COUNTY, FLORIDA**

**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS**

September 30, 1996

<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Account Groups</u>		<u>Totals (Memorandum Only)</u>
		<u>General Fixed Assets Group</u>	<u>General Long-term Debt Group</u>	
<u>Enterprise Fund</u>	<u>Trust and Agency Funds</u>			
\$ -	\$ -	\$ -	\$ 527,901	\$ 527,901
192,841	-	-	1,034,326	1,227,167
-	-	-	17,205,000	17,205,000
-	-	-	2,184,938	2,184,938
5,825,000	-	-	-	5,825,000
721,395	-	-	-	721,395
<u>7,905,135</u>	<u>1,254,994</u>	<u>-</u>	<u>20,952,165</u>	<u>34,141,072</u>
313,334	-	-	-	313,334
-	-	-	-	24,290,872
-	-	-	-	18,214
1,734,870	-	-	-	1,734,870
1,317,738	-	-	-	1,317,738
-	-	57,581,720	-	57,581,720
3,365,942	-	57,581,720	-	85,256,748
<u>\$11,271,077</u>	<u>\$1,254,994</u>	<u>\$ 57,581,720</u>	<u>\$ 20,952,165</u>	<u>\$119,397,820</u>

## COLUMBIA COUNTY, FLORIDA

### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES

For the Fiscal Year Ended September 30, 1996

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Totals (Memorandum Only)
<b>EXPENDITURES (continued)</b>					
Debt Service					
General government	\$ -	\$ 28,942	\$ 817,553	\$ -	\$ 846,495
Public safety	162,682	30,579	-	-	193,261
Transportation	-	146,645	1,547,325	23,082	1,717,052
Economic environment	33,671	-	234,998	-	268,669
Total expenditures	<u>5,055,177</u>	<u>18,416,115</u>	<u>2,637,376</u>	<u>3,758,426</u>	<u>29,867,094</u>
Excess (deficiency) of revenues over expenditures	<u>6,919,756</u>	<u>(5,081,968)</u>	<u>1,885,268</u>	<u>(2,833,732)</u>	<u>889,324</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Interfund transfers in	-	7,269,917	780,548	867,519	8,917,984
Debt proceeds	-	149,900	158,063	1,986,637	2,294,600
Interfund transfers out	(6,498,596)	(1,654,775)	(764,613)	-	(8,917,984)
Total other financing sources (uses)	<u>(6,498,596)</u>	<u>5,765,042</u>	<u>173,998</u>	<u>2,854,156</u>	<u>2,294,600</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>421,160</u>	<u>683,074</u>	<u>2,059,266</u>	<u>20,424</u>	<u>3,183,924</u>
Fund balances at beginning of year	3,875,246	4,901,156	2,384,576	9,964,184	21,125,162
Fund balances at end of year	<u>\$ 4,296,406</u>	<u>\$ 5,584,230</u>	<u>\$4,443,842</u>	<u>\$ 9,984,608</u>	<u>\$24,309,086</u>

See notes to financial statements.

## COLUMBIA COUNTY, FLORIDA

### COMBINED STATEMENT OF REVENUES, EXPENITURES, AND CHANGES IN FUND BALANCES BUDGET (GAAP BASIS) AND ACTUAL

#### GENERAL, SPECIAL REVENUE, DEBT SERVICE, AND CAPITAL PROJECTS FUNDS

For the Fiscal Year Ended September 30, 1996

Funds Variance Favorable (Unfavorable)	Debt Service Funds			Capital Projects Funds		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
\$ 235,763	\$ 1,240,000	\$ 1,265,046	\$ 25,046	\$ 316	\$ 316	\$ -
94,296	-	-	-	-	-	-
217,607	2,797,259	2,833,910	36,651	300,000	300,000	-
56,533	-	-	-	-	-	-
285,967	-	-	-	-	-	-
841,561	383,000	423,688	40,688	20,769	624,378	603,609
<u>1,731,727</u>	<u>4,420,259</u>	<u>4,522,644</u>	<u>102,385</u>	<u>321,085</u>	<u>924,694</u>	<u>603,609</u>
(160,481)	-	37,500	(37,500)	6,223,018	60,070	6,162,948
178,107	-	-	-	68,120	71,900	(3,780)
(816,611)	-	-	-	-	-	-
52,357	-	-	-	1,036,978	1,037,036	(58)
145,347	-	-	-	33,612	35,722	(2,110)
-	-	-	-	-	-	-
43,300	-	-	-	-	-	-
(3,265)	-	-	-	-	848,515	(848,515)
212,597	-	-	-	-	-	-
-	-	-	-	-	-	-
(138,751)	-	-	-	89,223	89,223	-
838	-	-	-	-	1,592,878	(1,592,878)
-	-	-	-	-	-	-
301,175	-	-	-	-	-	-
(28,942)	659,490	817,553	(158,063)	-	-	-
-	-	-	-	-	-	-
(284)	1,552,278	1,547,325	4,953	23,082	23,082	-
-	234,998	234,998	-	-	-	-
<u>(214,613)</u>	<u>2,446,766</u>	<u>2,637,376</u>	<u>(190,610)</u>	<u>7,474,033</u>	<u>3,758,426</u>	<u>3,715,607</u>
1,517,114	1,973,493	1,885,268	(88,225)	(7,152,948)	(2,833,732)	4,319,216
42,451	-	780,548	780,548	692,906	867,519	174,613
149,900	-	158,063	158,063	-	1,986,637	1,986,637
(1,015,717)	-	(764,613)	(764,613)	-	-	-
<u>(823,366)</u>	<u>-</u>	<u>173,998</u>	<u>173,998</u>	<u>692,906</u>	<u>2,854,156</u>	<u>2,161,250</u>
693,748	1,973,493	2,059,266	85,773	(6,460,042)	20,424	6,480,466
-	2,384,576	2,384,576	-	9,964,184	9,964,184	-
<u>\$ 693,748</u>	<u>\$ 4,358,069</u>	<u>\$ 4,443,842</u>	<u>\$ 85,773</u>	<u>\$ 3,504,142</u>	<u>\$ 9,984,608</u>	<u>\$ 6,480,466</u>

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## LANDFILL ENTERPRISE FUND

### COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS

For the Fiscal Year Ended September 30, 1996

<b>OPERATING EXPENSES (continued)</b>	
Landfill closure	
Operating expenses	
Professional services	\$ 76,979
Other contractual services	<u>411,511</u>
Total landfill closure	<u>488,490</u>
Landfill Recycling	
Personal services	
Regular salaries	29,509
FICA	2,125
Retirement	8,058
Health insurance	<u>4,025</u>
Total personal services	<u>43,717</u>
Operating expenses	
Professional services	2,092
Other contractual services	22,875
Repair and maintenance	4,026
Operating supplies	17,156
Gas and oil	9,602
Grant to City of Lake City	<u>65,542</u>
Total operating expenses	<u>121,293</u>
Total landfill recycling	<u>165,010</u>
Total operating expenses	<u>2,089,522</u>
Operating income	<u>503,710</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
State of Florida grants	574,761
Interest earnings	131,248
Miscellaneous	2,397
Interest and other debt service expenses	(353,430)
Amortization of bond issuance costs	<u>(26,353)</u>
Total nonoperating revenues (expenses)	<u>328,623</u>
Net income	832,333
Retained earnings, October 1, 1995	<u>2,220,279</u>
Retained earnings, September 30, 1996	<u><u>\$3,052,612</u></u>

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## LANDFILL ENTERPRISE FUND

### COMBINED STATEMENT OF CASH FLOWS

For the Fiscal Year Ended September 30, 1996

#### Reconciliation of Operating Income to Net Cash Provided by Operating Activities

Operating income	<u>\$ 503,710</u>
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	509,352
(Increase) decrease in assets:	
Accounts receivable	(67,938)
Due from other funds	(146,311)
Increase (decrease) in liabilities:	
Accounts payable	(184,501)
Accrued compensated absences	(4,801)
Increase in other liabilities	223,960
Due to other funds	<u>(1,858)</u>
Total adjustments	<u>327,903</u>
Net cash provided by operating activities	<u>\$ 831,613</u>

See notes to financial statements.

# **COLUMBIA COUNTY, FLORIDA**

## **NOTES TO FINANCIAL STATEMENTS**

September 30, 1996

### **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Columbia County, Florida have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

#### **A. Reporting Entity**

Columbia County, Florida (the "County") is a political subdivision of the State of Florida created under Section 1, Article VIII of the State Constitution. It is governed by an elected Board of County Commissioners (the "Board") which is governed by state statutes and regulations, and ordinances adopted by the Board. In addition, there are five Constitutional Officers who are separately elected, which include the Clerk of Circuit Court, Sheriff, Tax Collector, Property Appraiser, and the Supervisor of Elections. Pursuant to Florida Statutes, the Clerk of the Circuit Court for the County serves as clerk and accountant of the Board of County Commissioners. The Board currently has budgetary control, but not administrative control, over the activities for the other Constitutional Officers, some of whom have the authority and responsibility for collecting revenues within their areas of jurisdiction and remitting such collections to the Board.

In evaluating how to define the County, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in reporting entity was made by applying the criteria set forth in GAAP. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, the following is a brief review of each potential component unit addressed in defining the County's reporting entity:



County funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types."

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The general fund is used to account for all activities of the general government not accounted for in some other fund.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds).

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. When these assets are held under the terms of a formal trust agreement, either a pension trust fund, a nonexpendable trust fund, or an expendable trust fund is used. Terms "nonexpendable" and "expendable" refer to whether or not the government is under an obligation to maintain the trust principal. Agency funds generally are used to account for assets that the government holds on behalf of others as their agent.

### **C. Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds, nonexpendable trust funds, and pension trust funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in the net total assets.

The modified accrual basis of accounting is used by all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The County considers most revenues as available if they are collected within sixty days after year end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

## **I. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditures of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund, Board-administered Special Revenue Funds, Capital Projects Funds, and the Enterprise Fund. Material encumbrances outstanding at year end, are reported as reservations of fund balances since they do not constitute expenditures or liabilities.

## **J. Fixed Assets**

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized over the remaining useful lives of the related fixed assets, as applicable.

Public domain ("infrastructure") general fixed assets consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems are not capitalized in the general fixed assets account group.

Assets in the general fixed assets account group are not depreciated. Depreciation of buildings, equipment and vehicles in the proprietary fund type is computed using the straight-line method.

As applicable, interest is capitalized on proprietary fund assets acquired with tax-exempt debt. The amount of interest to be capitalized is calculated by offsetting interest expense incurred from the date of the borrowing until completion of the project with interest earned on invested proceeds over the same period.

## **K. Compensated Absences**

Compensated absences are absences for which employees will be paid, such as vacation and sick leave. A liability for compensated absences that are attributable to services already rendered and that are not contingent on a specific event that is outside the control of the government and its employees is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the government and its employees are accounted for in the period in which such services are rendered or such events take place.

In the governmental funds, compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and fund liability in the fund that will pay for them. The remainder of the compensated absences liability is reported in the General Long-Term Debt Account Group.

In the proprietary funds, compensated absences are recorded as an expense and liability of the fund that will pay for them.

4. The Board of County Commissioners is authorized to amend fixed appropriations by motion to the extent that appropriations do not exceed the total approved budget of the fund; or appropriate for the special purpose intended, reserves or unanticipated receipts. Appropriations lapse at year end. No supplemental appropriations were necessary during the year.
5. Formal budgetary integration is employed as a management control device in all governmental funds.
6. Governmental fund budgets are initially adopted on the modified accrual basis. The legally amended budgetary data presented in the accompanying financial statements for the fiscal year ending September 30, 1996, are shown on this basis of accounting. Therefore, the actual and budgetary data are on a comparable basis. The Enterprise Fund budgets are adopted on the accrual basis.
7. Legal control of the budget is exercised pursuant to applicable provisions of Florida Statutes.

#### **NOTE 3. PROPERTY TAXES**

All real and tangible personal property taxes are due and payable on November 1 of each year or as soon thereafter as the assessment roll is certified by the Property Appraiser. The Tax Collector mails to each property owner on the assessment roll a notice of taxes levied by the various governmental entities in the County. Taxes may be paid upon receipt of such notice with discounts at the rate of four percent (4%) if paid in the month of November, three percent (3%) if paid in the month of December, two percent (2%) if paid in the month of January, and one percent (1%) if paid in the month of February. Taxes paid during the month of March are without discount. All unpaid taxes on real and tangible personal property become delinquent on April 1 of the year following the year in which taxes were assessed. Procedures for collecting delinquent taxes, including applicable tax certificate sales, tax deed sales and tangible personal property seizure and sales are provided for by the laws of Florida. Collections of county, municipal and independent taxing district taxes, and remittances are accounted for in the Tax Collector's office. No material amounts or unpaid taxes were due at year end.

#### **NOTE 4. DEPOSITS AND INVESTMENTS**

**Deposits with Financial Institutions** - The County's cash at September 30, 1996, consists of legally authorized demand deposits in institutions which are certified as Qualified Public Depositories under the Florida Public Deposits Act. Therefore, the County's cash at September 30, 1996, is insured through the Bureau of Collateral Securities, Division of Treasury, State Department of Insurance.

**Investments** - Pursuant to Section 125.31, *Florida Statutes*, the Board of County Commissioners is authorized to invest surplus public funds in:

- (a) The Local Government Surplus Funds Trust Fund;
- (b) Negotiable direct obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States Government at the prevailing market price for such securities:

The County considers all of these receivables to be collectible and no allowance for uncollectibility has been provided in the financial statements.

**NOTE 6. CHANGES IN FIXED ASSETS**

A summary of changes in the general fixed assets follows:

	Balance October 1, 1995	Additions	Deletions	Balance September 30, 1996
Land	\$ 1,696,391	\$ -	\$ -	\$ 1,696,391
Buildings	10,305,109	1,592,878	-	11,897,987
Improvements other than buildings	27,114,039	1,071,021	-	28,185,060
Construction in progress	319,761	848,515	-	1,168,276
Equipment	13,905,247	1,054,337	325,578	14,634,006
Total general fixed assets	<u>\$ 53,340,547</u>	<u>\$ 4,566,751</u>	<u>\$ 325,578</u>	<u>\$ 57,581,720</u>

The following is a summary of changes in fixed assets during the year for the enterprise fund:

	Balance October 1, 1995	Net Additions	Balance September 30, 1996
Land	\$ 801,910	\$ -	\$ 801,910
Equipment	1,818,252	2,355	1,820,607
Construction in progress	211,220	879,718	1,090,938
Improvements other than buildings	4,362,980	-	4,362,980
	<u>7,194,362</u>	<u>882,073</u>	<u>8,076,435</u>
Less: accumulated depreciation	(1,691,856)	(509,352)	(2,201,208)
Net fixed assets	<u>\$ 5,502,506</u>	<u>\$ 372,721</u>	<u>\$ 5,875,227</u>

**NOTE 7. CAPITAL LEASES**

A. The Board of County Commissioners has the following in installment payment agreements with Caterpillar Financial Services Corporation:

1. Purchase of four motor-graders costing \$418,980, net of trade-ins. The terms of the agreement require nine semi-annual payments of \$26,636, including interest at 6.5% beginning November 15, 1993, and a balloon payment at the end of sixty months of \$294,636. At that time, the Board may also exercise its option to have the vendor repurchase the equipment for \$290,000.
2. Purchase of a wheel tractor scraper costing \$255,448. The terms of the agreement require five annual payments of \$37,568, which includes interest of 5.75% and a balloon payment at the end of the lease term of \$108,747. At that time, the Board may also exercise its option to have the vendor repurchase the equipment for \$115,000.
3. Purchase of a wheel tractor scraper costing \$185,000. The terms of the agreement require four annual payments of \$52,477, including interest at 7%.

The following applies to this note, at year end:

<u>Payment From</u> General Fund	<u>Balance at</u> <u>September 30, 1996</u> <u>\$ 287,310</u>	<u>Estimated Payments</u> <u>For Next Year</u> <u>\$ 156,191</u>
-------------------------------------	---	--

- B. The Board has a note payable to Community National Bank for the purchase of an office building rented to an insurance company. This original note of \$390,000 is payable in monthly installments of \$2,806, including interest at 6%. The interest rate is fixed until March, 1999, when it will be changed to prime, as it fluctuates, for the duration of the loan. The principal balance of this loan was \$321,904, at year end.
- C. The Board also has a note with Columbia County Bank for the consolidation of prior fire apparatus loans totaling \$159,459. This note is payable in six annual installments of \$30,000 and one of \$20,040, including interest at 6.25%. The principal balance of \$118,163, was owed at September 30, 1996. This loan is secured by a pledge of the non-ad valorem revenue in the County's MSSD Fund.
- D. The Board has two notes with Barnett Bank of North central Florida, associated with the development of the County owned Florida Sports Hall of Fame and Tourist Information Center Complex. These loans are secured by proceeds of the Three Cent Tourist Development Tax levied by the County, and certain revenues of the complex. Details of these loans follow:

	<u>Revenue Notes</u>	
	<u>A</u>	<u>C</u>
Original amount	\$1,487,320	\$ 212,680
Current interest rate	5.75%	8.00%
Payment, monthly	\$ 10,613	\$ 1,846
Balance at 09-30-96	\$1,283,540	\$ 188,757
Due date	04-23-2012	04-23-2012

- E. On September 1, 1996, the County refinanced the Series 1994 Solid Waste Disposal Revenue Bonds with a fixed rate loan from the City of Gulf Breeze, Florida Local Government Loan program. The loan of \$6,090,000 will be repaid over a period of seventeen years with interest rates ranging from 3.70% to 5.90%. The debt is payable from the net revenues of the Solid Waste Disposal facility. Debt service is accounted for in the Landfill Enterprise Fund.

Annual debt service requirements to maturity for notes payable including interest of \$3,861,608, are as follows:

<u>Fiscal Year Ending</u> <u>September 30,</u>	<u>Long-Term Debt</u> <u>Account Group</u>	<u>Enterprise</u> <u>Fund</u>	<u>Total</u>
1997	\$ 369,379	\$ 560,250	\$ 929,629
1998	363,154	555,332	918,486
1999	213,180	573,970	787,150
2000	213,180	571,208	784,388
2001	203,220	572,688	775,908
Thereafter	<u>1,709,874</u>	<u>6,221,111</u>	<u>7,930,985</u>
	<u>\$3,071,987</u>	<u>\$9,054,559</u>	<u>\$12,126,546</u>

#### Revenue Bonds

- A. On October 7, 1993, the County issued \$9,500,000 in Transportation Improvement and Refunding Revenue Bonds - Series 1993. These bonds provided approximately \$3,430,000 in road improvement funds, as well as extinguished the following outstanding bonds: State Board of Administration held -

## Changes in Long-Term Liabilities

During the year ended September 30, 1996, the following occurred in liabilities reported in the general long-term debt account group:

	Balance October 1, 1995	Additions	Retirements	Balance September 30, 1996
Compensated absences	\$ 496,944	\$ 30,957	\$ -	\$ 527,901
Capital leases	1,000,301	149,900	115,875	1,034,326
Notes payable	2,421,777	-	236,839	2,184,938
Revenue bonds payable	16,629,500	10,100,000	9,524,500	17,205,000
	<u>\$20,548,522</u>	<u>\$10,280,857</u>	<u>\$ 9,877,214</u>	<u>\$ 20,952,165</u>

### Proprietary Debt

	Balance October 1, 1995	Additions	Retirements	Balance September 30, 1996
Compensated absences	\$ 21,695	\$ -	\$ 4,801	\$ 16,894
Capital leases	304,265	-	86,384	217,881
Revenue bonds payable	-	-	-	-
Notes payable	6,090,000	-	10,000	6,080,000
	<u>\$6,415,960</u>	<u>\$ -</u>	<u>\$ 101,185</u>	<u>\$ 6,314,775</u>

### NOTE 9. INTERFUND RECEIVABLES/PAYABLES

Balances at September 30, 1996, were:

Fund	Interfund Receivables	Interfund Payables
General Fund	\$ 391,479	\$ 379,101
Special Revenue Funds:		
County Transportation Trust	-	743,601
Court Reporters	3,070	-
Fines and Forfeitures	87,305	42,263
Industrial Development Authority	483	-
Law Library	465	-
Municipal Services Benefit Unit	155,972	173,821
Municipal Services Special District	82,753	81,205
	<u>330,048</u>	<u>1,040,890</u>
Constitutional Officers:		
Clerk of Courts operating	67,073	54,186
Public records modernization trust	2,098	-
Property Appraiser operating	-	12,662
Minimum Standards School	1,672	-
Sheriff operating	27,787	16,324
Supervisor of Elections operating	-	8,509
Tax Collector operating	23,672	133,061
	<u>122,302</u>	<u>224,742</u>
Total Special Revenue Funds	<u>452,350</u>	<u>1,265,632</u>
Debt Service Funds:		
1993 Debt service	<u>654,801</u>	<u>500,000</u>
Capital Projects Funds:		
Capital projects	210,042	36,038
Fifth and Sixth Cent Fuel tax	500,000	-
Road improvement	88,800	-
Total Capital Projects Funds	<u>798,842</u>	<u>36,038</u>

The "pension benefit obligation" is a standardized measure of the present value of pension benefits, adjusted for the effects of projected salary increases, estimated to be payable in the future as a result of employee service to date. The measure is the actuarial present value of credited projected benefits and is intended to help users (1) assess the Florida Retirement Systems' funding status on a going-concern basis, (2) assess progress in accumulating sufficient assets to pay benefits when due, and (3) make comparisons among Public Employee Retirement Systems. The measure is independent of and should not be confused with the actuarial funding method used to determine contributions to the System.

At June 30, 1995, the unfunded pension benefit obligation for the State of Florida Retirement System, determined through an actuarial valuation performed as of that date was \$5.728 billion as follows:

	<u>Billions</u>
Pension Benefits Obligation	\$ 47.304
Net Assets Available for Benefits at Amortized Cost	<u>41.576</u>
Unfunded Pension Benefit Obligation	<u>\$ 5.728</u>

Significant actuarial assumptions used include (a) a rate of return on the investment of present and future assets of 8 percent per year compounded annually; (b) projected salary increases of 5.5 percent per year compounded annually, attributable to inflation; (c) additional projected salary increases of 2.0 percent per year attributable to seniority/merit; and (d) a post-retirement benefit increase of 3 percent per year.

The ten year historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is not presently available. Historical trend information, commencing with the fiscal year 1986-87, is presented in the Florida Retirement System's June 30, 1995, comprehensive annual financial report.

**NOTE 12. NOTES RECEIVABLE AND RESERVE**

The notes receivable balance of \$18,214 in the Community Development Block Grant Fund consists of the total of the principal value of rehabilitation loans granted to recipients through the HUD Community Development Block Grant Program. These notes have been equally offset by a fund balance reserve account because they do not represent available spendable resources. Included in the balance is a note receivable of \$8,925 upon which no payments have been made since its inception in December, 1979. The collectibility of these notes has not been determined by the County.

**NOTE 13. RENTAL COMMITMENTS**

The Board of County Commissioners is committed until September, 1996 under a lease for office space costing \$44,650 per year.

**NOTE 14. RISK MANAGEMENT**

The County participates in various public entity risk pools for certain of its insurance coverages. Under these insurance risk pools, the County pays annual premiums to the pools for its insurance coverages. The agreements for formation of the pools provide that the pools will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of specific amounts.



**Powell & Jones**  
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## INDEPENDENT AUDITOR'S REPORT

Honorable Board of County Commissioners  
Columbia County, Florida

We have audited the accompanying component unit general purpose financial statements of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of and for the year ended September 30, 1996, as listed in the preceding table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget (OMB) Circular A-128, "Audits of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The component unit general purpose financial statements referred to above include only the financial activities of the primary government. Financial activities of other component units are not included.

In our opinion, the component unit general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of September 30, 1996, and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated July 25, 1997, on our consideration of the Columbia County Board of County Commissioners' internal control structure and a report dated July 25, 1997, on its compliance with laws and regulations.



# **COMBINED FINANCIAL STATEMENTS**

**COLUMBIA COUNTY, FLORIDA**

BOARD OF COUNTY COMMISSIONERS

COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1996

Capital Projects Funds	Proprietary Fund Type  Enterprise Fund	Account Groups		Totals (Memorandum Only)
		General Fixed Assets Group	General Long-term Debt Group	
\$ 288,233	\$ 905,903	\$ -	\$ -	\$ 6,933,345
2,442	284,104	-	-	396,042
-	-	-	-	18,214
798,842	171,387	-	-	2,010,501
80,000	1,848,162	-	-	3,445,978
-	-	-	-	6,712
-	-	-	-	133,057
8,988,071	185,464	-	-	18,007,710
-	1,607,738	-	-	1,607,738
-	801,910	-	-	801,910
-	4,362,980	-	-	4,362,980
-	1,090,938	-	-	1,090,938
-	1,820,607	-	-	1,820,607
-	(2,201,208)	-	-	(2,201,208)
-	-	1,696,391	-	1,696,391
-	-	11,897,987	-	11,897,987
-	-	28,185,060	-	28,185,060
-	-	1,168,276	-	1,168,276
-	-	12,590,832	-	12,590,832
-	-	-	-	52,781
-	393,092	-	-	581,906
-	-	-	-	-
-	-	-	4,443,842	4,443,842
-	-	-	16,093,473	16,093,473
<u>\$10,157,588</u>	<u>\$11,271,077</u>	<u>\$ 55,538,546</u>	<u>\$ 20,537,315</u>	<u>\$115,145,072</u>

\$ 136,942	\$ 510,887	\$ -	\$ -	\$ 1,904,135
36,038	134,594	-	-	2,010,501
-	-	-	-	80,122
-	115,851	-	-	115,851
-	-	-	-	895
-	16,894	-	-	16,894
-	-	-	-	262,211
-	72,633	-	-	72,633
-	25,040	-	-	25,040
-	35,000	-	-	35,000
-	255,000	-	-	255,000

(continued)

**COLUMBIA COUNTY, FLORIDA**

BOARD OF COUNTY COMMISSIONERS

COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1995

<u>Capital Projects Funds</u>	<u>Proprietary Fund Type</u>  <u>Enterprise Fund</u>	<u>Account Groups</u>		<u>Totals (Memorandum Only)</u>
		<u>General Fixed Assets Group</u>	<u>General Long-term Debt Group</u>	
\$ -	\$ -	\$ -	\$ 167,327	\$ 167,327
-	192,841	-	980,050	1,172,891
-	-	-	17,205,000	17,205,000
-	-	-	2,184,938	2,184,938
-	5,825,000	-	-	5,825,000
-	721,395	-	-	721,395
<u>172,980</u>	<u>7,905,135</u>	<u>-</u>	<u>20,537,315</u>	<u>32,054,833</u>
-	313,334	-	-	313,334
9,984,608	-	-	-	24,167,537
-	-	-	-	18,214
-	1,734,870	-	-	1,734,870
-	1,317,738	-	-	1,317,738
-	-	55,538,546	-	55,538,546
<u>9,984,608</u>	<u>3,365,942</u>	<u>55,538,546</u>	<u>-</u>	<u>83,090,239</u>
<u>\$10,157,588</u>	<u>\$11,271,077</u>	<u>\$ 55,538,546</u>	<u>\$ 20,537,315</u>	<u>\$115,145,072</u>

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES

For the Fiscal Year Ended September 30, 1996

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Debt Service Funds</u>	<u>Capital Projects Funds</u>	<u>Totals (Memorandum Only)</u>
<b>EXPENDITURES (continued)</b>					
Debt Service					
General government	\$ -	\$ -	\$ 817,553	\$ -	\$ 817,553
Public safety	162,682	30,000	-	-	192,682
Transportation	-	146,645	1,547,325	23,082	1,717,052
Economic environment	33,671	-	234,998	-	268,669
Total expenditures	<u>5,055,177</u>	<u>9,687,086</u>	<u>2,637,376</u>	<u>3,758,426</u>	<u>21,138,065</u>
Excess (deficiency) of revenues over expenditures	<u>6,919,756</u>	<u>1,988,838</u>	<u>1,885,268</u>	<u>(2,833,732)</u>	<u>7,960,130</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Interfund transfers in	-	132,263	780,548	867,519	1,780,330
Debt proceeds	-	149,900	158,063	1,986,637	2,294,600
Interfund transfers out	-	(1,015,717)	(764,613)	-	(1,780,330)
Interfund transfers to County Officers	(6,498,596)	(639,058)	-	-	(7,137,654)
Total other financing sources (uses)	<u>(6,498,596)</u>	<u>(1,372,612)</u>	<u>173,998</u>	<u>2,854,156</u>	<u>(4,843,054)</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	421,160	616,226	2,059,266	20,424	3,117,076
Fund balances at beginning of year	<u>3,875,246</u>	<u>4,844,669</u>	<u>2,384,576</u>	<u>9,964,184</u>	<u>21,068,675</u>
Fund balances at end of year	<u>\$4,296,406</u>	<u>\$5,460,895</u>	<u>\$4,443,842</u>	<u>\$ 9,984,608</u>	<u>\$24,185,751</u>

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES BUDGET (GAAP BASIS) AND ACTUAL

#### GENERAL, SPECIAL REVENUE, DEBT SERVICE, AND CAPITAL PROJECTS FUND TYPES

For the Fiscal Year Ended September 30, 1996

Funds Variance Favorable (Unfavorable)	Debt Service Funds			Capital Projects Funds		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
\$ 235,763	\$ 1,240,000	\$ 1,265,046	\$ 25,046	\$ 316	\$ 316	\$ -
94,296	-	-	-	-	-	-
202,250	2,797,259	2,833,910	36,651	300,000	300,000	-
(56,348)	-	-	-	-	-	-
285,967	-	-	-	-	-	-
842,605	383,000	423,688	40,688	20,769	624,378	603,609
<u>1,604,533</u>	<u>4,420,259</u>	<u>4,522,644</u>	<u>102,385</u>	<u>321,085</u>	<u>924,694</u>	<u>603,609</u>
(108,159)	-	37,500	(37,500)	6,223,018	60,070	6,162,948
100,746	-	-	-	68,120	71,900	(3,780)
(816,611)	-	-	-	-	-	-
52,357	-	-	-	1,036,978	1,037,036	(58)
145,347	-	-	-	33,612	35,722	(2,110)
-	-	-	-	-	-	-
43,300	-	-	-	-	-	-
(3,218)	-	-	-	-	848,515	(848,515)
270,041	-	-	-	-	-	-
-	-	-	-	-	-	-
(138,751)	-	-	-	89,223	89,223	-
838	-	-	-	-	1,592,878	(1,592,878)
-	-	-	-	-	-	-
301,175	-	-	-	-	-	-
-	659,490	817,553	(158,063)	-	-	-
-	-	-	-	-	-	-
(284)	1,552,278	1,547,325	4,953	23,082	23,082	-
-	234,998	234,998	-	-	-	-
<u>(153,219)</u>	<u>2,446,766</u>	<u>2,637,376</u>	<u>(190,610)</u>	<u>7,474,033</u>	<u>3,758,426</u>	<u>3,715,607</u>
1,451,314	1,973,493	1,885,268	(88,225)	(7,152,948)	(2,833,732)	4,319,216
132,263	-	780,548	780,548	692,906	867,519	174,613
149,900	-	158,063	158,063	-	1,986,637	1,986,637
-	-	-	-	-	-	-
(1,015,717)	-	(764,613)	(764,613)	-	-	-
<u>(733,554)</u>	<u>-</u>	<u>173,998</u>	<u>173,998</u>	<u>692,906</u>	<u>2,854,156</u>	<u>2,161,250</u>
717,760	1,973,493	2,059,266	85,773	(6,460,042)	20,424	6,480,466
-	2,384,576	2,384,576	-	9,964,184	9,964,184	-
<u>\$ 717,760</u>	<u>\$ 4,358,069</u>	<u>\$ 4,443,842</u>	<u>\$ 85,773</u>	<u>\$ 3,504,142</u>	<u>\$ 9,984,608</u>	<u>\$ 6,490,466</u>

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### LANDFILL ENTERPRISE FUND

#### COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN RETAINED EARNINGS

For the Fiscal Year Ended September 30, 1996

#### OPERATING EXPENSES (continued)

Landfill closure	
Operating expenses	
Professional services	\$ 76,979
Other contractual services	<u>411,511</u>
Total landfill closure	<u>488,490</u>
Landfill Recycling	
Personal services	
Regular salaries	29,509
FICA	2,125
Retirement	8,058
Health insurance	<u>4,025</u>
Total personal services	<u>43,717</u>
Operating expenses	
Professional services	2,092
Other contractual services	22,875
Repair and maintenance	4,026
Operating supplies	17,156
Gas and oil	9,602
Grant to City of Lake City	<u>65,542</u>
Total operating expenses	<u>121,293</u>
Total landfill recycling	<u>165,010</u>
Total operating expenses	<u>2,089,522</u>
Operating income	<u>503,710</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
State of Florida grants	574,761
Interest earnings	131,248
Miscellaneous	2,397
Interest and other debt service expenses	(353,430)
Amortization of bond issuance costs	<u>(26,353)</u>
Total nonoperating revenues (expenses)	<u>328,623</u>
Net income	832,333
Retained earnings, October 1, 1995	<u>2,220,279</u>
Retained earnings, September 30, 1996	<u>\$3,052,612</u>

See notes to financial statements.

**COLUMBIA COUNTY, FLORIDA**

BOARD OF COUNTY COMMISSIONERS

LANDFILL ENTERPRISE FUND

COMBINED STATEMENT OF CASH FLOWS

For the Fiscal Year Ended September 30, 1996

Reconciliation of Operating Income to Net  
Cash Provided by Operating Activities

Operating income	<u>\$ 503,710</u>
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	509,352
(Increase) decrease in assets:	
Accounts receivable	(67,938)
Due from other funds	(146,311)
Increase (decrease) in liabilities:	
Accounts payable	(184,501)
Accrued compensated absences	(4,801)
Increase in other liabilities	223,960
Due to other funds	(1,858)
Total adjustments	<u>327,903</u>
Net cash provided by operating activities	<u>\$ 831,613</u>

See notes to financial statements.

# **COLUMBIA COUNTY, FLORIDA**

## **BOARD OF COUNTY COMMISSIONERS**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 1996

#### **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Columbia County Board of County Commissioners have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

##### **A. Reporting Entity**

Columbia County, Florida (the "County") is a political subdivision of the State of Florida created under Section 1, Article VIII of the State Constitution. It is governed by an elected Board of County Commissioners (the "Board") which is governed by state statutes and regulations, and ordinances adopted by the Board. In addition, there are five Constitutional Officers who are separately elected, which include the Clerk of Circuit Court, Sheriff, Tax Collector, Property Appraiser, and the Supervisor of Elections. Pursuant to Florida Statutes, the Clerk of the Circuit Court for the County serves as clerk and accountant of the Board of County Commissioners. The Board currently has certain budgetary control, but not administrative control, over the activities for the other Constitutional Officers, some of whom have the authority and responsibility for collecting revenues within their areas of jurisdiction and remitting such collections to the Board.

##### **B. Fund Accounting**

The Board uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Board funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types."

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The general fund is used to account for all activities of the general government not accounted for in some other fund.



incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

#### **D. Budgets**

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for all County funds. All annual appropriations lapse at fiscal year end. Project-length financial plans are also adopted for capital projects funds.

#### **E. Cash and Investments**

Cash includes amounts in demand deposits as well as short-term money market investment accounts.

Investments, consisting of certificates of deposit, investments in the Florida Local Government Surplus Funds Trust Fund, and Florida Counties Investment Trust Fund are stated at cost which approximates market value. All such investments are secured as required by state law.

#### **F. Short-term Interfund Receivable/Payables**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet. Short-term interfund loans are classified as "interfund receivables/payables."

#### **G. Prepaid Items**

Significant payments made to vendors for goods or services that will benefit periods beyond September 30, 1996, are recorded as prepaid items.

#### **H. Inventories**

Inventories associated with Road Department operations are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of other governmental fund type inventories are recorded as expenditures when purchased rather than when consumed.

#### **I. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditures of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund, Special Revenue Funds, Capital Projects Funds, and the Enterprise Fund. Material encumbrances outstanding at year end, are reported as reservations of fund balances since they do not constitute expenditures or liabilities.

#### **J. Fixed Assets**

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at

## **M. Fund Equity**

Reserved fund balances represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use. Designated fund balances represent tentative plans for future use of financial resources.

## **N. Interfund Transactions**

Quasi-external transactions are accounted for as revenues or expenditures. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

## **O. Memorandum Only - Total Columns**

Total columns on the general purpose financial statements are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Neither are such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

## **NOTE 2. LEGAL COMPLIANCE - BUDGETS**

The Board uses the following procedures in establishing the budgetary data reflected in the financial statements.

1. Prior to July 15, the Clerk of Circuit Court, serving as Budget Officer, submits to the Board of County Commissioners a tentative budget for the fiscal year commencing October 1.
2. Public hearings are conducted by the Board of County Commissioners to obtain taxpayer comments.
3. Prior to September 30, the budget is legally enacted through passage of a resolution by the Board of County Commissioners.
4. The Board of County Commissioners is authorized to amend fixed appropriations by motion to the extent that appropriations do not exceed the total approved budget of the fund; or appropriate for the special purpose intended, reserves or unanticipated receipts. Appropriations lapse at year end. No supplemental appropriations were necessary during the year.
5. Formal budgetary integration is employed as a management control device in all governmental funds.

- (e) Obligations of the Federal National Mortgage Association, including Federal National Mortgage Association participation certificates and mortgage pass-through certificates guaranteed by the Federal National Mortgage Association; or
- (f) Securities of, or interest in, any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, 15 U.S.C. ss. 80a-1 et seq., as amended from time to time, provided the portfolio of such investment company or investment trust is limited to United States Government obligations and to repurchase agreements fully collateralized by such United States Government obligations and provided such investment company takes delivery of such collateral either directly or through an authorized custodian.

At September 30, 1996, the Board's investments consisted of the following:

	Carrying Amount	Market Value	Category
Florida Counties Investment Trust Fund	\$ 1,444,875	\$ 1,444,875	-
Local Government Surplus Funds Trust Fund	4,874,613	4,874,613	-
U.S. Treasury Securities	13,295,960	13,295,960	1
	<u>\$19,615,448</u>	<u>\$19,615,448</u>	

The Board's investments are categorized to give an indication of the level of risk assumed by the Board at year end. Category 1 includes investments that are insured or registered or for which the securities are held by the Board or its agent in the Board's name. Category 2 includes uninsured and unregistered investment for which the securities are held by the counterparty's trust department or agent in the Board's name. Category 3 includes uninsured or unregistered investments for which the securities are held by the counterparty's trust department or agent, but not in the Board's name.

#### NOTE 5. RECEIVABLES

Receivables at September 30, 1996, consist of the following:

Fund Type	Billed Accounts	Governmental Unit Payments	Total
General	\$ 33,912	\$ 624,703	\$ 658,615
Special Revenue	75,584	667,594	743,178
Capital Projects	2,442	80,000	82,442
Enterprise	284,104	1,848,162	2,132,266
Debt Service	-	225,519	225,519
	<u>\$396,042</u>	<u>\$3,445,978</u>	<u>\$ 3,842,020</u>

The Board considers all of these receivables to be collectible and no allowance for uncollectibility has been provided in the financial statements.

In addition to these receivables reflected on the balance sheet, the County has the following receivables that did not meet the criteria for revenue recognition at September 30, 1996:

**Ambulance fees** - In April, 1990, the County assumed operation of the county-wide rescue/ambulance service, including the patient billing operation. At year end, approximately \$1,200,289 in fees had been billed since inception of this program, but not yet collected by the County. Although the County is actively attempting to collect these accounts, it is estimated that a substantial amount will not be collected.

3. Purchase of a wheel tractor scraper costing \$185,000. The terms of the agreement require four annual payments of \$52,477, including interest at 7%.
  4. Purchase of three motor-graders costing \$335,463. The terms of the agreement require four annual payments of \$25,962, including interest at 5.9%, beginning October 1, 1994, and a balloon payment at the end of five years of \$277,500. At that time, the Board may also exercise its option to have the vendor repurchase the equipment for \$277,500.
  5. Purchase of a wheel loader costing \$149,900. The terms of the agreement require five annual payments of \$33,273, including interest at 5.5% beginning June 17, 1996. At the end of the five years, the Board may keep the loader or have the vendor repurchase it for \$90,000.
- B. The Board also has an installment payment agreement with Deere Credit, Inc. for the purchase of three motor-graders costing \$305,730. The note is payable in semi-annual payments of \$17,069, including interest at 6%.

The following is a schedule of the future minimum lease payments under these capital leases, and the present value of the net minimum lease payments at September 30, 1996:

September 30,	County Commission		Total
	Governmental	Enterprise	
1997	\$ 146,645	\$ 37,568	\$ 184,213
1998	606,913	37,568	644,481
1999	310,773	37,568	348,341
2000	33,273	37,568	70,841
2001	-	115,000	115,000
Total minimum lease payments	1,097,604	265,272	1,362,876
Less: amount representing interest	(117,554)	(47,391)	(164,945)
Present value of future minimum lease payments	<u>\$ 980,050</u>	<u>\$ 217,881</u>	<u>\$ 1,197,931</u>

#### NOTE 8. LONG-TERM DEBT

##### Notes Payable

- A. The Board of County Commissioners has a promissory note payable to the Barnett Bank of North Central Florida related to the construction of the County detention facility and recreational improvements. This note carries an interest rate of 4.33% and is payable in four annual installments of \$143,750, plus interest, and is secured by the County's share of the State Pari-Mutual Tax.

The following applies to this note, at year end:

Payment From	Balance at	Estimated Payments
General Fund	September 30, 1996	For Next Year
	<u>\$ 287,310</u>	<u>\$ 156,191</u>

Debt service requirements to maturity, including interest of \$2,124,558, are as follows:

Fiscal Year Ending <u>September 30,</u>	<u>Amount</u>
1997	\$ 1,180,821
1998	1,155,190
1999	1,147,318
2000	1,147,184
2001	526,496
Thereafter	<u>4,107,549</u>
	<u>\$ 9,264,558</u>

- B. On April 15, 1996, the County closed on a Revenue Term Bond held by Sunbank National Association in the amount of \$8,400,000. The proceeds will be used for courthouse and other County building renovations. The bonds are to be repaid over a ten year period with an average interest rate of 4.65%. The debt is secured by the State Half-Cent Sales Tax revenue. Debt service is accounted for in the applicable debt service fund.

Debt service requirements to maturity including interest of \$2,124,094, are as follows:

Fiscal Year Ending <u>September 30,</u>	<u>Amount</u>
1997	\$ 711,230
1998	722,138
1999	712,316
2000	1,557,314
2001	1,497,157
Thereafter	<u>5,323,939</u>
	<u>\$10,524,094</u>

On the same date, the County closed on a Line of Credit Bond held by SunBank National Association in the amount of \$1,500,000. The interest rates and security are the same as the above Term Bond. Interest is payable on this line of credit quarterly with all outstanding principal due on January 1, 2001. The County has made no advances under this line of credit as of September 30, 1996.

On April 15, 1996, the County also closed on a Revenue Term Bond in the amount of \$1,700,000. The proceeds were used to construct a manufacturing plant to be leased by the County to Homes of Merit. The bonds are to be repaid over a period of eleven years with an average interest rate of 7.23%. The debt is secured by the State Half-Cent Sales Tax revenue. Debt service is accounted for in the applicable debt service fund.

Debt service requirements to maturity, including interest of \$928,774, are as follows:

Fiscal Year Ending <u>September 30,</u>	<u>Amount</u>
1997	\$ 183,109
1998	185,777
1999	187,496
2000	193,944
2001	193,552
Thereafter	<u>1,649,896</u>
	<u>\$ 2,593,774</u>

The County is defendant in various pending or threatened litigation. Although the outcome of these lawsuits is not presently determinable, in the opinion of the County Attorney the resolution of these matters will not have a material adverse effect on the financial condition of the County.

**NOTE 11. DEFINED BENEFIT PENSION PLAN**

All Columbia County full-time employees participate in the Florida Retirement System ("the System"), a multiple-employer public employee retirement system. The payroll for Board of County Commissioners' employees covered by the System for the year ended September 30, 1996, was \$3,239,253; this figure also represents the total payroll.

Membership is compulsory for all full-time and part-time employees working in a regularly established position for Columbia County. Elected County officials may elect not to participate in the System.

The Florida Retirement System provides vesting of benefits after ten years of creditable service, eight years for Elected State and County Officer's Class (ESCOC), or seven years for Senior Management Service Class (SMSC). Members are eligible for normal retirement when they have met the minimum requirements for their specific class of membership. Early retirement may be taken any time after vesting; however, there is a 5% benefit reduction for each year prior to normal retirement age.

Benefits are computed on the basis of age, average final compensation, and service credit. Average final compensation is the average of the five highest fiscal years of earnings. Members may select one of four benefit options at retirement. The System also provides death and disability benefits.

Retirement coverage is employee noncontributory. Employers pay all contributions. Rates are based on class of membership. The contribution requirement for the year ended September 30, 1996, was \$561,832, which represents 17.34% of covered payroll.

The "pension benefit obligation" is a standardized measure of the present value of pension benefits, adjusted for the effects of projected salary increases, estimated to be payable in the future as a result of employee service to date. The measure is the actuarial present value of credited projected benefits and is intended to help users (1) assess the Florida Retirement Systems' funding status on a going-concern basis, (2) assess progress in accumulating sufficient assets to pay benefits when due, and (3) make comparisons among Public Employee Retirement Systems. The measure is independent of and should not be confused with the actuarial funding method used to determine contributions to the System.

At June 30, 1995, the unfunded pension benefit obligation for the State of Florida Retirement System, determined through an actuarial valuation performed as of that date was \$5.728 billion as follows:

Pension Benefits Obligation	<u>Billions</u> \$ 47.304
Net Assets Available for Benefits at Amortized Cost	<u>41.576</u>
Unfunded Pension Benefit Obligation	<u>\$ 5.728</u>

\$721,395 reported as landfill closure and postclosure care liability at September 30, 1996, represents the cumulative amount reported to date based on the use of the estimated capacity of the landfill. The County will recognize the remaining estimated cost of closure and postclosure care as the remaining estimated capacity is filled. These amounts are based on what it would cost to perform all closure and annual postclosure care in 1996. The County expects to close this landfill cell in the year 1999. Actual cost may be higher because of inflation, changes in technology, or changes in regulations.

The County is required by state and federal laws and regulations to make annual contributions to an escrow account to finance closure. The County is in compliance with these requirements, and at September 30, 1996, restricted cash of \$561,649 is held for this purpose. This is reported as restricted assets on the balance sheet. The County expects future inflation costs to be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional postclosure care requirements are determined (because of changes in technology or applicable laws and regulations, for example), these costs may need to be covered by charges to future landfill users or from other future revenues of the County.

**NOTE 16. COMMITMENTS**

The County has contracted with Anderson-Columbia Co., Inc. for construction of Cell II of Phase I of the Class I landfill. The total contracted amount is \$2,183,530. At September 30, 1996, the commitment remaining under the contract is \$1,529,835.

**NOTE 17. CONSTRUCTION IN PROGRESS**

The construction in progress for the Cell II of Phase I of Class I landfill consists of the following amounts at September 30, 1996:

Construction (including retainage payable of \$72,633)	\$ 741,328
Engineering fees	348,595
Permits, advertising, miscellaneous	1,015
	<u>\$1,090,938</u>

# **COMBINING AND INDIVIDUAL FUND STATEMENTS**



# **GENERAL FUND**

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### GENERAL FUND

#### STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL

For the Fiscal Year Ended September 30, 1996

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>REVENUES</b>			
Taxes			
Ad valorem taxes			
Current ad valorem taxes	\$7,128,804	\$6,838,943	\$ (289,861)
Delinquent ad valorem taxes	142	30,873	30,731
Sales and use taxes			
Local government infrastructure surtax	<u>3,553,076</u>	<u>3,534,410</u>	<u>(18,666)</u>
Total taxes	<u>10,682,022</u>	<u>10,404,226</u>	<u>(277,796)</u>
Intergovernmental revenue			
Federal grants			
Public safety			
Civil defense	16,000	15,054	(946)
State grants			
General government			
State attorney and public defender	60,000	81,539	21,539
Public safety			
Sheriff	75,988	80,110	4,122
State Emergency Preparedness	69,707	70,530	823
Physical environment			
Other physical environment	9,471	6,496	(2,975)
Human services			
Mosquito control-1	26,656	28,652	1,996
Culture/recreation			
Aid to libraries	40,000	47,826	7,826
State shared revenues			
General government			
Insurance agents county licenses	4,000	9,722	5,722
Alcoholic beverage licenses	16,000	8,384	(7,616)
Racing tax	148,250	148,250	-
Total intergovernmental revenue	<u>466,072</u>	<u>496,563</u>	<u>30,491</u>

(continued)

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### GENERAL FUND

#### STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL

For the Fiscal Year Ended September 30, 1996

	Budget	Actual	Variance Favorable (Unfavorable)
Miscellaneous (continued)			
Interest earnings (continued)			
Supervisor of Elections	\$ -	\$ 925	\$ 925
Restitution interest	-	2,331	2,331
Rents and royalties			
Rents	-	430	430
Jefferson Pilot rent	46,644	35,750	(10,894)
Sale of fixed assets			
Equipment	22,895	12,895	(10,000)
Contributions and donations			
Friends of Library	-	8	8
Literacy Council	-	6,000	6,000
Other contributions	15,806	16,306	500
Other miscellaneous	11,669	132,056	120,387
Total miscellaneous	167,014	461,365	294,351
Total revenues	11,782,795	11,974,933	192,138
<b>EXPENDITURES</b>			
General government			
Legislative			
Personal services	379,717	365,581	14,136
Operating expenses	204,826	56,430	148,396
Capital outlay	524	524	-
Total legislative	585,067	422,535	162,532
Executive			
Personal services	187,343	764	186,579
Operating expenses	2,325	-	2,325
Total executive	189,668	764	188,904
Property Appraiser adjustment board			
Operating expenses	653	34	619
Tax Collector			
Operating expenses	162,667	242,999	(80,332)
Auditing/accounting			
Operating expenses	66,950	66,950	-
Data processing			
Operating expenses	59,790	55,785	4,005
Capital outlay	30,000	23,495	6,505
Total data processing	89,790	79,280	10,510

(continued)

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### GENERAL FUND

#### STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL

For the Fiscal Year Ended September 30, 1996

	Budget	Actual	Variance Favorable (Unfavorable)
Courthouse maintenance			
Personal services	\$ 139,520	\$ 139,519	\$ 1
Operating expenses	<u>88,343</u>	<u>88,216</u>	<u>127</u>
Total Courthouse maintenance	<u>227,863</u>	<u>227,735</u>	<u>128</u>
Courthouse annex maintenance			
Operating expenses	36,112	35,630	482
Capital outlay	<u>5,855</u>	<u>4,310</u>	<u>1,545</u>
Total Courthouse annex maintenance	<u>41,967</u>	<u>39,940</u>	<u>2,027</u>
Montgomery building			
Operating expenses	<u>12,578</u>	<u>11,967</u>	<u>611</u>
Jail maintenance			
Operating expenses	<u>14,453</u>	<u>14,451</u>	<u>2</u>
Criminal investigations			
Operating expenses	<u>4,349</u>	<u>4,349</u>	<u>-</u>
Elections office			
Operating expenses	<u>7,682</u>	<u>7,681</u>	<u>1</u>
Total general government	<u>2,453,799</u>	<u>2,150,814</u>	<u>302,985</u>
Public safety			
Law enforcement			
Personal services	<u>169,501</u>	<u>169,501</u>	<u>-</u>
Detention Center operations			
Personal services	<u>129,880</u>	<u>129,880</u>	<u>-</u>
Detention Center facilities			
Personal services	35,201	35,120	81
Operating expenses	161,056	160,073	983
Capital outlay	199	-	199
Debt service	<u>162,684</u>	<u>162,682</u>	<u>2</u>
Total Detention Center facilities	<u>359,140</u>	<u>357,875</u>	<u>1,265</u>
Emergency and disaster relief			
Personal services	39,953	39,914	39
Operating expenses	12,223	11,786	437
Capital outlay	<u>3,864</u>	<u>375</u>	<u>3,489</u>
Total emergency and disaster relief	<u>56,040</u>	<u>52,075</u>	<u>3,965</u>

(continued)

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### GENERAL FUND

#### STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL

For the Fiscal Year Ended September 30, 1996

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Other economic environment			
Grants and aids	\$ 36,680	\$ 35,827	\$ 853
Total economic environment	<u>149,477</u>	<u>146,597</u>	<u>2,880</u>
Human services			
Mosquito control			
Personal services	13,129	7,437	5,692
Operating expenses	39,625	30,318	9,307
Capital outlay	-	17,755	(17,755)
Total mosquito control	<u>52,754</u>	<u>55,510</u>	<u>(2,756)</u>
Health			
Grants and aids	<u>871,141</u>	<u>871,141</u>	<u>-</u>
Mental health			
Grants and aids	<u>52,500</u>	<u>52,500</u>	<u>-</u>
Welfare			
Grants and aids	<u>30,000</u>	<u>30,000</u>	<u>-</u>
Retardation			
Grants and aids	<u>22,250</u>	<u>22,250</u>	<u>-</u>
Other human services			
Grants and aid	<u>139,192</u>	<u>45,892</u>	<u>93,300</u>
Total human services	<u>1,167,837</u>	<u>1,077,293</u>	<u>90,544</u>
Culture/recreation			
Library janitorial			
Personal services	<u>14,660</u>	<u>14,635</u>	<u>25</u>
Florinet Grant funds			
Operating expenses	<u>333</u>	<u>333</u>	<u>-</u>
Columbia County Library			
Personal services	267,564	266,141	1,423
Operating expenses	76,139	50,963	25,176
Capital outlay	41,750	33,292	8,458
Total Columbia County Library	<u>385,453</u>	<u>350,396</u>	<u>35,057</u>

(continued)

**COLUMBIA COUNTY, FLORIDA**

**BOARD OF COUNTY COMMISSIONERS**

**GENERAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE -  
BUDGET (GAAP BASIS) AND ACTUAL**

For the Fiscal Year Ended September 30, 1996

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Excess (deficiency) of revenues and other financing sources over expenditures and financing uses	\$ (184,936)	\$ 421,160	\$ 606,096
Fund balance at beginning of year	<u>3,875,246</u>	<u>3,875,246</u>	<u>-</u>
Fund balance at end of year	<u>\$3,690,310</u>	<u>\$ 4,296,406</u>	<u>\$ 606,096</u>

See notes to financial statements.

# **SPECIAL REVENUE FUNDS**

**COLUMBIA COUNTY, FLORIDA**

**BOARD OF COUNTY COMMISSIONERS**

**SPECIAL REVENUE FUNDS**

**COMBINING BALANCE SHEET**

September 30, 1996

<u>Industrial Development Authority</u>	<u>Law Enforcement Special</u>	<u>Law Library</u>	<u>Library Enhancement Grant</u>	<u>Local Housing Assistance</u>	<u>Municipal Services Benefit Unit</u>	<u>Municipal Services Special District</u>	<u>Tourist Development Tax</u>	<u>Totals</u>
\$ 8,813	\$ -	\$ 2,144	\$ 147,342	\$ 21	\$1,274,172	\$ 455,284	\$ 22,842	\$2,970,885
-	-	-	-	-	38,950	26,095	6,953	75,584
-	-	-	-	-	155,972	82,753	-	18,214
483	-	465	-	-	-	185,712	-	238,725
-	-	-	-	-	-	-	-	667,594
27,032	856	-	868,409	106,967	12,933	887,892	4,305	133,057
<u>\$ 36,328</u>	<u>\$ 856</u>	<u>\$ 2,609</u>	<u>\$1,015,751</u>	<u>\$ 106,988</u>	<u>\$1,482,027</u>	<u>\$1,637,736</u>	<u>\$ 34,100</u>	<u>\$7,787,875</u>
\$ 2,804	\$ -	\$ -	\$ 78,554	\$ -	\$ 787,751	\$ 96,760	\$ 1,392	\$1,022,984
-	-	-	-	-	171,387	61,860	-	1,019,111
-	-	-	-	-	2,434	19,345	-	21,779
-	-	-	-	-	-	-	895	895
-	-	-	-	-	-	262,211	-	262,211
<u>2,804</u>	<u>-</u>	<u>-</u>	<u>78,554</u>	<u>-</u>	<u>961,572</u>	<u>440,176</u>	<u>2,287</u>	<u>2,326,980</u>
33,524	856	2,609	937,197	106,988	520,455	1,197,560	31,813	5,460,895
<u>\$ 36,328</u>	<u>\$ 856</u>	<u>\$ 2,609</u>	<u>\$1,015,751</u>	<u>\$ 106,988</u>	<u>\$1,482,027</u>	<u>\$1,637,736</u>	<u>\$ 34,100</u>	<u>\$7,787,875</u>

See notes to financial statements.



**COLUMBIA COUNTY, FLORIDA**

**BOARD OF COUNTY COMMISSIONERS**

**SPECIAL REVENUE FUNDS**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES**

For the Fiscal Year Ended September 30, 1996

<u>Industrial Development Authority</u>	<u>Law Enforcement Special</u>	<u>Law Library</u>	<u>Library Enhancement Grant</u>	<u>Local Housing Assistance</u>	<u>Municipal Services Benefit Unit</u>	<u>Municipal Services Special District</u>	<u>Tourist Development Tax</u>	<u>Totals</u>
\$108,950	\$ -	\$ -	\$ -	\$ -	\$ 354,936	\$ -	\$ -	\$ 2,053,013
-	-	-	-	-	337,296	-	-	337,296
-	-	-	406,407	287,113	284,248	508,284	2,029	3,294,474
-	-	5,879	-	-	652	634,031	926	747,550
-	9,650	-	-	-	350	-	-	895,067
6,797	399	-	45,370	10,618	2,339,165	1,475,468	247,098	4,348,524
<u>115,747</u>	<u>10,049</u>	<u>5,879</u>	<u>451,777</u>	<u>297,731</u>	<u>3,316,647</u>	<u>2,617,783</u>	<u>250,053</u>	<u>11,675,924</u>
-	-	7,052	-	-	130,609	112,220	-	306,573
-	18,987	-	-	-	262,883	1,966,111	-	2,247,981
-	-	-	-	-	2,578,136	-	-	2,591,994
-	-	-	-	-	52,428	-	-	2,342,575
103,361	-	-	-	407,110	987	-	311,213	1,190,617
-	-	-	135,526	-	18,088	-	-	153,614
-	-	-	-	-	-	-	-	4,688
-	-	-	-	-	13,534	134,642	-	163,626
-	-	-	-	-	-	-	-	372,432
2,080	-	-	-	-	-	-	2,613	4,693
-	-	-	131,648	-	-	-	-	131,648
-	-	-	-	-	-	30,000	-	30,000
-	-	-	-	-	-	-	-	146,645
<u>105,441</u>	<u>18,987</u>	<u>7,052</u>	<u>267,174</u>	<u>407,110</u>	<u>3,056,665</u>	<u>2,242,973</u>	<u>313,826</u>	<u>9,687,086</u>
<u>10,306</u>	<u>(8,938)</u>	<u>(1,173)</u>	<u>184,603</u>	<u>(109,379)</u>	<u>259,982</u>	<u>374,810</u>	<u>(63,773)</u>	<u>1,988,838</u>
-	-	-	-	-	-	42,263	90,000	132,263
-	-	-	-	-	-	-	-	149,900
-	-	-	-	-	-	-	-	(1,015,717)
-	-	-	-	-	-	-	-	(639,058)
-	-	-	-	-	-	<u>42,263</u>	<u>90,000</u>	<u>(1,372,612)</u>
10,306	(8,938)	(1,173)	184,603	(109,379)	259,982	417,073	26,227	616,226
23,218	9,794	3,782	752,594	216,367	260,473	780,487	5,586	4,844,669
<u>\$ 33,524</u>	<u>\$ 856</u>	<u>\$ 2,609</u>	<u>\$ 937,197</u>	<u>\$ 106,988</u>	<u>\$ 520,455</u>	<u>\$1,197,560</u>	<u>\$ 31,813</u>	<u>\$ 5,460,895</u>

See notes to financial statements.

# **DEBT SERVICE FUNDS**

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### DEBT SERVICE FUNDS

#### COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

For the Fiscal Year Ended September 30, 1996

	<u>Courthouse Improvement Debt Service</u>	<u>1993 Debt Service</u>	<u>Tourist Development Debt Service</u>	<u>Totals</u>
<b>REVENUES</b>				
Taxes	\$ -	\$ 1,010,654	\$ 254,392	\$1,265,046
Intergovernmental revenue	2,359,657	474,253	-	2,833,910
Miscellaneous	<u>368,982</u>	<u>40,057</u>	<u>14,649</u>	<u>423,688</u>
Total revenues	<u>2,728,639</u>	<u>1,524,964</u>	<u>269,041</u>	<u>4,522,644</u>
<b>EXPENDITURES</b>				
Current Expenditures				
General government	-	37,500	-	37,500
Debt Service				
General government	817,553	-	-	817,553
Transportation	-	1,547,325	-	1,547,325
Economic environment	<u>85,490</u>	<u>-</u>	<u>149,508</u>	<u>234,998</u>
Total expenditures	<u>903,043</u>	<u>1,584,825</u>	<u>149,508</u>	<u>2,637,376</u>
Excess (deficiency) of revenues over expenditures	<u>1,825,596</u>	<u>(59,861)</u>	<u>119,533</u>	<u>1,885,268</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Debt proceeds	158,063	-	-	158,063
Interfund transfers in	-	780,548	-	780,548
Interfund transfers out	<u>(174,613)</u>	<u>(500,000)</u>	<u>(90,000)</u>	<u>(764,613)</u>
Total other financing sources (uses)	<u>(16,550)</u>	<u>280,548</u>	<u>(90,000)</u>	<u>173,998</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	1,809,046	220,687	29,533	2,059,266
Fund balances at beginning of year	<u>573,881</u>	<u>1,512,979</u>	<u>297,716</u>	<u>2,384,576</u>
Fund balances at end of year	<u>\$2,382,927</u>	<u>\$ 1,733,666</u>	<u>\$ 327,249</u>	<u>\$4,443,842</u>

See notes to financial statements.

# **CAPITAL PROJECTS FUNDS**

# COLUMBIA COUNTY, FLORIDA

## BOARD OF COUNTY COMMISSIONERS

### CAPITAL PROJECTS FUNDS

### COMBINING BALANCE SHEET

September 30, 1996

	Capital Projects	Fifth and Sixth Cent Fuel Tax Trust	Road Improvement	Industrial Park Trust	Totals
<b>ASSETS</b>					
Current Assets					
Cash	\$ 8,992	\$ 108,223	\$ 171,018	\$ -	\$ 288,233
Accounts receivable	-	2,442	-	-	2,442
Due from other funds	210,042	500,000	88,800	-	798,842
Due from other governmental units	80,000	-	-	-	80,000
Investments	8,427,739	469,623	258	90,451	8,988,071
Total assets	<u>\$8,726,773</u>	<u>\$1,080,288</u>	<u>\$ 260,076</u>	<u>\$ 90,451</u>	<u>\$10,157,588</u>
 <b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Current Liabilities					
Accounts payable	\$ 3,780	\$ 133,162	\$ -	\$ -	\$ 136,942
Due to other funds	36,038	-	-	-	36,038
Total liabilities	<u>39,818</u>	<u>133,162</u>	<u>-</u>	<u>-</u>	<u>172,980</u>
 <b>FUND BALANCES</b>					
Undesignated fund balances	8,686,955	947,126	260,076	90,451	9,984,608
Total liabilities and fund balances	<u>\$8,726,773</u>	<u>\$1,080,288</u>	<u>\$ 260,076</u>	<u>\$ 90,451</u>	<u>\$10,157,588</u>

See notes to financial statements.

## COLUMBIA COUNTY, FLORIDA

### BOARD OF COUNTY COMMISSIONERS CAPITAL PROJECTS FUNDS

#### COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

For the Fiscal Year Ended September 30, 1996

	<u>Capital Projects</u>	<u>Fifth and Sixth Cent Fuel Tax Trust</u>	<u>Road Improvement</u>	<u>Industrial Park Trust</u>	<u>Totals</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Interfund transfers in	\$ 174,613	\$ 500,000	\$ 192,906	\$ -	\$ 867,519
Debt proceeds	<u>1,986,637</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,986,637</u>
Total other financing sources (uses)	<u>2,161,250</u>	<u>500,000</u>	<u>192,906</u>	<u>-</u>	<u>2,854,156</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	135,368	(114,919)	26,687	(26,712)	20,424
Fund balances at beginning of year	<u>8,551,587</u>	<u>1,062,045</u>	<u>233,389</u>	<u>117,163</u>	<u>9,964,184</u>
Fund balances at end of year	<u>\$8,686,955</u>	<u>\$ 947,126</u>	<u>\$ 260,076</u>	<u>\$ 90,451</u>	<u>\$9,984,608</u>

See notes to financial statements.

# **SINGLE AUDIT AND COMPLIANCE SECTION**

COLUMBIA COUNTY, FLORIDA

SCHEDULE OF FEDERAL AND STATE FINANCIAL ASSISTANCE

For the Fiscal Year Ended September 30, 1996

<u>Program</u>	<u>CFDA</u>	<u>Grant Number</u>	<u>Award Amount</u>	<u>Reported in Prior Years</u>	<u>Fund Balance October 1, 1995</u>	<u>Match</u>	<u>Revenue Recognized</u>	<u>1996 Expenditures</u>	<u>Fund Balance September 30, 1996</u>
<b>STATE FINANCIAL ASSISTANCE (continued)</b>									
<u>Department of Health &amp; Rehabilitative Services</u>									
Emergency Medical Services County Grant Program		C-95-12	\$ *16,715	\$ -	\$ -	\$ -	\$ 1,325	\$ 1,325	\$ -
Emergency Medical Services		M-5029	*225,000	-	-	-	-	-	-
<u>Department of Agriculture &amp; Consumer Services</u>									
Mosquito Control Grant			*28,652	-	-	-	28,652	28,652	-
Rural Community Fire Protection			*1,600	-	-	-	1,600	1,600	-
<u>Office of State Court Administrator</u>									
Grant in aid - Family Mediation			*14,246	14,246	14,096	-	-	5,062	9,034
Grant in aid - Court Reporting			*39,937	-	-	-	39,937	39,937	-
<u>Office of Attorney General</u>									
Victims of Crime Act (Sheriff)		V-6070	*15,373	-	-	3,843	15,320	19,163	-
Department of Juvenile Justice Community Protection/Community Prevention (Sheriff)		C-6020	*15,969	-	-	-	7,984	7,984	-
<u>Department of Commerce-Division of Tourism</u>									
Advertising grant			*2,029	-	-	-	2,029	2,029	-
<u>Department of Community Affairs</u>									
Hazardous Materials Emergency Planning Grant		95-EP-30-03-22-22-007	*3,292	2,469	-	-	823	823	-
<b>Total State</b>			<b><u>\$4,289,366</u></b>	<b><u>\$2,395,719</u></b>	<b><u>\$ 680,986</u></b>	<b><u>\$ 89,152</u></b>	<b><u>\$1,133,159</u></b>	<b><u>\$1,045,885</u></b>	<b><u>\$ 858,412</u></b>

\*State grants and aids appropriation under Section 216.349, Florida Statutes.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE  
BASED ON AN AUDIT OF BASIC FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of County Commissioners  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 25, 1997.

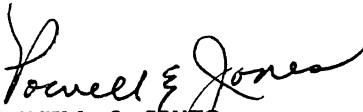
We conducted our audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget (OMB) Circular A-128, "Audits of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Columbia County Board of County Commissioners, 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, 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. 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.

In planning and performing our audit of the general purpose financial statements of the Columbia County Board of County Commissioners, for the year ended September 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the County's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

This report is intended for the information of management, the Board of County Commissioners, Florida Departments of Community Affairs, Environmental Protection, Health and Rehabilitative Services, Agriculture and Consumer Services and State Court Administration. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

  
POWELL & JONES  
July 25, 1997

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
STRUCTURE USED IN ADMINISTERING FEDERAL  
FINANCIAL ASSISTANCE PROGRAMS**

To the Board of County Commissioners  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 25, 1997. We have also audited the compliance of the Columbia County Board of County Commissioners, with requirements applicable to major federal financial assistance programs and have issued our report thereon dated July 25, 1997.

We conducted our audits in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget (OMB) Circular A-128, "Audits of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement and whether the Columbia County Board of County Commissioners, complied with laws and regulations, noncompliance with which would be material to a major federal financial assistance program.

In planning and performing our audits for the year ended September 30, 1996, we considered the internal control structure of the Columbia County Board of County Commissioners, in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements of the Columbia County Board of County Commissioners, and on the compliance of the Columbia County Board of County Commissioners, with requirements applicable to major programs and to report on the internal control structure in accordance with OMB Circular A-128. This report addresses our consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. We have addressed internal control structure policies and procedures relevant to our audit of the general purpose financial statements in a separate report dated July 25, 1997, on pages 2-49 - 2-51.

The management of the Columbia County Board of County Commissioners, 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, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations. Because of inherent limitations in any internal control structure, errors, irregularities, or instances of noncompliance 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.

regulations that would be material to a federal financial assistance program 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 structure and its operations that we consider to be material weaknesses as defined above.

We also noted other matters involving the internal control structure and its operation that we have reported to the management of the Columbia County Board of County Commissioners, in a separate letters dated July 25, 1997, and included in this report on pages 2-49 - 2-51 and 2-60 - 2-61.

This report is intended for the information of management, the Columbia County Board of County Commissioners, and the State of Florida Department of Community Affairs. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
July 25, 1997

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN  
AUDIT OF GENERAL PURPOSE OR BASIC FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of County Commissioners  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 25, 1997.


We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Columbia County Board of County Commissioners, is the responsibility of the Columbia County Board of County Commissioners' management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Board's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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 *Government Auditing Standards*.

We noted certain immaterial instances of noncompliance that we have reported to the management of the Columbia County Board of County Commissioners, in a separate management letter dated July 25, 1997, and included on pages 2-60 - 2-61.

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

  
POWELL & JONES  
July 25, 1997

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
GENERAL REQUIREMENTS APPLICABLE TO  
FEDERAL FINANCIAL ASSISTANCE PROGRAMS

To the Board of County Commissioners  
Columbia County, Florida


We have audited the component unit general purpose financial statements of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 25, 1997.

We have applied procedures to test the Columbia County Board of County Commissioners' compliance with the following requirements applicable to its federal financial assistance programs, which are identified in the schedule of federal and state financial assistance, for the year ended September 30, 1996: political activity, civil rights, cash management, federal financial reports, allowable costs/cost principles, and administrative requirements.

Our procedures were limited to the applicable procedures described in the Office of Management and Budget's "Compliance Supplement for Single Audits of State and Local Governments." Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Columbia County Board of County Commissioners' compliance with the requirements listed in the preceding paragraph. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to our attention that caused us to believe that the Columbia County Board of County Commissioners, had not complied, in all material respects, with those requirements.

This report is intended for the information of management, the Board of County Commissioners, and the Florida Department of Community Affairs. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
July 25, 1997

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
SPECIFIC REQUIREMENTS APPLICABLE TO MAJOR  
FEDERAL FINANCIAL ASSISTANCE PROGRAMS**

To the Board of County Commissioners  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 25, 1997.


We have also audited the Columbia County Board of County Commissioners' compliance with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; any required special tests; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to its major federal financial assistance program, which is identified in the accompanying Schedule of Federal and State Financial Assistance, for the year ended September 30, 1996. The management of the Columbia County Board of County Commissioners, is responsible for the Columbia County Board of County Commissioners' compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit of compliance with those requirements in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget (OMB) Circular A-128, "Audits of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether material non-compliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the Columbia County Board of County Commissioners' compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

The results of our audit procedures did not disclose any immaterial instances of noncompliance with the requirements referred to above.

In our opinion, the Columbia County Board of County Commissioners, complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; any required special tests; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to its major federal assistance program for the year ended September 30, 1996.

This report is intended for the information of management, the Columbia County Board of County Commissioners, and the Florida Department of Community Affairs. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
July 25, 1997

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
SPECIFIC REQUIREMENTS APPLICABLE TO NONMAJOR  
FEDERAL FINANCIAL ASSISTANCE PROGRAM TRANSACTIONS**


To the Board of County Commissioners  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report therein dated July 25, 1997.

In connection with our audit of the general purpose financial statements of the Columbia County Board of County Commissioners, and with our consideration of the Columbia County Board of County Commissioners' control structure used to administer federal financial assistance programs, as required by Office of Management and Budget (OMB) Circular A-128, "Audits of State and Local Governments," we selected certain transactions applicable to certain nonmajor federal financial assistance programs for the year ended September 30, 1996. As required by OMB Circular A-128, we have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed; eligibility; and special tests that are applicable to those transactions. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Columbia County Board of County Commissioners' compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the Columbia County Board of County Commissioners, had not complied, in all material respects, with those requirements. Also, the results of our procedures did not disclose any immaterial instances of noncompliance with those requirements.

This report is intended for the information of management, the Board of County Commissioners, and the Florida Department of Community Affairs. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
July 25, 1997



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH SPECIFIC REQUIREMENTS APPLICABLE TO  
STATE FINANCIAL ASSISTANCE**

To the Board of County Commissioners  
Columbia County, Florida

We have audited the component unit general purpose financial statements of Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 25, 1997.


We conducted our audit of compliance in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget (OMB) Circular A-128, "Audits of State and Local Governments."

In connection with our audit of the general purpose financial statements of the Columbia County Board of County Commissioners, and with our consideration of the Board of County Commissioners' control structure used to administer state grants, as required by Chapter 10.600 of *Rules of the Auditor General*, we selected certain transactions applicable to certain state grants for the year ended September 30, 1996, which we identified in the accompanying Schedule of Federal and State Financial Assistance. We have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed; eligibility; and grant provisions that are applicable to those transactions. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the County's compliance with these requirements. Accordingly, we do not express such an opinion.

Except as described below, with respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the Columbia County Board of County Commissioners, had not complied, in all material respects, with those requirements.

**Family Mediation Grant - Office of State Court Administrator** - There was no year end report of expenditures filed for this grant; awarded to the Board and administered by the Court Administrator for the Third Judicial Circuit; as required by the grant agreement. Also at the time of our audit, apparent unexpended funds of \$9,034 from the program had not been returned to the State grantor agency.

This report is intended for the information of management, the Board of County Commissioners, and all applicable state agencies. However, this report is a matter of public record and its distribution is not limited.

  
**POWELL & JONES**  
July 25, 1997

## MANAGEMENT LETTER

To the Board of County Commissioners  
Columbia County, Florida

In planning and performing our audit of the component unit general purpose financial statements of the Columbia County Board of County Commissioners, the primary government of Columbia County, Florida, for the year ended September 30, 1996, we considered the Columbia County Board of County Commissioners' internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiencies. In addition to furnishing information required by Chapter 10.550, *Rules of the Auditor General*, and other compliance matters, the remaining sections of this report letter discuss these findings.

### IMMATERIAL INTERNAL CONTROL AND COMPLIANCE FINDINGS

#### PRIOR YEAR FINDINGS

All prior year findings were cleared during the current year.

#### CURRENT YEAR FINDINGS

Travel - Section 112.061(7)(2)(f), *Florida Statutes*, requires that County Commissioners and other employees receiving fixed monthly travel allowances to annually file a statement showing a typical month's travel. From our review of these records, we found that annual travel statements on file for County Commissioners were in excess of one year old.

Fixed Asset Records - Chapter 10.400, *Rules of the Auditor General*, provide detailed procedures for maintenance of County fixed asset property records including required information on each item of property, maintenance of general ledger control accounts, disposition procedures, and annual inventory procedures. From our review of the Board's fixed asset records, we noted the following:

1. There was no documentation of annual inventories being taken for several offices, although annual inventories are required for all County-owned property.
2. From our review of the Board's property records, we found entries for several deleted items which had not yet been removed from the fixed asset records.
3. The year end inventory is not conducted by persons other than the property custodians, and there is not a formal reconciliation performed between the physical and book inventories, with all differences investigated and corrected as appropriate.



Powell & Jones  
Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT

Honorable Clerk of the Circuit Court  
Columbia County, Florida

We have audited the accompanying component unit general purpose financial statements of the Columbia County Clerk of the Circuit Court, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, as listed in the preceding table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the component unit general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Columbia County Clerk of the Circuit Court, a component unit of Columbia County, Florida, as of September 30, 1996, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated July 16, 1997, on our consideration of the Columbia County Clerk of the Circuit Court's internal control structure and a report dated July 16, 1997, on its compliance with laws and regulations.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Columbia County Clerk of the Circuit Court. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

  
POWELL & JONES  
July 16, 1997

# **COMBINED FINANCIAL STATEMENTS**

# COLUMBIA COUNTY, FLORIDA

## CLERK OF CIRCUIT COURT

### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES

For the Fiscal Year Ended September 30, 1996

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Totals (Memorandum Only)</u>
<b>REVENUES</b>			
Charges for services	\$ 724,575	\$ 24,774	\$ 749,349
Miscellaneous	25,738	347	26,085
Total revenues	<u>750,313</u>	<u>25,121</u>	<u>775,434</u>
<b>EXPENDITURES</b>			
Current expenditures			
General government	1,062,708	6,839	1,094,696
Capital outlay			
General government	25,748	-	599
Debt service			
General government	5,351	1,070	6,421
Total expenditures	<u>1,093,807</u>	<u>7,909</u>	<u>1,101,716</u>
Excess (deficiency) of revenues over expenditures	<u>(343,494)</u>	<u>17,212</u>	<u>(326,282)</u>
<b>OTHER FINANCING SOURCES</b>			
Transfers from other governmental units	<u>343,494</u>	<u>-</u>	<u>343,494</u>
Excess (deficiency) of revenues and other financing sources over expenditures	-	17,212	17,212
Fund balances at beginning of year	-	32,929	32,929
Fund balances at end of year	<u>\$ -</u>	<u>\$ 50,141</u>	<u>\$ 50,141</u>

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## CLERK OF CIRCUIT COURT

### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL ALL GOVERNMENTAL FUND TYPES

For the Fiscal Year Ended September 30, 1996

	General Fund			Special Revenue Fund		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b>OTHER FINANCING SOURCES</b>						
Transfers from other governmental units	\$ 343,494	\$ 343,494	\$ -	\$ -	\$ -	\$ -
Excess (deficiency) of revenues and other financing sources over expenditures	-	-	-	17,212	17,212	-
Fund balances at beginning of year	-	-	-	32,929	32,929	-
Fund balances at end of year	\$ -	\$ -	\$ -	\$ 50,141	\$ 50,141	\$ -

See notes to financial statements.

# **COLUMBIA COUNTY, FLORIDA**

## **CLERK OF THE CIRCUIT COURT**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 1996

#### **NOTE 1. THE REPORTING ENTITY**

Columbia County is a political subdivision of the State of Florida and, accordingly, is subject to restrictions imposed by the Florida Constitution and Statutes, as well as by its own ordinances. The County is governed by a board of five elected County Commissioners. Additionally, certain functions of county government are operated in a fiduciary capacity by five elected Constitutional Officers. These officers are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. The duties of these individual officers and the laws regulating the operations of their offices are also detailed in the Florida Constitution and Statutes.

#### **NOTE. 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A summary of the Clerk's significant accounting policies is presented to assist the reader in understanding and interpreting the accompanying financial statements.

##### **A. Basis of Presentation**

The accounts of the Clerk of the Circuit Court are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into three generic fund types and two broad fund categories as follows:

##### **GOVERNMENTAL FUNDS**

General Fund - The General Fund is the general operating fund of the Clerk of the Circuit Court. It is used to account for all financial resources not properly accounted for in any other fund.

Special Revenue Fund - Special Revenue Funds are used to account for the proceeds of specific revenue sources which are legally restricted to expenditures for specified purposes. As of September 30, 1996, the Clerk of the Circuit Court maintained the Public Records Modernization Trust Fund, as a special revenue fund.

The collateral for the Clerk's deposits is categorized to give an indication of the level of risk assumed by the Clerk at year end. Category 1 includes deposits that are insured or registered or for which the securities are held by the Clerk or his agent in the Clerk's name. Category 2 includes uninsured and unregistered deposits for which the securities are held by the counterparty's trust department or agent in the Clerk's name. Category 3 includes uninsured or unregistered deposits for which the securities are held by the counterparty's trust department or agent, but not in the Clerk's name. All of the collateral covering the Clerk's deposits was Category 1.

E. Inventories

It is the policy of the Clerk of the Circuit Court to record the acquisition of supplies as expenditures at the time of purchase. The amount of supplies on hand at any one time would be a nominal amount and considered to be immaterial.

F. Property, Plant and Equipment

Fixed assets used in governmental fund type operations are accounted for in the General Fixed Asset Group of Accounts, except for its infrastructure fixed assets which the County has elected not to report. All fixed assets acquired by purchase are recorded at historical cost. Donated assets are recorded at estimated fair market value at the date donated. No depreciation has been provided on the County's general fixed assets. Assets purchased by the Clerk of the Circuit Court are reported in the County's General Fixed Asset Account Group.

G. Compensated Absences

Compensated absences are absences for which employees will be paid, such as vacation and sick leave. A liability for compensated absences that are attributable to services already rendered and that are not contingent on a specific event that is outside the control of the government and its employees is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the government and its employees are accounted for in the period in which such services are rendered or such events take place.

Compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and fund liability in the fund that will pay for them. The remainder of the compensated absences liability is reported in the General Long-Term Debt Account Group.

H. Total Column on the Combined Statements

The total column on the combined statements is captioned "Memorandum Only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations, or changes in cash flows in conformity with generally accepted accounting principles, nor is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**NOTE 3. DEFINED BENEFIT PENSION PLAN**

All Columbia County full-time employees participate in the Florida Retirement System ("the System"), a multiple-employer public employee retirement system. The payroll for Clerk employees covered by the System for the year ended September 30, 1996, was \$652,606; this figure also represents the total payroll.



**NOTE 4. INTERFUND RECEIVABLES AND PAYABLES**

Balances at September 30, 1996, were:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 36,675	\$ 781
Domestic Relations	-	10,645
Public Defender Occupancy Trust	360	-
Public Records Modernization Trust	2,097	-
Registry of Court Trust	-	212
	<u>1,620</u>	<u>29,114</u>
	<u>\$ 40,752</u>	<u>\$40,752</u>

**NOTE 5. LONG-TERM DEBT**

**Capital Lease**

The Clerk of the Circuit Court has an installment payment agreement with Lanier Worldwide, Inc. for the purchase of a copier costing \$17,142. The agreement calls for thirty-six monthly payments of \$535, which includes interest at 7.73%.

The following is a schedule of the future minimum lease payments under the above capital lease and the present value of the net minimum lease payments at September 30, 1996:

<u>September 30,</u>	
1997	\$ 6,421
1998	<u>5,351</u>
Total minimum lease payments	11,772
Less: amount representing interest	<u>830</u>
Present value of future minimum lease payments	<u>\$10,942</u>

**Changes in Long-Term Debt**

During the year ended September 30, 1996, the following occurred in liabilities reported in the general long-term debt account group:

	<u>Balance October 1, 1995</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance September 30, 1996</u>
Capital lease	\$ 16,291	\$ -	\$ 5,349	\$ 10,942
Note payable	-	-	-	-
Compensated absences	<u>36,137</u>	<u>1,824</u>	-	<u>37,961</u>
	<u>\$ 52,428</u>	<u>\$ 1,824</u>	<u>\$ 5,349</u>	<u>\$ 48,903</u>

**NOTE 6. CONTINGENT LIABILITIES**

The Clerk is defendant in certain threatened litigation. Although the outcome of this action is not presently determinable, in the opinion of the Clerk's counsel, the resolution of these matters will not have a material adverse effect on the financial condition of the Clerk.

# **COMBINING STATEMENTS**

# **AGENCY FUNDS**

# COLUMBIA COUNTY, FLORIDA

## CLERK OF CIRCUIT COURT

### AGENCY FUNDS

#### COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

For the Fiscal Year Ended September 30, 1996

	<u>Balance</u> <u>Oct. 1, 1995</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>Sept. 30, 1996</u>
<b>DOMESTIC RELATIONS FUND</b>				
<b>Assets</b>				
Cash	\$ 7,086	\$4,189,749	\$4,186,045	\$ 10,790
Dishonored checks receivable	690	3,357	3,067	980
Due from individuals	2,224	160	2,150	234
<b>Total assets</b>	<u>\$ 10,000</u>	<u>\$4,193,266</u>	<u>\$4,191,262</u>	<u>\$ 12,004</u>
<b>Liabilities</b>				
Due to other governmental units	\$ 1,311	\$ 16,619	\$ 16,571	\$ 1,359
Due to other funds	8,689	106,838	104,882	10,645
Due to individuals	-	-	-	-
<b>Total liabilities</b>	<u>\$ 10,000</u>	<u>\$ 123,457</u>	<u>\$ 121,453</u>	<u>\$ 12,004</u>
<b>JURY AND WITNESS FUND</b>				
<b>Assets</b>				
Cash	\$ 1,995	\$ 16,178	\$ 17,966	\$ 207
<b>Liabilities</b>				
Due to other governmental units	\$ -	\$ 16,178	\$ 17,966	\$ 207
<b>PUBLIC DEFENDER OCCUPANCY TRUST FUND</b>				
<b>Assets</b>				
Cash	\$ 13,298	\$ 89,147	\$ 94,519	\$ 7,926
Due from other funds	596	-	236	360
<b>Total assets</b>	<u>\$ 13,894</u>	<u>\$ 89,147</u>	<u>\$ 94,755</u>	<u>\$ 8,286</u>
<b>Liabilities</b>				
Due to other funds	\$ 343	\$ -	\$ 343	\$ -
Due to Public Defender	13,551	88,932	94,197	8,286
<b>Total liabilities</b>	<u>\$ 13,894</u>	<u>\$ 88,932</u>	<u>\$ 94,540</u>	<u>\$ 8,286</u>
<b>REGISTRY OF COURT FUND</b>				
<b>Assets</b>				
Cash	\$ 152,657	\$ 135,325	\$ 170,966	\$ 117,016
<b>Liabilities</b>				
Due to other funds	\$ 326	\$ 212	\$ 326	\$ 212
Deposits held in escrow	143,099	133,207	168,269	108,037
Interest payable	9,232	2,118	2,583	8,767
<b>Total liabilities</b>	<u>\$ 152,657</u>	<u>\$ 135,537</u>	<u>\$ 171,178</u>	<u>\$ 117,016</u>

(continued)

# COLUMBIA COUNTY, FLORIDA

## CLERK OF CIRCUIT COURT

### AGENCY FUNDS

#### COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

For the Fiscal Year Ended September 30, 1996

	Balance <u>Oct. 1, 1995</u>	<u>Additions</u>	<u>Deductions</u>	Balance <u>Sept. 30, 1996</u>
<b>TOTALS - ALL AGENCY FUNDS</b>				
<b>Assets</b>				
Cash	\$ 499,477	\$8,580,124	\$8,526,295	\$ 553,306
Dishonored checks receivable	2,568	10,221	8,954	3,835
Due from other funds	596	2,516	1,132	1,980
Due from individuals	2,224	160	2,150	234
State documentary stamp inventory	6,000	-	-	6,000
Due from other governmental units	-	-	-	-
<b>Total assets</b>	<b><u>\$ 510,865</u></b>	<b><u>\$8,593,021</u></b>	<b><u>\$8,538,531</u></b>	<b><u>\$ 565,355</u></b>
<b>Liabilities</b>				
Accounts payable	\$ -	\$ 1,108	\$ -	\$ 1,108
Court fees payable	66,376	334,438	315,062	85,752
Deposits held in escrow	143,099	133,207	168,269	108,037
Due to other funds	19,906	453,341	433,276	39,971
Due to other governmental units	230,131	3,538,895	3,492,256	276,770
Due to Public Defender	13,551	88,932	94,197	8,286
Interest payable	9,232	2,118	2,583	8,767
Juvenile installments	476	8,986	8,248	1,214
Suspense liability	10,244	272,407	271,416	11,235
Tax deeds sales	8,646	12,447	11,219	9,874
Retirement funds payable	4,101	4,191	-	8,292
Installments payable	5,103	9,294	8,348	6,049
<b>Total liabilities</b>	<b><u>\$ 510,865</u></b>	<b><u>\$4,859,364</u></b>	<b><u>\$4,804,874</u></b>	<b><u>\$ 565,355</u></b>

See notes to financial statements.

# **COMPLIANCE SECTION**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE  
BASED ON AN AUDIT OF GENERAL PURPOSE OR BASIC FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Clerk of the Circuit Court  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Clerk of the Circuit Court, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 16, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Columbia County Clerk of the Circuit Court, 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, 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. 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.

In planning and performing our audit of the general purpose financial statements of the Columbia County Clerk of the Circuit Court, for the year ended September 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our 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 condition in which the design or operation of one or more of the internal control structure elements does not

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN  
AUDIT OF COMPONENT UNIT GENERAL PURPOSE FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Clerk of the Circuit Court  
Columbia County, Florida


We have audited the component unit general purpose financial statements of the Columbia County Clerk of the Circuit Court, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 16, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Columbia County Clerk of the Circuit Court, is the responsibility of the Columbia County Clerk of the Circuit Court's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Office's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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 *Government Auditing Standards*.

This report is intended for the information of management, the Board of County Commissioners, and Clerk of the Circuit Court of Columbia County. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
July 16, 1997



## MANAGEMENT LETTER

Honorable Clerk of the Circuit Court  
Columbia County, Florida

In planning and performing our audit of the component unit general purpose financial statements of the Columbia County Clerk of the Circuit Court, a component unit of Columbia County, Florida, for the year ended September 30, 1996, we considered the Office's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

This letter furnishes the following information required by Chapter 10.550, *Rules of the Auditor General*.

### IMMATERIAL INTERNAL CONTROL FINDINGS

#### PRIOR YEAR FINDINGS

All prior year findings were cleared during the year.

#### CURRENT YEAR FINDINGS

Pooled Cash Interest - During the year, the Clerk implemented a pooled cash sweep account for the purpose of enhancing interest earnings on several of the cash accounts maintained in the Office. Interest revenue from this sweep account is currently being allocated totally to the Operating Account, although cash from the Public Records Modernization Trust Fund, a restricted-use account, is included in the pooled cash account. We thus recommend that interest allocated to the Public Records Modernization Trust Fund cash balance be allocated to this restricted-use fund.

Registry of Court Fund - From our review of the Registry of the Court agency fund, we found that the control account for the fund did not agree with the subsidiary detail records of deposits to this fund at year end. The differences were not material. We recommend that the detail records of deposits to this agency fund be regularly reconciled to the control account, with all differences investigated and corrected.

**ANNUAL REPORT OF UNITS OF LOCAL GOVERNMENT** - The financial report for the year ended September 30, 1996, filed with the Department of Banking and Finance pursuant to Section 218.32, *Florida Statutes*, is in agreement with the audited financial statements. The financial statements of the Clerk of the Circuit Court are combined with other County agencies in that report.

# **COMBINED FINANCIAL STATEMENTS**

**COLUMBIA COUNTY, FLORIDA**

**PROPERTY APPRAISER**

**COMBINED BALANCE SHEET -  
ALL FUND TYPES AND ACCOUNT GROUPS**

September 30, 1996

	<u>Governmental Fund Type</u>	<u>Account Group</u>	
	<u>General Fund</u>	<u>General Long-Term Debt</u>	<u>Totals (Memorandum Only)</u>
<b>ASSETS</b>			
Current Assets			
Cash	\$ 13,951	\$ -	\$ 13,951
Other Debits			
Amount to be provided for debt	-	30,380	30,380
Total assets	<u>\$ 13,951</u>	<u>\$ 30,380</u>	<u>\$ 44,331</u>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>LIABILITIES</b>			
Current Liabilities			
Due to other governmental units	\$ 13,951	\$ -	\$ 13,951
Long-Term Liabilities			
Accrued compensated absences	-	30,380	30,380
Total liabilities	<u>\$ 13,951</u>	<u>\$ 30,380</u>	<u>\$ 44,331</u>

See notes to financial statements.

**COLUMBIA COUNTY, FLORIDA**

**PROPERTY APPRAISER**

**GENERAL FUND**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE -  
BUDGET (GAAP BASIS) AND ACTUAL**

For the Fiscal Year Ended September 30, 1996

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Excess (deficiency) of revenues and other financing sources over expenditures	\$ -	\$ -	\$ -
Fund balance at beginning of year	-	-	-
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to financial statements.

# **COLUMBIA COUNTY, FLORIDA**

## **PROPERTY APPRAISER**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 1996

#### **NOTE 1. THE REPORTING ENTITY**

Columbia County is a political subdivision of the State of Florida and, accordingly, is subject to restrictions imposed by the Florida Constitution and Statutes, as well as by its own ordinances. The County is governed by a board of five elected County Commissioners. Additionally, certain functions of county government are operated in a fiduciary capacity by five elected Constitutional Officers. These officers are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. The duties of these individual officers and the laws regulating the operations of their offices are also detailed in the Florida Constitution and Statutes.

#### **NOTE. 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A summary of the Property Appraiser's significant accounting policies is presented to assist the reader in understanding and interpreting the accompanying financial statements.

##### **A. Basis of Presentation**

The accounts of the Property Appraiser are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into one generic fund type and one broad fund category as follows:

##### **GOVERNMENTAL FUND**

General Fund - The General Fund is the general operating fund of the Property Appraiser. It is used to account for all financial resources not properly accounted for in any other fund.

##### **ACCOUNT GROUPS**

The General Long-Term Debt Account Group is used to establish accounting control and accountability over the debt of the Property Appraiser's office. This account group is not a fund, but is rather a financial reporting devise designed to provide accountability for certain liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

In the governmental funds, compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and fund liability in the fund that will pay for them. The remainder of the compensated absences liability is reported in the General Long-Term Debt Account Group.

**NOTE 3. DEFINED BENEFIT PENSION PLAN**

All Columbia County full-time employees participate in the Florida Retirement System ("the System"), a multiple-employer public employee retirement system. The payroll for Property Appraiser employees covered by the System for the year ended September 30, 1996, was \$360,915; this figure also represents the total payroll.

Membership is compulsory for all full-time and part-time employees working in a regularly established position for Columbia County. Elected County officials may elect not to participate in the System.

The Florida Retirement System provides vesting of benefits after ten years of creditable service, eight years for Elected State and County Officers' Class (ESCOC), or seven years for Senior Management Service Class (SMSC). Members are eligible for normal retirement when they have met the minimum requirements for their specific class of membership. Early retirement may be taken any time after vesting; however, there is a 5% benefit reduction for each year prior to normal retirement age.

Benefits are computed on the basis of age, average final compensation, and service credit. Average final compensation is the average of the five highest fiscal years of earnings. Members may select one of four benefit options at retirement. The System also provides death and disability benefits.

Retirement coverage is employee noncontributory. Employers pay all contributions. Rates are based on class of membership. The contribution requirement for the year ended September 30, 1996, was \$73,455, which represents 20.4% of covered payroll.

The "pension benefit obligation" is a standardized measure of the present value of pension benefits, adjusted for the effects of projected salary increases, estimated to be payable in the future as a result of employee service to date. The measure is the actuarial present value of credited projected benefits and is intended to help users (1) assess the Florida Retirement Systems' funding status on a going-concern basis, (2) assess progress in accumulating sufficient assets to pay benefits when due, and (3) make comparisons among Public Employee Retirement Systems. The measure is independent of and should not be confused with the actuarial funding method used to determine contributions to the System.

At June 30, 1995, the unfunded pension benefit obligation for the State of Florida Retirement System, determined through an actuarial valuation performed as of that date was \$5.728 billion, as follows:

	<u>Billions</u>
Pension Benefits Obligation	\$ 47.304
Net Assets Available for	
Benefits at Amortized Cost	41.576
Unfunded Pension Benefit Obligation	<u>\$ 5.728</u>

# **COMPLIANCE SECTION**

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE  
BASED ON AN AUDIT OF GENERAL PURPOSE OR BASIC FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

To the Property Appraiser  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Property Appraiser, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 23, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Columbia County Property Appraiser, 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, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. 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.

In planning and performing our audit of the general purpose financial statements of the Columbia County Property Appraiser, for the year ended September 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our 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 condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN  
AUDIT OF COMPONENT UNIT GENERAL PURPOSE FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Property Appraiser  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Property Appraiser, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 23, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Columbia County Property Appraiser, is the responsibility of the Columbia County Property Appraiser's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Office's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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 *Government Auditing Standards*.

This report is intended for the information of management, the Board of County Commissioners, and Property Appraiser of Columbia County. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
July 23, 1997

## MANAGEMENT LETTER

Honorable Property Appraiser  
Columbia County, Florida

In planning and performing our audit of the component unit general purpose financial statements of the Columbia County Property Appraiser, a component unit of Columbia County, Florida, for the year ended September 30, 1996, we considered the Office's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of matters that we wish to report to management. In addition to furnishing information required by Chapter 10.550, *Rules of the Auditor General*, the remaining sections of this report letter discuss these matters.

### IMMATERIAL COMPLIANCE AND INTERNAL CONTROL FINDINGS

**PRIOR YEAR FINDINGS** - All prior year findings were cleared during the current year.

**CURRENT YEAR FINDINGS** - Cash Receipts - From our test of cash receipts, we found minor instances where information on receipts was inadequate to fully document the nature of the receipt. To enhance internal control over cash receipts, we recommend that all receipts be reviewed for proper descriptive information.

**ANNUAL REPORT OF UNITS OF LOCAL GOVERNMENT** - The financial report for the year ended September 30, 1996, filed with the Department of Banking and Finance pursuant to Section 218.32, *Florida Statutes*, is in agreement with the audited financial statements. The financial statements of the Property Appraiser are combined with other County Agencies in that report.

**FINANCIAL EMERGENCY STATUS** - Nothing came to our attention that caused us to believe that the Property Appraiser is, or during the fiscal year was, in a state of financial emergency as a consequence of conditions in Section 218.503(1), *Florida Statutes*.

Our audit did not disclose any further items that would be required to be reported under the *Rules of the Auditor General*, Chapter 10.544(1)(f).



Powell & Jones  
Certified Public Accountants

Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA  
Kenneth M. Daniels, CPA

2585 S. First Street  
Lake City, Florida 32025  
904 / 755-4200  
Fax: 904 / 755-4490

## INDEPENDENT AUDITOR'S REPORT

Honorable Sheriff  
Columbia County, Florida

We have audited the accompanying component unit general purpose financial statements of the Columbia County Sheriff, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, as listed in the preceding table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the component unit general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Columbia County Sheriff, a component unit of Columbia County, Florida, as of September 30, 1996, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 5, 1996, on our consideration of the Columbia County Sheriff's internal control structure and a report dated November 5, 1996, on its compliance with laws and regulations.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Columbia County Sheriff. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Powell & Jones*  
POWELL & JONES  
November 5, 1996

# **COMBINED FINANCIAL STATEMENTS**

# COLUMBIA COUNTY, FLORIDA

## SHERIFF

### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL

#### GENERAL AND SPECIAL REVENUE FUNDS

For the Fiscal Year Ended September 30, 1996

	General Fund			Special Revenue Funds		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
Excess (deficiency) of revenues and other financing sources over expenditures	\$ -	\$ -	\$ -	\$ 49,642	\$ 49,642	\$ -
Fund balances at beginning of year	-	-	-	23,559	23,559	-
Fund balances at end of year	\$ -	\$ -	\$ -	\$ 73,201	\$ 73,201	\$ -

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## SHERIFF

### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES

For the Fiscal Year Ended September 30, 1996

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Totals (Memorandum Only)</u>
<b>REVENUES</b>			
Charges for services	\$ -	\$ 81,478	\$ 81,478
Fines and forfeitures	-	20,278	20,278
Miscellaneous	-	66,312	66,312
Total revenues	<u>-</u>	<u>168,068</u>	<u>168,068</u>
 <b>EXPENDITURES</b>			
Current Expenditures			
Public safety	5,637,987	114,600	5,752,587
Capital Outlay			
Public safety	355,936	3,826	359,762
Total expenditures	<u>5,993,923</u>	<u>118,426</u>	<u>6,112,349</u>
 Excess (deficiency) of revenues over expenditures	 <u>(5,993,923)</u>	 <u>49,642</u>	 <u>(5,944,281)</u>
 <b>OTHER FINANCING SOURCES</b>			
Transfers from other governments	<u>5,993,923</u>	<u>-</u>	<u>5,993,923</u>
 Excess (deficiency) of revenues and other financing sources over expenditures	 -	 49,642	 49,642
 Fund balances at beginning of year	 <u>-</u>	 <u>23,559</u>	 <u>23,559</u>
Fund balances at end of year	<u>\$ -</u>	<u>\$ 73,201</u>	<u>\$ 73,201</u>

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## SHERIFF

### COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1996

	Governmental Fund Types		Fiduciary Fund Types	Account Groups		Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>ASSETS</b>						
Current Assets						
Cash	\$ 130,091	\$ 68,635	\$ 97,819	\$ -	\$ -	\$ 296,545
Due from other governments	27,787	1,672	-	-	-	29,459
Inventories	-	4,938	-	-	-	4,938
General Fixed Assets						
Equipment	-	-	-	2,043,174	-	2,043,174
Other debits						
Amount to be provided for long-term liabilities	-	-	-	-	263,710	263,710
<b>Total assets</b>	<b><u>\$ 157,878</u></b>	<b><u>\$ 75,245</u></b>	<b><u>\$ 97,819</u></b>	<b><u>\$2,043,174</u></b>	<b><u>\$ 263,710</u></b>	<b><u>\$2,637,826</u></b>
<b>LIABILITIES AND FUND EQUITY</b>						
<b>EQUITY</b>						
<b>LIABILITIES</b>						
Current Liabilities						
Accounts payable	\$ 141,554	\$ 2,044	\$ -	\$ -	\$ -	\$ 143,598
Due to other governments	16,324	-	9,839	-	-	26,163
Cash bonds liability	-	-	59,191	-	-	59,191
Individual depositors liability	-	-	320	-	-	320
Due to individuals	-	-	28,469	-	-	28,469
Long-Term Liabilities						
Accrued compensated absences	-	-	-	-	263,710	263,710
<b>Total liabilities</b>	<b><u>157,878</u></b>	<b><u>2,044</u></b>	<b><u>97,819</u></b>	<b><u>-</u></b>	<b><u>263,710</u></b>	<b><u>521,451</u></b>
<b>FUND EQUITY</b>						
Undesignated fund balance	-	73,201	-	-	-	73,201
Investment in general fixed assets	-	-	-	2,043,174	-	2,043,174
<b>Total fund equity</b>	<b><u>-</u></b>	<b><u>73,201</u></b>	<b><u>-</u></b>	<b><u>2,043,174</u></b>	<b><u>-</u></b>	<b><u>2,116,375</u></b>
<b>Total liabilities and fund equity</b>	<b><u>\$ 157,878</u></b>	<b><u>\$ 75,245</u></b>	<b><u>\$ 97,819</u></b>	<b><u>\$2,043,174</u></b>	<b><u>\$ 263,710</u></b>	<b><u>\$2,637,826</u></b>

See notes to financial statements.

# **COLUMBIA COUNTY, FLORIDA**

## **SHERIFF**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 1996

#### **NOTE 1. THE REPORTING ENTITY**

Columbia County is a political subdivision of the State of Florida and, accordingly, is subject to restrictions imposed by the Florida Constitution and Statutes, as well as by its own ordinances. The County is governed by a board of five elected County Commissioners. Additionally, certain functions of county government are operated in a fiduciary capacity by five elected Constitutional Officers. These officers are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. The duties of these individual officers and the laws regulating the operations of their offices are also detailed in the Florida Constitution and Statutes.

#### **NOTE. 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A summary of the Sheriff's significant accounting policies is presented to assist the reader in understanding and interpreting the accompanying financial statements.

##### **A. Basis of Presentation**

The accounts of the Sheriff are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two generic fund types and two broad fund categories as follows:

##### **GOVERNMENTAL FUNDS**

General Fund - The General Fund is the general operating fund of the Sheriff. It is used to account for all financial resources not properly accounted for in any other fund.

Special Revenue Funds - Special Revenue Funds are used to account for the collection and disbursement of earmarked revenues utilized in the general activities of a government.

##### **FIDUCIARY FUNDS**

Agency Funds - Agency Funds are required and used by the Sheriff to account for resources received from and disbursed to other governmental units, other funds of Columbia County and individuals. The Sheriff functions purely as an agent for others in the maintenance of these funds.



Bank Deposit Covered By	Category			Bank Balance
	1	2	3	
Eligible Collateral	\$ 115,511	\$ -	\$ -	\$ 115,511
FDIC Insurance	181,034	-	-	181,034
Total Deposits	<u>\$ 296,545</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 296,545</u>

E. Inventories

It is the policy of the Sheriff to record the acquisition of supplies as expenditures at the time of purchase. The amount of supplies on hand at any one time would be a nominal amount and considered to be immaterial.

F. Property, Plant and Equipment

Fixed assets used in governmental fund type operations are accounted for in the General Fixed Assets Group of Accounts, except for its infrastructure fixed assets which the County has elected not to report. All fixed assets acquired by purchase are recorded at historical cost. Donated assets are recorded at estimated fair market value at the date donated. No depreciation has been provided on the Sheriff's general fixed assets.

G. Compensated Absences

Compensated absences are absences for which employees will be paid, such as vacation and sick leave. A liability for compensated absences that are attributable to services already rendered and that are not contingent on a specific event that is outside the control of the government and its employees is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the government and its employees are accounted for in the period in which such services are rendered or such events take place.

In the governmental funds, compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and fund liability in the fund of the Board of County Commissioners that will pay for them. The remainder of the compensated absences liability is reported in the General Long-Term Debt Account Group.

H. Total Column on the Combined Statements

The total column on the combined statements is captioned "Memorandum Only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations, or changes in cash flows in conformity with generally accepted accounting principles, nor is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**NOTE 3. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	Balance 10/01/95	Additions	Deletions	Balance 09/30/96
Equipment	<u>\$ 1,770,083</u>	<u>\$ 457,824</u>	<u>\$ 184,733</u>	<u>\$ 2,043,174</u>

The ten year historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is not presently available. Historical trend information, commencing with the fiscal year 1986-87, is presented in the Florida Retirement System's June 30, 1995, comprehensive annual financial report.

**NOTE 5. CAPITAL LEASES**

In January, 1996, the Sheriff entered into a lease purchase agreement with Municipal Services Group, Inc. for computer equipment in the amount of \$25,250. However, the lease/purchase was fully paid prior to year end.

**NOTE 6. LONG-TERM DEBT**

During the year ended September 30, 1996, the following occurred in liabilities reported in the general long-term debt account group:

	Balance 10/01/95	Additions	Deletions	Balance 09/30/96
Note payable	\$ -	\$ -	\$ -	\$ -
Capital leases	-	25,250	25,250	-
Compensated absences	249,014	14,696	-	263,710
	<u>\$249,014</u>	<u>\$ 39,946</u>	<u>\$ 25,250</u>	<u>\$ 263,710</u>

**NOTE 7. CONTINGENT LIABILITIES**

The Sheriff is defendant in various pending or threatened litigation. Although the outcome of these lawsuits is not presently determinable, in the opinion of the Sheriff's counsel, the resolution of these matters will not have a material adverse effect on the financial condition of the Sheriff.

**NOTE 8. RISK MANAGEMENT**

The Sheriff participates in various public entity risk pools for certain of its insurance coverages. Under these insurance risk pools, the Sheriff entity risk pool pays annual premiums to the pools for its insurance coverages. The agreements for formation of the pools provide that the pools will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of specific amounts.

The Sheriff continues to carry commercial insurance for other risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

The pooling agreements allow for the pools to make additional assessments to make the pools self-sustaining. It is not possible to estimate the amount of such additional assessments, which might have to be paid by the Sheriff.

The pooling agreements require the pool to be self-sustaining. It is not possible to estimate the amount of losses, which might have to be borne by the Sheriff.

# **GENERAL FUND**

**COLUMBIA COUNTY, FLORIDA**

**SHERIFF**

**GENERAL FUND**

**BALANCE SHEET**

**September 30, 1996**

**ASSETS**

Cash	\$ 130,091
Due from other governmental units	<u>27,787</u>
	<u>\$ 157,878</u>

**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

Accounts payable	\$ 141,554
Due to other governmental units	<u>16,324</u>
Total liabilities	<u>\$ 157,878</u>

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## SHERIFF

### GENERAL FUND

#### STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL

For the Fiscal Year Ended September 30, 1996

	Budget	Actual	Variance Favorable (Unfavorable)
Sheriff communications			
Personal services	\$ 326,122	\$ 329,268	\$ (3,146)
Operating expenses	28,055	22,707	5,348
Capital outlay	15,584	49,536	(33,952)
Total Sheriff communications	369,761	401,511	(31,750)
 DARE Enhancement III			
Personal services	40,837	38,657	2,180
Operating expenses	11,174	11,052	122
Capital outlay	26,883	26,883	-
Total DARE Enhancement III	78,894	76,592	2,302
 Sheriff Special Services			
Personal services	272,529	285,092	(12,563)
Operating expenses	39,368	31,372	7,996
Capital outlay	19,023	19,023	-
Total Sheriff special services	330,920	335,487	(4,567)
 Detention and correction			
Personal services	1,682,142	1,694,354	(12,212)
Operating expenses	387,394	386,471	923
Capital outlay	46,699	46,699	-
Total detention and correction	2,116,235	2,127,524	(11,289)
Total expenditures	6,013,841	5,993,923	19,918
 Excess (deficiency) of revenues over expenditures	(6,013,841)	(5,993,923)	19,918
 <b>OTHER FINANCING SOURCES</b>			
Transfers from other governments	6,013,841	5,993,923	(19,918)
 Excess (deficiency) of revenues and other financing sources over expenditures	-	-	-
 Fund balance at beginning of year	-	-	-
Fund balance at end of year	\$ -	\$ -	\$ -

See notes to financial statements.

# **COMBINING STATEMENTS**

# **SPECIAL REVENUE FUNDS**

# COLUMBIA COUNTY, FLORIDA

## SHERIFF

### SPECIAL REVENUE FUNDS

#### COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

For the Fiscal Year Ended September 30, 1996

	<u>Minimum Standards School</u>	<u>Sheriff Inmate Welfare</u>	<u>Totals</u>
<b>REVENUES</b>			
Charges for services	\$ -	\$ 81,478	\$ 81,478
Fines and forfeitures	20,278	-	20,278
Miscellaneous	<u>121</u>	<u>66,191</u>	<u>66,312</u>
Total revenues	<u>20,399</u>	<u>147,669</u>	<u>168,068</u>
<b>EXPENDITURES</b>			
Current Expenditures			
Public safety	13,597	101,003	114,600
Capital Outlay			
Public safety	<u>-</u>	<u>3,826</u>	<u>3,826</u>
Total expenditures	<u>13,597</u>	<u>104,829</u>	<u>118,426</u>
Excess (deficiency) of revenues over expenditures	6,802	42,840	49,642
Fund balances at beginning of year	<u>6,553</u>	<u>17,006</u>	<u>23,559</u>
Fund balances at end of year	<u>\$ 13,355</u>	<u>\$ 59,846</u>	<u>\$ 73,201</u>

See notes to financial statements.



# **AGENCY FUNDS**

# COLUMBIA COUNTY, FLORIDA

## SHERIFF

### AGENCY FUNDS

#### COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

For the Fiscal Year Ended September 30, 1996

	<u>Balance</u> <u>Oct. 1, 1995</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>Sept. 30, 1996</u>
<b>INMATE TRUST FUND</b>				
<b>Assets</b>				
Cash	\$ <u>13,692</u>	\$ <u>203,853</u>	\$ <u>189,076</u>	\$ <u>28,469</u>
<b>Liabilities</b>				
Due to individuals	\$ <u>13,692</u>	\$ <u>203,853</u>	\$ <u>189,076</u>	\$ <u>28,469</u>
 <b>TRUST FUND</b>				
<b>Assets</b>				
Cash	\$ <u>37,790</u>	\$ <u>330,740</u>	\$ <u>299,180</u>	\$ <u>69,350</u>
<b>Liabilities</b>				
Cash bonds liability	\$ 28,337	\$ 201,370	\$ 170,516	\$ 59,191
Individual depositors liability	1,418	128,311	129,409	320
Due to other governments	<u>8,035</u>	<u>1,829</u>	<u>25</u>	<u>9,839</u>
Total liabilities	\$ <u>37,790</u>	\$ <u>331,510</u>	\$ <u>299,950</u>	\$ <u>69,350</u>
 <b>TOTALS - ALL AGENCY FUNDS</b>				
<b>Assets</b>				
Cash	\$ <u>51,482</u>	\$ <u>534,593</u>	\$ <u>488,256</u>	\$ <u>97,819</u>
<b>Liabilities</b>				
Cash bonds liability	\$ 28,337	\$ 201,370	\$ 170,516	\$ 59,191
Individual depositors liability	1,418	128,311	129,409	320
Due to other governmental	8,035	1,829	25	9,839
Due to individuals	<u>13,692</u>	<u>203,853</u>	<u>189,076</u>	<u>28,469</u>
Total liabilities	\$ <u>51,482</u>	\$ <u>535,363</u>	\$ <u>489,026</u>	\$ <u>97,819</u>

See notes to financial statements.

# **COMPLIANCE SECTION**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE  
BASED ON AN AUDIT OF GENERAL PURPOSE OR BASIC FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Sheriff  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Sheriff, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated November 5, 1996.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Columbia County 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, 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. 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.

In planning and performing our audit of the general purpose financial statements of the Columbia County Sheriff, for the year ended September 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our 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 condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN  
AUDIT OF COMPONENT UNIT GENERAL PURPOSE FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Sheriff  
Columbia County, Florida


We have audited the component unit general purpose financial statements of the Columbia County Sheriff, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated November 5, 1996.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Columbia County Sheriff, is the responsibility of the Columbia County Sheriff's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Office's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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 *Government Auditing Standards*.

This report is intended for the information of management, Board of County Commissioners, and Sheriff of Columbia County. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
November 5, 1996

## MANAGEMENT LETTER

Honorable Sheriff  
Columbia County, Florida

In planning and performing our audit of the component unit general purpose financial statements of the Columbia County Sheriff, a component unit of Columbia County, Florida, for the year ended September 30, 1996, we considered the Office's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

This letter furnishes information required by Chapter 10.550, *Rules of the Auditor General*.

### IMMATERIAL INTERNAL CONTROL FINDINGS

**PRIOR YEAR FINDINGS** - All prior year findings were cleared during the year.

**CURRENT YEAR FINDINGS** - There were no reportable findings in the current year.

**ANNUAL REPORT OF UNITS OF LOCAL GOVERNMENT** - The financial report for the year ended September 30, 1996, will be filed with the Department of Banking and Finance pursuant to Section 218.32, *Florida Statutes*. The financial statements of the Sheriff will be combined with other County agencies in that report.

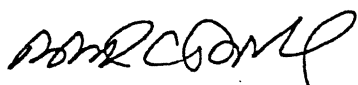
**FINANCIAL EMERGENCY STATUS** - Nothing came to our attention that caused us to believe that the Sheriff is, or during the fiscal year was, in a state of financial emergency as a consequence of conditions in Section 218.503(1), *Florida Statutes*.

Our audit did not disclose any further items that would be required to be reported under the *Rules of the Auditor General*, Chapter 10.544(1)(f).

**CONCLUSION** - We very much enjoyed the challenges and experiences associated with this year's examination of the Sheriff's office. We appreciate the helpful assistance of all office employees in completing this year's audit.

Sincerely,

POWELL & JONES



Richard C. Powell  
Certified Public Accountant  
November 5, 1996



Powell & Jones  
Certified Public Accountants

Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA  
Kenneth M. Daniels, CPA

2585 S. First Street  
Lake City, Florida 32025  
904 / 755-4200  
Fax: 904 / 755-4490

## INDEPENDENT AUDITOR'S REPORT


Honorable Supervisor of Elections  
Columbia County, Florida

We have audited the accompanying component unit general purpose financial statements of the Columbia County Supervisor of Elections, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, as listed in the preceding table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the component unit general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Columbia County Supervisor of Elections, a component unit of Columbia County, Florida, as of September 30, 1996, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated July 16, 1997, on our consideration of the Columbia County Supervisor of Elections internal control structure and a report dated July 16, 1997, on its compliance with laws and compliance.

  
POWELL & JONES  
July 16, 1997

# **COMBINED FINANCIAL STATEMENTS**



# COLUMBIA COUNTY, FLORIDA

## SUPERVISOR OF ELECTIONS

### GENERAL FUND

#### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL

For the Fiscal Year Ended September 30, 1996

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>EXPENDITURES</b>			
General government			
Other general government			
Personal services Supervisor	\$ 155,137	\$ 155,870	\$ (733)
Personal services Elections	47,500	40,434	7,066
Operating expenses Supervisor	8,511	6,170	2,341
Operating expenses Elections	74,320	77,310	(2,990)
Capital outlay	<u>5,000</u>	<u>8,050</u>	<u>(3,050)</u>
Total expenditures	<u>290,468</u>	<u>287,834</u>	<u>2,634</u>
Excess (deficiency) of revenues over expenditures	<u>(290,468)</u>	<u>(287,834)</u>	<u>2,634</u>
<b>OTHER FINANCING SOURCES</b>			
Transfers from other governmental units	<u>290,468</u>	<u>287,834</u>	<u>(2,634)</u>
Excess (deficiency) of revenues and other financing sources over expenditures	-	-	-
Fund balance at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

See notes to financial statements.

# **COLUMBIA COUNTY, FLORIDA**

## **SUPERVISOR OF ELECTIONS**

### **NOTES TO FINANCIAL STATEMENTS**

September 30, 1996

#### **NOTE 1. THE REPORTING ENTITY**

Columbia County is a political subdivision of the State of Florida and, accordingly, is subject to restrictions imposed by the Florida Constitution and Statutes, as well as by its own ordinances. The County is governed by a board of five elected County Commissioners. Additionally, certain functions of county government are operated in a fiduciary capacity by five elected Constitutional Officers. These officers are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. The duties of these individual officers and the laws regulating the operations of their offices are also detailed in the Florida Constitution and Statutes.

#### **NOTE. 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A summary of the Supervisor of Elections' significant accounting policies is presented to assist the reader in understanding and interpreting the accompanying financial statements.

##### **A. Basis of Presentation**

The accounts of the Supervisor of Elections are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two generic fund types and two broad fund categories as follows:

##### **GOVERNMENTAL FUND**

General Fund - The General Fund is the general operating fund of the Supervisor of Elections. It is used to account for all financial resources not properly accounted for in any other fund.

##### **FIDUCIARY FUND**

Agency Fund - Agency Funds are required and used by the Supervisor of Elections to account for resources received from and disbursed to other governmental units, other funds of Columbia County and individuals. The Supervisor of Elections functions purely as an agent for others in the maintenance of the Fee Fund.

### G. Compensated Absences

Compensated absences are absences for which employees will be paid, such as vacation and sick leave. A liability for compensated absences that are attributable to services already rendered and that are not contingent on a specific event that is outside the control of the government and its employees is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the government and its employees are accounted for in the period in which such services are rendered or such events take place.

In the governmental funds, compensated absences that are expected to be liquidated with expendable available financial resources are reported as an expenditure and fund liability in the fund that will pay for them. The remainder of the compensated absences liability is reported in the General Long-Term Debt Account Group.

### H. Total Column on the Combined Statements

The total column on the combined statements is captioned "Memorandum Only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations, or changes in cash flows in conformity with generally accepted accounting principles, nor is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

### NOTE 3. DEFINED BENEFIT PENSION PLAN

All Columbia County full-time employees participate in the Florida Retirement System ("the System"), a multiple-employer public employee retirement system. The payroll for Supervisor of Elections employees covered by the System for the year ended September 30, 1996, was \$113,487; the total payroll was \$113,487.

Membership is compulsory for all full-time and part-time employees working in a regularly established position for Columbia County. Elected County officials may elect not to participate in the System.

The Florida Retirement System provides vesting of benefits after ten years of creditable service, eight years for Elected State and County Officers' Class (ESCOC), or seven years for Senior Management Service Class (SMSC). Members are eligible for normal retirement when they have met the minimum requirements for their specific class of membership. Early retirement may be taken any time after vesting; however, there is a 5% benefit reduction for each year prior to normal retirement age.

Benefits are computed on the basis of age, average final compensation, and service credit. Average final compensation is the average of the five highest fiscal years of earnings. Members may select one of four benefit options at retirement. The System also provides death and disability benefits.

Retirement coverage is employee noncontributory. Employers pay all contributions. Rates are based on class of membership. The contribution requirement for the year ended September 30, 1996, was \$26,733, which represents 23.6% of covered payroll.

# **COMBINING STATEMENTS**

# **AGENCY FUND**

**COLUMBIA COUNTY, FLORIDA**

**SUPERVISOR OF ELECTIONS**

**AGENCY FUND**

**STATEMENT OF CHANGES IN ASSETS AND LIABILITIES**

**For the Fiscal Year Ended September 30, 1996**

	<u>Balance Oct. 1, 1995</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance Sept. 30, 1996</u>
<b>FEE FUND</b>				
<b>Assets</b>				
Cash	<u>\$ -</u>	<u>\$ 1,870</u>	<u>\$ 1,870</u>	<u>\$ -</u>
<b>Liabilities</b>				
Due to other funds	<u>\$ -</u>	<u>\$ 1,870</u>	<u>\$ 1,870</u>	<u>\$ -</u>

See notes to financial statements.

# **COMPLIANCE SECTION**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE  
BASED ON AN AUDIT OF GENERAL PURPOSE OR BASIC FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Supervisor of Elections  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Supervisor of Elections, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 16, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Columbia County Supervisor of Elections, 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, 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. 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.

In planning and performing our audit of the general purpose financial statements of the Columbia County Supervisor of Elections, for the year ended September 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our 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 condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN  
AUDIT OF COMPONENT UNIT GENERAL PURPOSE FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Supervisor of Elections  
Columbia County, Florida

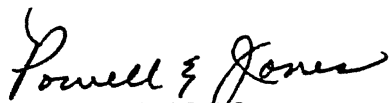
We have audited the component unit general purpose financial statements of the Columbia County Supervisor of Elections, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 16, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Columbia County Supervisor of Elections, is the responsibility of the Columbia County Supervisor of Elections' management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Office's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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 *Government Auditing Standards*.

This report is intended for the information of management, the Board of County Commissioners, and Supervisor of Elections of Columbia County. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
July 16, 1997

## MANAGEMENT LETTER

Honorable Supervisor of Elections  
Columbia County, Florida

In planning and performing our audit of the component unit general purpose financial statements of the Columbia County Supervisor of Elections, a component unit of Columbia County, Florida, for the year ended September 30, 1996, we considered the Office's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of matters that we wish to report to management. In addition to furnishing information required by Chapter 10.550, *Rules of the Auditor General*, the remaining sections of this report letter discuss these matters.

### IMMATERIAL INTERNAL CONTROL FINDINGS

#### PRIOR YEAR FINDINGS

All prior year findings were cleared during the year.

#### CURRENT YEAR FINDINGS

Cash Receipts - From our test of cash receipts, we found minor instances where information on receipts was inadequate to fully document the nature of the receipt. To enhance internal control over cash receipts, we recommend that all receipts be reviewed for proper descriptive information.

Cash Disbursements - From our test of cash disbursements, we found minor instances where there was no written acknowledgement of receipt of goods on related invoices. To enhance the audit-trail, there should be a signature acknowledging receipt of billed goods or equivalent receiving documentation accompanying all paid invoices.

**ANNUAL REPORT OF UNITS OF LOCAL GOVERNMENT** - The financial report for the year ended September 30, 1996, filed with the Department of Banking and Finance pursuant to Section 218.32, *Florida Statutes*, is in agreement with the audited financial statements. The financial statements of the Supervisor of Elections are combined with other County Agencies in that report.

**FINANCIAL EMERGENCY STATUS** - Nothing came to our attention that caused us to believe that the Supervisor of Elections is, or during the fiscal year was, in a state of financial emergency as a consequence of conditions in Section 218.503(1), *Florida Statutes*.



Powell & Jones  
Certified Public Accountants

Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA  
Kenneth M. Daniels, CPA

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Lake City, Florida 32025  
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## INDEPENDENT AUDITOR'S REPORT

Honorable Tax Collector  
Columbia County, Florida

We have audited the accompanying component unit general purpose financial statements of the Columbia County Tax Collector, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, as listed in the preceding table of contents. These financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the component unit general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Columbia County Tax Collector, a component unit of Columbia County, Florida, as of September 30, 1996, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated July 1, 1997, on our consideration of the Columbia County Tax Collector's internal control structure and a report dated July 1, 1997, on its compliance with laws and regulations.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining financial statement listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Columbia County Tax Collector. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

  
POWELL & JONES  
July 1, 1997

# **COMBINED FINANCIAL STATEMENTS**

# COLUMBIA COUNTY, FLORIDA

## TAX COLLECTOR

### COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1996

	Governmental Fund Type	Fiduciary Fund Type	Account Group	Totals
	General Fund	Agency Funds	General Long-Term Debt	(Memorandum Only)
<b>ASSETS</b>				
Cash	\$ 118,913	\$ 100,416	\$ -	\$ 219,329
Accounts receivable	-	964	-	964
Due from other funds	1,734	69,489	-	71,223
Due from other governmental units	23,307	-	-	23,307
Amount to be provided for debt service	-	-	67,120	67,120
Investments	-	420,950	-	420,950
<b>Total assets</b>	<b>\$ 143,954</b>	<b>\$ 591,819</b>	<b>\$ 67,120</b>	<b>\$ 802,893</b>
 <b>LIABILITIES AND FUND EQUITY</b>				
<b>LIABILITIES</b>				
Accounts payable	\$ 2,812	\$ -	\$ -	\$ 2,812
Accrued payroll deductions	417	-	-	417
Due to other funds	99	71,124	-	71,223
Due to other governmental units	140,626	100,477	-	241,103
Capital lease payable	-	-	43,334	43,334
Other current liabilities	-	420,218	-	420,218
Accrued compensated absences	-	-	23,786	23,786
<b>Total liabilities and fund equity</b>	<b>\$ 143,954</b>	<b>\$ 591,819</b>	<b>\$ 67,120</b>	<b>\$ 802,893</b>

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## TAX COLLECTOR

### GENERAL FUND

#### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL

For the Fiscal Year Ended September 30, 1996

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>EXPENDITURES</b>			
General government			
Financial and administrative			
Personal services	\$ 523,142	\$ 520,979	\$ 2,163
Operating expenses	96,341	92,800	3,541
Capital outlay	15,618	15,618	-
Debt service	<u>23,591</u>	<u>23,591</u>	<u>-</u>
Total expenditures	<u>658,692</u>	<u>652,988</u>	<u>5,704</u>
Excess (deficiency) of revenues over expenditures	<u>(5,704)</u>	<u>-</u>	<u>(5,704)</u>
Fund balance at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to financial statements.

# COLUMBIA COUNTY, FLORIDA

## TAX COLLECTOR

### NOTES TO FINANCIAL STATEMENTS

September 30, 1996

#### NOTE 1. THE REPORTING ENTITY

Columbia County is a political subdivision of the State of Florida and, accordingly, is subject to restrictions imposed by the Florida Constitution and Statutes, as well as by its own ordinances. The County is governed by a board of five elected County Commissioners. Additionally, certain functions of county government are operated in a fiduciary capacity by five elected Constitutional Officers. These officers are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector. The duties of these individual officers and the laws regulating the operations of their offices are also detailed in the Florida Constitution and Statutes.

#### NOTE. 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the Tax Collector's significant accounting policies is presented to assist the reader in understanding and interpreting the accompanying financial statements.

##### A. Basis of Presentation

The accounts of the Tax Collector are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two generic fund types and two broad fund categories as follows:

##### GOVERNMENTAL FUND

General Fund - The General Fund is the general operating fund of the Tax Collector. It is used to account for all financial resources not properly accounted for in any other fund.

##### FIDUCIARY FUNDS

Agency Funds - Agency Funds are required and used by the Tax Collector to account for resources received from and disbursed to other governmental units, other funds of Columbia County and individuals. The Tax Collector functions purely as an agent for others in the maintenance of these funds. The following Agency Funds are maintained:

**NOTE 5. LONG-TERM DEBT**

The Tax Collector has an installment payment agreement with Liberty National Leasing Company for the purchase of computer equipment costing \$82,000. The agreement is being paid in four annual payments of \$23,591, including interest of 5.9%.

The following is a schedule of the future minimum lease payments under the above capital lease and the present value of the net minimum lease payments at September 30, 1996:

<u>September 30,</u>	
1997	\$ 23,591
1998	<u>23,591</u>
Total minimum lease payments	47,182
Less: amount representing interest	<u>3,848</u>
Present value of future minimum lease payments	<u>\$ 43,334</u>

During the year ended September 30, 1996, the following changes occurred in long-term debt:

	Balance October 1, 1995	Additions	Deletions	Balance September 30, 1994
Capital leases	\$ 63,218	\$ -	\$ 19,884	\$ 43,334
Compensated absences	<u>19,751</u>	<u>4,035</u>	-	<u>23,786</u>
	<u>\$ 82,969</u>	<u>\$ 4,035</u>	<u>\$ 19,884</u>	<u>\$ 67,120</u>



# **COMBINING STATEMENTS**

# **AGENCY FUNDS**

# COLUMBIA COUNTY, FLORIDA

## TAX COLLECTOR

### AGENCY FUNDS

#### COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

For the Fiscal Year Ended September 30, 1996

	<u>Balance</u> Oct. 1, 1995	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> Sept. 30, 1996
<b>TAG AGENCY FUND</b>				
<b>Liabilities</b>				
Due to other funds	\$ 75	\$ 105	\$ 75	\$ 105
Due to other governmental units	375	3,465,656	3,365,554	100,477
Other current liabilities	224	2	-	226
<b>Total liabilities</b>	<u>\$ 674</u>	<u>\$3,465,763</u>	<u>\$3,365,629</u>	<u>\$ 100,808</u>
<b>TOTALS - ALL AGENCY FUNDS</b>				
<b>Assets</b>				
Cash	\$ 73	\$25,573,801	\$25,473,458	\$ 100,416
Dishonored checks receivable	2,333	-	1,369	964
Due from other funds	75,210	1,229,464	1,235,185	69,489
Investments	383,547	20,846,468	20,809,065	420,950
<b>Total assets</b>	<u>\$ 461,163</u>	<u>\$47,649,733</u>	<u>\$47,519,077</u>	<u>\$ 591,819</u>
<b>Liabilities</b>				
Due to other funds	\$ 78,236	\$20,847,928	\$20,855,040	\$ 71,124
Due to other governmental units	55,861	24,321,567	24,276,951	100,477
Escrow funds payable	721	1,920	721	1,920
Interest payable	1,841	24,155	24,279	1,717
Occupational licenses payable	43,546	53,782	52,787	44,541
Taxes payable	216,854	303,780	216,854	303,780
Other current liabilities	64,104	1,144,677	1,140,521	68,260
<b>Total liabilities</b>	<u>\$ 461,163</u>	<u>\$46,697,809</u>	<u>\$46,567,153</u>	<u>\$ 591,819</u>

See notes to financial statements.

# **COMPLIANCE SECTION**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE  
BASED ON AN AUDIT OF GENERAL PURPOSE OR BASIC FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Tax Collector  
Columbia County, Florida

We have audited the component unit general purpose financial statements of the Columbia County Tax Collector, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 1, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Columbia County Tax Collector, 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, 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. 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.

In planning and performing our audit of the general purpose financial statements of the Columbia County Tax Collector, for the year ended September 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our 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 condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN  
AUDIT OF COMPONENT UNIT GENERAL PURPOSE FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Tax Collector  
Columbia County, Florida

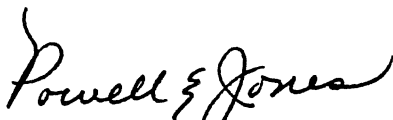
We have audited the component unit general purpose financial statements of the Columbia County Tax Collector, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1996, and have issued our report thereon dated July 1, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Columbia County Tax Collector, is the responsibility of the Columbia County Tax Collector's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Office's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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 *Government Auditing Standards*.

This report is intended for the information of management, the Board of County Commissioners, and Tax Collector of Columbia County. However, this report is a matter of public record and its distribution is not limited.

  
POWELL & JONES  
July 1, 1997

## MANAGEMENT LETTER

Honorable Tax Collector  
Columbia County, Florida

In planning and performing our audit of the component unit general purpose financial statements of the Columbia County Tax Collector, a component unit of Columbia County, Florida, for the year ended September 30, 1996, we considered the Office's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

This letter furnishes the following information required by Chapter 10.550, *Rules of the Auditor General*.

**PRIOR YEAR FINDINGS** - There were no reportable findings in the prior year.

**CURRENT YEAR FINDINGS** - There were no reportable findings in the current year.

**ANNUAL REPORT OF UNITS OF LOCAL GOVERNMENT** - The financial report for the year ended September 30, 1996, filed with the Department of Banking and Finance pursuant to Section 218.32, *Florida Statutes*, is in agreement with the audited financial statements. The financial statements of the Tax Collector are combined with other County agencies in that report.


**FINANCIAL EMERGENCY STATUS** - Nothing came to our attention that caused us to believe that the Tax Collector is, or during the fiscal year was, in a state of financial emergency as a consequence of conditions in Section 218.503(1), *Florida Statutes*.

Our audit did not disclose any further items that would be required to be reported under the *Rules of the Auditor General*, Chapter 10.544(1)(f).

**CONCLUSION** - We have reviewed information regarding our audit with the Tax Collector and have provided him with appropriate documentation as requested. We very much enjoyed the challenges and experiences associated with this audit of the Office. We appreciate the overall high quality of the financial records and personnel in the Tax Collector's Office. We also appreciate the helpful assistance and courtesy afforded us by these employees.

Sincerely,

POWELL & JONES



Richard C. Powell  
Certified Public Accountant  
July 1, 1997