

COLUMBIA COUNTY, FLORIDA

ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 1994



Printed in the United States
of America

COLUMBIA COUNTY, FLORIDA

ANNUAL FINANCIAL REPORT

For the Fiscal Year Ended September 30, 1994

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INTRODUCTORY SECTION

COLUMBIA COUNTY, FLORIDA
LIST OF PRINCIPAL OFFICIALS
September 30, 1994

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

FINANCIAL SECTION



Florida Institute of Certified Public Accountants
 2505 S. First Street
 Lake City, Florida 32025
 904 / 755-4200

Richard C. Powell, CPA
 Martin James Foyers, CPA
 Kenneth M. Daniels, CPA
 Mury Anderson Ferguson, CPA

2505 S. First Street
 Lake City, Florida 32025
 904 / 755-4200

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, 1994, 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 general purpose financial statements referred to above present fairly, in all material respects, the financial position of Columbia County, Florida, as of September 30, 1994, 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
POWELL & JONES
 Lake City, Florida
 August 14, 1995

COLUMBIA COUNTY, FLORIDA

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

September 30, 1994

<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>			
\$ 232,323	\$ 548,169	\$ -	\$ -	\$ 1,581,278
143,420	4,292	-	-	278,492
-	-	-	-	18,214
34,379	17,831	-	-	1,553,986
115,955	491	-	-	1,273,325
-	2,391	-	-	2,391
15,173	-	-	-	15,173
-	6,000	-	-	142,041
2,247,072	243,978	-	-	11,916,265
35,000	-	-	-	35,000
594,000	-	-	-	594,000
801,910	-	-	-	801,910
4,361,279	-	-	-	4,361,279
1,764,097	-	-	-	1,764,097
(1,105,418)	-	-	-	(1,105,418)
-	-	1,469,909	-	1,469,909
-	-	10,305,109	-	10,305,109
-	-	25,381,659	-	25,381,659
-	-	13,145,571	-	13,145,571
-	-	-	-	46,000
-	-	-	-	58,645
197,376	-	-	-	407,169
-	-	-	1,505,137	1,505,137
-	-	-	12,069,090	12,069,090
<u>\$ 9,436,566</u>	<u>\$ 823,152</u>	<u>\$ 50,302,248</u>	<u>\$ 13,574,227</u>	<u>\$ 87,620,322</u>
\$ 219,943	\$ -	\$ -	\$ -	\$ 1,082,929
114,916	112,140	-	-	1,599,986
61,500	385,587	-	-	450,824
-	138,470	-	-	138,470
98,098	10,433	-	-	108,531
-	-	-	-	1,413
19,857	-	-	-	19,857
-	176,429	-	-	176,429
-	93	-	-	1,562
35,000	-	-	-	35,000
200,000	-	-	-	200,000

(continued)

COLUMBIA COUNTY, FLORIDA

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

September 30, 1994

<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u> Trust and Agency Funds	<u>Account Groups</u>		<u>Totals (Memorandum Only)</u>
		<u>General Fixed Assets Group</u>	<u>General Long-term Debt Group</u>	
\$ -	\$ -	\$ -	\$ 339,287	\$ 339,287
181,726	-	-	1,041,464	1,223,190
5,610,000	-	-	9,500,000	15,110,000
-	-	-	2,693,476	2,693,476
241,019	-	-	-	241,019
<u>6,782,059</u>	<u>823,152</u>	<u>-</u>	<u>13,574,227</u>	<u>23,421,973</u>
313,334	-	-	-	313,334
-	-	-	-	10,447,200
-	-	-	-	794,394
2,341,173	-	-	-	2,341,173
-	-	50,302,248	-	50,302,248
<u>2,654,507</u>	<u>-</u>	<u>50,302,248</u>	<u>-</u>	<u>64,198,349</u>
<u>\$ 9,436,566</u>	<u>\$ 823,152</u>	<u>\$ 50,302,248</u>	<u>\$ 13,574,227</u>	<u>\$ 87,620,322</u>

See notes to financial statements.

COLUMBIA COUNTY, FLORIDA

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

For the Fiscal Year Ended September 30, 1994

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Totals (Memorandum Only)
EXPENDITURES (continued)					
Debt Service					
General government	\$ -	\$ 56,071	\$ -	\$ -	\$ 56,071
Public safety	233,810	23,831	-	-	257,641
Transportation	-	127,753	6,321,906	72,804	6,522,463
Economic environment	41,986	-	288,413	-	330,399
Total expenditures	4,356,627	13,865,313	6,610,319	2,648,961	27,481,220
Excess (deficiency) of revenues over expenditures	5,726,789	(5,812,627)	(4,850,552)	(1,767,264)	(6,703,654)
OTHER FINANCING SOURCES (USES)					
Interfund transfers in	-	6,759,433	-	2,794,154	9,553,587
Debt proceeds	575,000	390,907	6,136,902	3,438,645	10,541,454
Interfund transfers out	(5,629,765)	(621,058)	(453,610)	(2,849,154)	(9,553,587)
Total other financing sources (uses)	(5,054,765)	6,529,282	5,683,292	3,383,645	10,541,454
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	672,024	716,655	832,740	1,616,381	3,837,800
Fund balances at beginning of year	1,941,815	2,196,094	1,599,972	1,665,913	7,403,794
Residual equity transfers	12,058	915,518	(927,576)	-	-
Fund balances at end of year	\$2,625,897	\$ 3,828,267	\$1,505,136	\$ 3,282,294	\$11,241,594

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 FUND TYPES

For the Fiscal Year Ended September 30, 1994

Funds Variance Favorable (Unfavorable)	Debt Service Funds			Capital Projects Funds		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
\$ (98,458)	\$ 2,210,000	\$ 1,192,166	\$(1,017,834)	\$ 127	\$ 127	\$ -
(5,853)	-	-	-	-	-	-
(25,515)	660,000	377,941	(282,059)	711,325	711,325	-
(49,931)	-	-	-	-	-	-
(12,788)	-	-	-	-	-	-
72,606	70,000	189,660	119,660	133,722	170,245	36,523
(119,939)	<u>2,940,000</u>	<u>1,759,767</u>	<u>(1,180,233)</u>	<u>845,174</u>	<u>881,697</u>	<u>36,523</u>
115,361	-	-	-	360,149	360,149	-
497,860	-	-	-	-	-	-
3,421	-	-	-	-	-	-
49,167	-	-	-	2,852,224	1,663,059	1,189,165
58,453	-	-	-	-	-	-
(1,153)	-	-	-	2,853	2,853	-
(18,020)	-	-	-	-	-	-
194,873	-	-	-	-	-	-
60,000	-	-	-	-	-	-
(338,185)	-	-	-	509,994	509,994	-
11,407	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	40,102	40,102	-
(56,071)	-	-	-	-	-	-
(21,274)	-	-	-	-	-	-
3	-	6,321,906	(6,321,906)	72,804	72,804	-
-	308,678	288,413	20,265	-	-	-
<u>555,842</u>	<u>308,678</u>	<u>6,610,319</u>	<u>(6,301,641)</u>	<u>3,838,126</u>	<u>2,648,961</u>	<u>1,189,165</u>
<u>435,903</u>	<u>2,631,322</u>	<u>(4,850,552)</u>	<u>(7,481,874)</u>	<u>(2,992,952)</u>	<u>(1,767,264)</u>	<u>1,225,688</u>
181,013	-	-	-	-	2,794,154	2,794,154
385,634	-	6,136,902	6,136,902	3,438,645	3,438,645	-
(621,058)	-	(453,610)	(453,610)	(2,849,154)	(2,849,154)	-
(54,411)	-	<u>5,683,292</u>	<u>5,683,292</u>	<u>589,491</u>	<u>3,383,645</u>	<u>2,794,154</u>
381,492	2,631,322	832,740	(1,798,582)	(2,403,461)	1,616,381	4,019,842
-	1,599,972	1,599,972	-	1,665,913	1,665,913	-
915,518	-	(927,576)	(927,576)	-	-	-
<u>\$ 1,297,010</u>	<u>\$ 4,231,294</u>	<u>\$ 1,505,136</u>	<u>\$(2,726,158)</u>	<u>\$ (737,548)</u>	<u>\$ 3,282,294</u>	<u>\$ 4,019,842</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, 1994

OPERATING EXPENSES (continued)

Landfill Recycling	
Personal services	
Regular salaries	\$ 54,230
FICA	3,685
Retirement	9,260
Health insurance	5,317
Worker's compensation	8,496
Operating expenses	
Rentals & leases	30,011
Tire shredding	111,178
Repair and maintenance	1,770
Operating supplies	19,675
Gas and oil	12,780
Total landfill construction & recycling	<u>256,402</u>
Total operating expenses	<u>1,911,065</u>

Operating income 80,242

NONOPERATING REVENUES (EXPENSES)

State of Florida grants	204,789
Interest earnings	91,516
Interest and other debt service expenses	(412,777)
Environmental enhancement project	<u>(177,372)</u>
Total nonoperating revenues (expenses)	<u>(293,844)</u>

Net income (213,602)

Retained earnings, October 1, 1993 2,554,770
Retained earnings, September 30, 1994 \$2,341,168

See accompanying notes and accountant's report.

COLUMBIA COUNTY, FLORIDA

LANDFILL ENTERPRISE FUND

COMBINED STATEMENT OF CASH FLOWS

For the Fiscal Year Ended September 30, 1994

Reconciliation of Operating Income to Net
Cash Provided by Operating Activities

Operating income	<u>\$ 80,242</u>
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	631,902
Amortization	11,610
(Increase) decrease in assets:	
Accounts receivable	71,541
Due from other funds	23,092
Increase (decrease) in liabilities:	
Accounts payable	(26,374)
Accrued compensated absences	11,473
Increase (decrease) in other liabilities	241,019
Due to other funds	70,101
Due to other governments	<u>61,500</u>
Total adjustments	<u>1,095,864</u>
Net cash provided by operating activities	<u>\$1,176,106</u>

See accompanying notes and accountant's report.

COLUMBIA COUNTY, FLORIDA

NOTES TO FINANCIAL STATEMENTS

September 30, 1994

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, 1994, 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, 1994, 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, 1994, 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 then 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, 1993	Additions	Deletions	Balance September 30, 1994
Land	\$ 1,469,909	\$ -	\$ -	\$ 1,469,909
Buildings	10,305,109	-	-	10,305,109
Improvements other than buildings	23,324,378	2,057,281	-	25,381,659
Equipment	<u>10,864,325</u>	<u>1,137,028</u>	<u>252,933</u>	<u>13,145,571</u>
Total general fixed assets	<u>\$ 45,963,721</u>	<u>\$ 3,194,309</u>	<u>\$ 252,933</u>	<u>\$ 50,302,248</u>

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

	Balance October 1, 1993	Net Additions	Balance September 30, 1994
Land	\$ 801,910	\$ -	\$ 801,910
Equipment	1,728,790	35,307	1,764,097
Construction in progress	4,360,344	(4,360,344)	-
Improvements other than buildings	935	4,360,344	4,361,279
	<u>6,891,979</u>	<u>35,307</u>	<u>6,927,286</u>
Less: accumulated depreciation	(473,516)	(631,902)	(1,105,418)
Net fixed assets	<u>\$ 6,418,463</u>	<u>\$ (596,595)</u>	<u>\$ 5,821,868</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 bulldozer costing \$169,957. The terms of the agreement require four annual payments of \$39,545, including interest at 7.75%.
3. Purchase of a wheel tractor scraper costing \$208,000. The terms of the agreement require five annual payments of \$32,871, including interest at 7.75%. At the end of the sixty month lease term, the County may purchase the equipment for \$87,500.
4. 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%.

- 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 \$335,934, at year end. This loan was renegotiated to the present terms on March 7, 1994.
- 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 \$159,459, was owed at September 30, 1994. 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 follows:

	Revenue Notes	
	A	C
Original amount	\$1,487,320	\$ 212,680
Current interest rate	5.75%	8.00%
Payment, monthly	\$ 10,613	\$ 1,846
Balance at 09-30-94	\$1,382,303	\$ 200,672
Due date	04-23-2012	04-23-2012

- E. The Sheriff had a note payable with Technology Assemblers, Inc. for the purchase of computer equipment. This note amounted to \$5,974 at September 30, 1994, and was subsequently fully paid in the ensuing year without interest.
- F. The Clerk of the Circuit Court has a promissory note payable to CNB National Bank for the refinancing of the above capital lease obligation. This note carries an interest rate of 5% and is payable in thirty-six monthly installments of \$2,597, including interest. This debt is secured by certain computer equipment, and debt service is accounted for in the Clerk's Operating Fund. An additional principal reduction of \$27,403 was made on this note at year end.

Annual debt service requirements to maturity for notes payable including interest of \$1,154,995, are as follows:

Fiscal Year Ending September 30,	Clerk	Sheriff	Board of County Commissioners	Total
1995	\$31,168	\$ 5,974	\$ 381,828	\$ 418,970
1996	4,063	-	375,603	379,666
1997	-	-	369,379	369,379
1998	-	-	363,154	363,154
1999	-	-	213,180	213,180
Thereafter	-	-	2,104,122	2,104,122
	<u>\$35,231</u>	<u>\$ 5,974</u>	<u>\$3,807,266</u>	<u>\$3,848,471</u>

Proprietary Debt

	Balance October 1, 1993	Additions	Retirements	Balance September 30, 1994
Compensated absences	\$ 8,384	\$ 11,473	\$ -	\$ 19,857
Capital leases	256,838	-	75,112	181,726
Revenue bonds payable	5,995,000	-	185,000	5,810,000
	<u>\$6,260,222</u>	<u>\$ 11,473</u>	<u>\$ 260,112</u>	<u>\$ 6,011,583</u>

NOTE 9. INTERFUND RECEIVABLES/PAYABLES

Balances at September 30, 1994, were:

Fund	Interfund Receivables	Interfund Payables
General Fund	<u>\$ 698,066</u>	<u>\$ 222,400</u>
Special Revenue Funds:		
Community Development Block Grant	-	49,776
County Transportation Trust Fund	67,804	290,392
Fines and Forfeitures	49,022	-
Industrial Development Authority	279	-
Law library	500	-
Municipal Services Benefit Unit	59,268	34,379
Municipal Services Special District	44,534	114,997
Special Projects	-	12,058
Tourist Development	-	28,755
	<u>221,407</u>	<u>530,357</u>
Constitutional Officers:		
Clerk of Courts operating	30,628	23,514
Public records modernization trust	5,918	44
Property Appraiser operating	-	14,680
Minimum Standards School	1,180	-
Sheriff operating	6,806	18,747
Supervisor of Elections operating	-	11,040
Tax Collector operating	19,875	38,988
	<u>64,407</u>	<u>107,013</u>
Total Special Revenue Funds	<u>285,814</u>	<u>637,370</u>
Capital Projects Funds:		
Fifth and Sixth Cent Fuel tax	-	67,804
Capital projects	148,977	391,856
Road improvement	138,566	7,500
Industrial Park Trust	6	-
Total Capital Projects Funds	<u>287,549</u>	<u>467,160</u>
Debt Service Funds:		
Tourist Development Debt Service	28,755	-
1993 Debt Service	201,592	-
Total Debt Services Funds	<u>230,347</u>	<u>-</u>
Landfill Enterprise Funds	<u>34,379</u>	<u>114,916</u>
Trust and Agency Funds		
Clerk Jury Witness	-	500
Clerk Registry of the Court	-	49

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, 1994, was \$1,439,978, which represents 20.49% 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, 1993, the unfunded pension benefit obligation for the State of Florida Retirement System, determined through an actuarial valuation performed as of that date was \$13.963 billion as follows:

	<u>Billions</u>
Pension Benefits Obligation	\$ 45.656
Net Assets Available for Benefits at Amortized Cost	<u>31.693</u>
Unfunded Pension Benefit Obligation	<u>\$ 13.963</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, 1993, 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.



BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA

Richard G. Powell, Jr., CPA
Chairman
James Powell, CPA
Cynthia M. Daniels, CPA
Auditor

2535 S. First Street
Lake City, Florida 32025
904-766-1000

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, 1994, 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, 1994, 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.

COMBINED FINANCIAL STATEMENTS

COLUMBIA COUNTY, FLORIDA

BOARD OF COUNTY COMMISSIONERS

COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1994

<u>Capital Projects Fund</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>	
\$ 101,237	\$ 232,323	\$ -	\$ -	\$ 798,638
-	143,420	-	-	273,114
-	-	-	-	18,214
287,543	34,379	-	-	1,284,515
80,006	115,955	-	-	1,460,067
-	15,173	-	-	15,173
-	-	-	-	133,057
3,588,730	2,247,072	-	-	11,672,287
-	35,000	-	-	35,000
-	594,000	-	-	594,000
-	801,910	-	-	801,910
-	4,361,279	-	-	4,361,279
-	1,764,097	-	-	1,764,097
-	(1,105,418)	-	-	(1,105,418)
-	-	1,469,909	-	1,469,909
-	-	10,305,109	-	10,305,109
-	-	25,381,659	-	25,381,659
-	-	11,507,316	-	11,507,316
-	-	-	-	46,000
-	-	-	-	58,645
-	197,376	-	-	407,169
-	-	-	1,505,137	1,505,137
-	-	-	12,012,482	12,012,482
<u>\$ 4,057,516</u>	<u>\$9,436,566</u>	<u>\$ 48,663,993</u>	<u>\$ 13,517,619</u>	<u>\$ 84,799,359</u>
\$ 308,062	\$ 219,943	\$ -	\$ -	\$ 929,137
467,160	114,916	-	-	1,284,515
-	61,500	-	-	79,202
-	98,098	-	-	98,098
-	-	-	-	1,413
-	19,857	-	-	19,857
-	-	-	-	34,402
-	35,000	-	-	35,000
-	200,000	-	-	200,000

(continued)

COLUMBIA COUNTY, FLORIDA

BOARD OF COUNTY COMMISSIONERS

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1994

<u>Capital Projects Fund</u>	Proprietary Fund Type	<u>Account Groups</u>		<u>Totals (Memorandum Only)</u>
	<u>Enterprise Fund</u>	<u>General Fixed Assets Group</u>	<u>General Long-term Debt Group</u>	
\$ -	\$ -	\$ -	\$ 339,287	\$ 339,287
-	181,726	-	1,024,964	1,206,690
-	5,610,000	-	9,500,000	15,110,000
-	-	-	2,653,368	2,653,368
-	241,019	-	-	241,019
-	-	-	-	46,000
<u>775,222</u>	<u>6,782,059</u>	<u>-</u>	<u>13,517,619</u>	<u>22,277,988</u>
-	313,334	-	-	313,334
3,282,294	-	-	-	10,408,477
-	-	-	-	794,394
-	2,341,173	-	-	2,341,173
-	-	48,663,993	-	48,663,993
<u>3,282,294</u>	<u>2,654,507</u>	<u>48,663,993</u>	<u>-</u>	<u>62,521,371</u>
<u>\$ 4,057,516</u>	<u>\$9,436,566</u>	<u>\$ 48,663,993</u>	<u>\$ 13,517,619</u>	<u>\$ 84,799,359</u>

See notes to financial statements.

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, 1994

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Totals (Memorandum Only)
EXPENDITURES (continued)					
Debt Service					
Public safety	\$ 233,810	\$ 2,405	\$ -	\$ -	\$ 236,215
Transportation	-	127,753	6,321,906	72,804	6,522,463
Economic environment	41,986	-	288,413	-	330,399
Total expenditures	<u>4,356,627</u>	<u>6,458,699</u>	<u>6,610,319</u>	<u>2,648,961</u>	<u>20,074,606</u>
Excess (deficiency) of revenues over expenditures	<u>5,726,789</u>	<u>442,966</u>	<u>(4,850,552)</u>	<u>(1,767,264)</u>	<u>(448,061)</u>
OTHER FINANCING SOURCES (USES)					
Interfund transfers in	-	508,610	-	2,794,154	3,302,764
Debt proceeds	575,000	385,634	6,136,902	3,438,645	10,536,181
Interfund transfers out	-	-	(453,610)	(2,849,154)	(3,302,764)
Interfund transfers to County officers	(5,629,765)	(621,058)	-	-	(6,250,823)
Total other financing sources (uses)	<u>(5,054,765)</u>	<u>273,186</u>	<u>5,683,292</u>	<u>3,383,645</u>	<u>4,285,358</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>672,024</u>	<u>716,152</u>	<u>832,740</u>	<u>1,616,381</u>	<u>3,837,297</u>
Fund balances at beginning of year	1,941,815	2,157,874	1,599,972	1,665,913	7,365,574
Residual equity transfers	12,058	915,518	(927,576)	-	-
Fund balances at end of year	<u>\$2,625,897</u>	<u>\$3,789,544</u>	<u>\$1,505,136</u>	<u>\$ 3,282,294</u>	<u>\$11,202,871</u>

See notes to financial statements.

COLUMBIA COUNTY, FLORIDA

BOARD OF COUNTY COMMISSIONERS

COMBINED STATEMENT OF REVENUES, EXPENITURES, 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, 1994

Funds Variance Favorable (Unfavorable)	Debt Service Funds			Capital Projects Funds		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
\$ (98,458)	\$ 2,210,000	\$ 1,192,166	\$(1,017,834)	\$ 127	\$ 127	\$ -
(5,853)	-	-	-	-	-	-
(25,515)	660,000	377,941	(282,059)	711,325	711,325	-
(34,285)	-	-	-	-	-	-
(12,788)	-	-	-	-	-	-
64,223	70,000	189,660	119,660	133,722	170,245	36,523
<u>(112,676)</u>	<u>2,940,000</u>	<u>1,759,767</u>	<u>(1,180,233)</u>	<u>845,174</u>	<u>881,697</u>	<u>36,523</u>
2,416	-	-	-	360,149	360,149	-
497,278	-	-	-	-	-	-
3,421	-	-	-	-	-	-
49,167	-	-	-	2,852,224	1,663,059	1,189,165
58,453	-	-	-	-	-	-
-	-	-	-	-	-	-
(1,153)	-	-	-	2,853	2,853	-
-	-	-	-	-	-	-
183,495	-	-	-	-	-	-
60,000	-	-	-	-	-	-
(338,185)	-	-	-	509,994	509,994	-
11,407	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	40,102	40,102	-
152	-	-	-	-	-	-
3	-	6,321,906	(6,321,906)	72,804	72,804	-
-	308,678	288,413	20,265	-	-	-
<u>526,454</u>	<u>308,678</u>	<u>6,610,319</u>	<u>(6,301,641)</u>	<u>3,838,126</u>	<u>2,648,961</u>	<u>1,189,165</u>
413,778	2,631,322	(4,850,552)	(7,481,874)	(2,992,952)	(1,767,264)	1,225,688
207,135	-	-	-	-	2,794,154	2,794,154
385,634	-	6,136,902	6,136,902	3,438,645	3,438,645	-
(621,058)	-	(453,610)	(453,610)	(2,849,154)	(2,849,154)	-
<u>(28,289)</u>	<u>-</u>	<u>5,683,292</u>	<u>5,683,292</u>	<u>589,491</u>	<u>3,383,645</u>	<u>2,794,154</u>
385,489	2,631,322	832,740	(1,798,582)	(2,403,461)	1,616,381	4,019,842
-	1,599,972	1,599,972	-	1,665,913	1,665,913	-
915,518	-	(927,576)	(927,576)	-	-	-
<u>\$ 1,301,007</u>	<u>\$ 4,231,294</u>	<u>\$ 1,505,136</u>	<u>\$(2,726,158)</u>	<u>\$ (737,548)</u>	<u>\$ 3,282,294</u>	<u>\$ 4,019,842</u>

See notes to financial statements.

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, 1994

OPERATING EXPENSES (continued)

Landfill Recycling	
Personal services	
Regular salaries	\$ 54,230
FICA	3,685
Retirement	9,260
Health insurance	5,317
Worker's compensation	8,496
Operating expenses	
Rentals & leases	30,011
Tire shredding	111,178
Repair and maintenance	1,770
Operating supplies	19,675
Gas and oil	<u>12,780</u>
Total landfill construction & recycling	<u>256,402</u>
Total operating expenses	<u>1,911,065</u>
Operating income	<u>80,242</u>
NONOPERATING REVENUES (EXPENSES)	
State of Florida grants	204,789
Interest earnings	91,516
Interest and other debt service expenses	(412,777)
Environmental enhancement project	<u>(177,372)</u>
Total nonoperating revenues (expenses)	<u>(293,844)</u>
Net income	(213,602)
Retained earnings, October 1, 1993	<u>2,554,770</u>
Retained earnings, September 30, 1994	<u><u>\$2,341,168</u></u>

See accompanying 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, 1994

Reconciliation of Operating Income to Net Cash Provided by Operating Activities

Operating income	<u>\$ 80,242</u>
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	631,902
Amortization	11,610
(Increase) decrease in assets:	
Accounts receivable	71,541
Due from other funds	23,092
Increase (decrease) in liabilities:	
Accounts payable	(26,374)
Accrued compensated absences	11,473
Increase (decrease) in other liabilities	241,019
Due to other funds	70,101
Due to other governments	61,500
Total adjustments	<u>1,095,864</u>
Net cash provided by operating activities	<u>\$1,176,106</u>

See accompanying notes to financial statements.

COLUMBIA COUNTY, FLORIDA

BOARD OF COUNTY COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

September 30, 1994

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 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, 1994, 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, 1994, the Board's investments consisted of the following:

	Carrying Amount	Market Value	Category
Florida Counties Investment Trust Fund	\$ 1,124,006	\$ 1,124,006	-
Local Government Surplus Funds Trust Fund	10,548,281	10,548,281	1
U.S. Treasury Securities	594,000	594,000	-
	<u>\$12,266,287</u>	<u>\$12,266,287</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, 1994, consist of the following:

Fund Type	Billed Accounts	Governmental Unit Payments	Total
General	\$ 4,846	\$ 563,714	\$ 568,560
Special Revenue	124,757	491,150	615,907
Capital Projects	-	80,006	80,006
Enterprise	143,420	115,955	259,375
Debt Service	91	209,242	209,333
	<u>\$273,114</u>	<u>\$1,460,067</u>	<u>\$ 1,733,181</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, 1994:

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 \$562,102 in fees had been billed, 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 \$208,000. The terms of the agreement require five annual payments of \$32,871, including interest at 7.75%. At the end of the sixty month lease term, the County may purchase the equipment for \$87,500.
 4. 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%.
 5. 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.
- 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%.
- C. The Board also has an installment payment agreement with Southern Bell for the purchase of a central telephone system costing \$42,200. The note payable is being paid in annual installments of \$10,746, including interest at 9.75%.

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, 1994:

<u>September 30,</u>	<u>County Commission</u>		<u>Total</u>
	<u>Governmental</u>	<u>Enterprise</u>	
1995	\$ 155,614	\$ 139,977	\$ 295,591
1996	113,372	52,477	165,849
1997	113,372	-	113,372
1998	600,276	-	600,276
1999	<u>277,500</u>	<u>-</u>	<u>277,500</u>
Total minimum lease payments	1,260,134	192,454	1,452,588
Less: amount representing interest	<u>(235,170)</u>	<u>(10,728)</u>	<u>(245,898)</u>
Present value of future minimum lease payments	<u>\$1,024,964</u>	<u>\$ 181,726</u>	<u>\$ 1,206,690</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:

Debt service requirements to maturity, including interest of \$3,012,028, are as follows:

Fiscal Year Ending <u>September 30,</u>	<u>Amount</u>
1995	\$ 237,102
1996	1,476,466
1997	1,533,903
1998	1,180,821
1999	1,155,190
Thereafter	<u>6,928,546</u>
	<u>\$12,512,028</u>

- B. On July 1, 1991, the Board issued Solid Waste Disposal Revenue Bonds - Series 1991 in the amount of \$6,345,000. The proceeds of this bond issue were utilized to construct a solid waste disposal facility for the County. These bonds are payable annually over twenty years with interest rates ranging from 4.80% to 6.65%. This debt is payable from net revenues of the solid waste disposal facility. Debt service is accounted for in the Landfill Enterprise Fund.

Debt service requirements to maturity including interest of \$4,627,162, are as follows:

Fiscal Year Ending <u>September 30,</u>	<u>Amount</u>
1995	\$ 592,390
1996	590,990
1997	588,600
1998	590,180
1999	590,610
Thereafter	<u>7,081,827</u>
	<u>\$10,034,597</u>

Changes in Long-Term Liabilities

During the year ended September 30, 1994, the following occurred in liabilities reported in the general long-term debt account group:

	Balance October 1, 1993	Additions	Retirements	Balance September 30, 1994
Compensated absences	\$ 412,228	\$ -	\$ 72,941	\$ 339,287
Capital leases	797,431	310,634	83,101	1,024,964
Notes payable	2,426,602	734,459	507,693	2,653,368
Revenue bonds payable	<u>5,250,000</u>	<u>9,500,000</u>	<u>5,250,000</u>	<u>9,500,000</u>
	<u>\$8,886,261</u>	<u>\$10,545,093</u>	<u>\$ 5,913,735</u>	<u>\$ 13,517,619</u>

Proprietary Debt

	Balance October 1, 1993	Additions	Retirements	Balance September 30, 1994
Compensated absences	\$ 8,384	\$ 11,473	\$ -	\$ 19,857
Capital leases	256,838	-	75,112	181,726
Revenue bonds payable	<u>5,995,000</u>	<u>-</u>	<u>185,000</u>	<u>5,810,000</u>
	<u>\$6,260,222</u>	<u>\$ 11,473</u>	<u>\$ 260,112</u>	<u>\$ 6,011,583</u>

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, 1994, was \$510,602, which represents 17.35% 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, 1993, the unfunded pension benefit obligation for the State of Florida Retirement System, determined through an actuarial valuation performed as of that date was \$13.963 billion as follows:

	<u>Billions</u>
Pension Benefits Obligation	\$ 45.656
Net Assets Available for Benefits at Amortized Cost	<u>31.693</u>
Unfunded Pension Benefit Obligation	<u>\$ 13.963</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, 1993, 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

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, 1994

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Taxes			
Ad valorem taxes			
Current ad valorem taxes	\$6,325,566	\$6,076,694	\$ (248,872)
Delinquent ad valorem taxes	10,200	26,997	16,797
Franchise fees			
CATV	<u>90,000</u>	<u>99,779</u>	<u>9,779</u>
Total taxes	<u>6,425,766</u>	<u>6,203,470</u>	<u>(222,296)</u>
Intergovernmental revenue			
Federal grants			
Economic environment			
Federal disaster relief	-	25,542	25,542
Culture/recreation			
Library grants	23,322	30,285	6,963
State grants			
General government			
State attorney and public defender	73,000	75,248	2,248
Other general government	6,000	-	(6,000)
Public safety			
Sheriff	84,923	43,800	(41,123)
State Emergency Management	70,424	70,414	(10)
State Emergency Preparedness	5,462	10,924	5,462
Physical environment			
Waste tire grant	50,000	-	(50,000)
Human services			
Mosquito control-1	22,531	25,234	2,703
Child support enforcement program	-	1,354	1,354
Culture/recreation			
Aid to libraries	33,568	42,824	9,256
State shared revenues			
General government			
State revenue sharing	492,565	674,706	182,141
Insurance agents county licenses	4,000	7,411	3,411
Alcoholic beverage licenses	16,000	9,469	(6,531)
Racing tax	208,250	208,250	-
Local government half-cent sales tax	<u>1,796,750</u>	<u>1,883,717</u>	<u>86,967</u>
Total intergovernmental revenue	<u>2,886,795</u>	<u>3,109,178</u>	<u>222,383</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, 1994

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Rents and royalties			
Rents	\$ -	\$ 466	\$ 466
Jefferson Pilot rent	46,644	46,647	3
Sale of fixed assets			
Equipment	4,163	24,323	20,160
Contributions and donations			
Friends of Library	6,048	6,048	-
Literacy Council	5,466	6,000	534
Other contributions	66,013	66,213	200
Other miscellaneous	<u>22,724</u>	<u>16,594</u>	<u>(6,130)</u>
Total miscellaneous	<u>236,058</u>	<u>286,059</u>	<u>50,001</u>
Total revenues	<u>9,978,449</u>	<u>10,083,416</u>	<u>104,967</u>
 EXPENDITURES			
General government			
Legislative			
Personal services	327,163	327,161	2
Operating expenses	39,640	43,207	(3,567)
Capital outlay	<u>3,257</u>	<u>3,257</u>	<u>-</u>
Total legislative	<u>370,060</u>	<u>373,625</u>	<u>(3,565)</u>
Executive			
Personal services	<u>649</u>	<u>649</u>	<u>-</u>
Auditing/accounting			
Operating expenses	<u>72,262</u>	<u>72,261</u>	<u>1</u>
Data processing			
Operating expenses	<u>20,021</u>	<u>18,533</u>	<u>1,488</u>
Legal counsel			
Personal services	3,401	3,327	74
Operating expenses	<u>30,146</u>	<u>30,145</u>	<u>1</u>
Total legal counsel	<u>33,547</u>	<u>33,472</u>	<u>75</u>
Clerk of Circuit Court			
Operating expenses	<u>268,298</u>	<u>268,298</u>	<u>-</u>
Clerk of County Court			
Personal Services	699	699	-
Operating expenses	<u>450</u>	<u>450</u>	<u>-</u>
Total Clerk of County Court	<u>1,149</u>	<u>1,149</u>	<u>-</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, 1994

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Criminal investigations			
Operating expenses	\$ 4,047	\$ 4,046	\$ 1
Elections office			
Operating expenses	4,935	4,668	267
Total general government	<u>1,832,510</u>	<u>1,805,750</u>	<u>26,760</u>
Public safety			
Law enforcement			
Personal services	99,168	99,739	(571)
Detention Center facilities			
Personal services	33,146	33,105	41
Operating expenses	164,169	147,852	16,317
Debt service	233,811	233,810	1
Total Detention Center facilities	<u>431,126</u>	<u>414,767</u>	<u>16,359</u>
Emergency and disaster relief			
Personal services	37,928	37,887	41
Operating expenses	6,573	6,202	371
Total emergency and disaster relief	<u>44,501</u>	<u>44,089</u>	<u>412</u>
Emergency Management Services			
Personal services	6,742	6,741	1
Operating expenses	5,399	4,355	1,044
Capital outlay	52,416	52,668	(252)
Total emergency management services	<u>64,557</u>	<u>63,764</u>	<u>793</u>
Total public safety	<u>639,352</u>	<u>622,359</u>	<u>16,993</u>
Physical environment			
Conservation and resource management			
Grants and aids	500	500	-
County agent			
Personal services	98,761	94,750	4,011
Operating expenses	25,759	23,222	2,537
Total county agent	<u>124,520</u>	<u>117,972</u>	<u>6,548</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, 1994

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Welfare			
Grants and aids	\$ 25,000	\$ 25,000	\$ -
Retardation			
Grants and aids	17,250	17,250	-
Other human services	130,690	47,237	83,453
Total human services	<u>1,114,215</u>	<u>960,904</u>	<u>153,311</u>
Culture/recreation			
Columbia County Library			
Personal services	298,503	298,503	-
Operating expenses	81,075	51,634	29,441
Capital outlay	24,983	24,983	-
Total Columbia County Library	<u>404,561</u>	<u>375,120</u>	<u>29,441</u>
Fort White Library			
Personal services	14,049	14,049	-
Operating expenses	3,172	3,172	-
Capital outlay	20,855	36,403	(15,548)
Total Fort White Library	<u>38,076</u>	<u>53,624</u>	<u>(15,548)</u>
Detention Center Library			
Personal services	14,203	14,203	-
Operating expenses	1,487	1,487	-
Capital outlay	1,440	1,440	-
Total Detention Center Library	<u>17,130</u>	<u>17,130</u>	<u>-</u>
Information and referral			
Personal services	6,019	6,019	-
Library Literacy Grant			
Personal services	15,272	15,272	-
Operating expenses	2,337	1,349	988
Capital outlay	8,460	7,328	1,132
Total Library Literacy Grant	<u>26,069</u>	<u>23,949</u>	<u>2,120</u>

(continued)

SPECIAL REVENUE FUNDS

COLUMBIA COUNTY, FLORIDA

BOARD OF COUNTY COMMISSIONERS

SPECIAL REVENUE FUNDS

COMBINING BALANCE SHEET

September 30, 1994

<u>Law Library</u>	<u>Local Housing Assistance</u>	<u>Municipal Services Benefit Unit</u>	<u>Municipal Services Special District</u>	<u>Special Projects</u>	<u>Tourist Development Tax</u>	<u>Totals</u>
\$ 3,934	\$ 109,815	\$ 17,241	\$ 13,128	\$ 12,058	\$ 38,199	\$ 403,430
-	-	95,601	11,875	-	130	124,757
-	-	-	-	-	-	18,214
-	-	56,653	40,490	-	-	164,947
500	-	7,806	4,044	-	-	491,150
-	-	-	-	-	-	133,057
-	267,741	20,786	643,237	-	52,262	3,195,582
-	-	46,000	-	-	-	46,000
<u>\$ 4,434</u>	<u>\$ 377,556</u>	<u>\$ 244,087</u>	<u>\$ 712,774</u>	<u>\$ 12,058</u>	<u>\$ 90,591</u>	<u>\$4,577,137</u>
\$ -	\$ -	\$ 20,880	\$ 184,662	\$ -	\$ 6,648	\$ 255,292
-	-	34,379	97,612	12,058	28,755	512,972
-	-	317	17,385	-	-	17,702
-	-	-	-	-	1,413	1,413
-	-	-	154	-	-	214
<u>-</u>	<u>-</u>	<u>55,576</u>	<u>299,813</u>	<u>12,058</u>	<u>36,816</u>	<u>787,593</u>
4,434	377,556	188,511	412,961	-	53,775	3,789,544
<u>\$ 4,434</u>	<u>\$ 377,556</u>	<u>\$ 244,087</u>	<u>\$ 712,774</u>	<u>\$ 12,058</u>	<u>\$ 90,591</u>	<u>\$4,577,137</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, 1994

Law Library	Local Housing Assistance	Municipal Services Benefit Unit	Municipal Services Special District	Special Projects	Tourist Development Tax	Totals
\$ -	\$ -	\$ 38,244	\$ -	\$ -	\$ -	\$1,666,247
-	-	221,647	-	-	-	221,647
-	553,787	76,536	394,619	-	2,500	2,065,414
5,705	-	100,741	614,676	-	25,492	771,189
-	-	-	-	-	-	623,633
-	8,161	43,548	1,129,092	298	257,940	1,553,535
<u>5,705</u>	<u>561,948</u>	<u>480,716</u>	<u>2,138,387</u>	<u>298</u>	<u>285,932</u>	<u>6,901,665</u>
4,770	-	54,682	90,751	-	-	150,203
-	-	221,144	1,776,897	-	-	2,000,745
-	-	723,443	-	-	-	732,499
-	-	-	-	-	-	2,071,529
-	184,392	-	-	-	327,717	601,643
-	-	72,156	-	-	-	72,156
-	-	597	68,607	-	-	133,073
-	-	3,074	-	-	-	3,074
-	-	-	-	-	-	562,953
-	-	-	-	-	666	666
-	-	-	2,405	-	-	2,405
-	-	-	-	-	-	127,753
<u>4,770</u>	<u>184,392</u>	<u>1,075,096</u>	<u>1,938,660</u>	<u>-</u>	<u>328,383</u>	<u>6,458,699</u>
935	377,556	(594,380)	199,727	298	(42,451)	442,966
-	-	-	-	-	50,000	508,610
-	-	-	75,000	-	-	385,634
-	-	-	-	-	-	(621,058)
<u>-</u>	<u>-</u>	<u>-</u>	<u>75,000</u>	<u>-</u>	<u>50,000</u>	<u>273,186</u>
935	377,556	(594,380)	274,727	298	7,549	716,152
3,499	-	782,891	138,234	11,760	46,226	2,157,874
-	-	-	-	(12,058)	-	915,518
<u>\$ 4,434</u>	<u>\$ 377,556</u>	<u>\$ 188,511</u>	<u>\$ 412,961</u>	<u>\$ -</u>	<u>\$ 53,775</u>	<u>\$3,789,544</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, 1994

	<u>Road Improvement Debt Service</u>	<u>1989 Debt Service</u>	<u>1993 Debt Service</u>	<u>Tourist Development Debt Service</u>	<u>Totals</u>
REVENUES					
Taxes	\$ -	\$ -	\$ 892,892	\$ 299,274	\$1,192,166
Intergovernmental Revenue	-	-	377,941	-	377,941
Miscellaneous	<u>74,108</u>	<u>100,368</u>	<u>9,385</u>	<u>5,899</u>	<u>189,760</u>
Total revenues	<u>74,108</u>	<u>100,368</u>	<u>1,280,218</u>	<u>305,173</u>	<u>1,759,867</u>
EXPENDITURES					
Debt Service					
Transportation	2,700,014	2,815,321	806,570	-	6,321,905
Economic environment	-	-	-	288,413	288,413
Total expenditures	<u>2,700,014</u>	<u>2,815,321</u>	<u>806,570</u>	<u>288,413</u>	<u>6,610,318</u>
Excess (deficiency) of revenues over expenditures	<u>(2,625,906)</u>	<u>(2,714,953)</u>	<u>473,648</u>	<u>16,760</u>	<u>(4,850,451)</u>
OTHER FINANCING SOURCES (USES)					
Debt proceeds	2,264,660	3,034,335	837,907	-	6,136,902
Interfund transfers out	<u>(203,610)</u>	<u>(200,000)</u>	<u>(100)</u>	<u>(50,000)</u>	<u>(453,710)</u>
Total other financing sources (uses)	<u>2,061,050</u>	<u>2,834,335</u>	<u>837,807</u>	<u>(50,000)</u>	<u>5,683,192</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(564,856)	119,382	1,311,455	(33,240)	832,741
Fund balances at beginning of year	635,561	737,489	-	226,922	1,599,972
Residual equity transfer out	<u>(70,705)</u>	<u>(856,871)</u>	<u>-</u>	<u>-</u>	<u>(927,576)</u>
Fund balances at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$1,311,455</u>	<u>\$ 193,682</u>	<u>\$1,505,137</u>

See notes to financial statements.

CAPITAL PROJECTS FUNDS

COLUMBIA COUNTY, FLORIDA

BOARD OF COUNTY COMMISSIONERS

CAPITAL PROJECTS FUNDS

COMBINING BALANCE SHEET

September 30, 1994

	<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>
ASSETS					
Current Assets					
Cash	\$ 7,524	\$ 77,118	\$ 74	\$ 16,521	\$ 101,237
Due from other funds	148,977	-	138,566	-	287,543
Due from other governmental units	80,000	-	-	6	80,006
Investments	<u>540,358</u>	<u>2,061,002</u>	<u>903,281</u>	<u>84,089</u>	<u>3,588,730</u>
Total assets	<u>\$ 776,859</u>	<u>\$2,138,120</u>	<u>\$1,041,921</u>	<u>\$ 100,616</u>	<u>\$4,057,516</u>
 LIABILITIES AND FUND BALANCES					
LIABILITIES					
Current Liabilities					
Accounts payable	\$ 149,067	\$ 138,873	\$ 20,122	\$ -	\$ 308,062
Due to other funds	<u>391,856</u>	<u>67,804</u>	<u>7,500</u>	<u>-</u>	<u>467,160</u>
Total liabilities	<u>540,923</u>	<u>206,677</u>	<u>27,622</u>	<u>-</u>	<u>775,222</u>
 FUND BALANCES					
Undesignated fund balances	<u>235,936</u>	<u>1,931,443</u>	<u>1,014,299</u>	<u>100,616</u>	<u>3,282,294</u>
Total liabilities and fund balances	<u>\$ 776,859</u>	<u>\$2,138,120</u>	<u>\$1,041,921</u>	<u>\$ 100,616</u>	<u>\$4,057,516</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, 1994

	<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>
OTHER FINANCING SOURCES (USES)					
Interfund transfers in	\$ -	\$2,794,154	\$ -	\$ -	\$2,794,154
Debt proceeds	-	-	3,438,645	-	3,438,645
Interfund transfers out	-	(55,000)	(2,794,154)	-	(2,849,154)
Total other financing sources (uses)	<u>-</u>	<u>2,739,154</u>	<u>644,491</u>	<u>-</u>	<u>3,383,645</u>
 Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	 (28,570)	 1,554,844	 86,228	 3,879	 1,616,381
 Fund balances at beginning of year	 <u>264,506</u>	 <u>376,599</u>	 <u>928,071</u>	 <u>96,737</u>	 <u>1,665,913</u>
Fund balances at end of year	<u>\$ 235,936</u>	<u>\$1,931,443</u>	<u>\$1,014,299</u>	<u>\$ 100,616</u>	<u>\$3,282,294</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, 1994

<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, 1993</u>	<u>Match</u>	<u>Revenue Recognized</u>	<u>1994 Expenditures</u>	<u>Fund Balance September 30, 1994</u>
FEDERAL FINANCIAL ASSISTANCE									
NONMAJOR PROGRAMS									
<u>Federal Emergency Management Agency</u>									
Passed through Florida Department of Community Affairs:									
Emergency Management Assistance	83.516	94-E0-4M-03-22-01-012	\$ 70,424	\$ -	\$ -	\$ -	\$ 70,414	\$ 70,414	\$ -
		94-EM-3W-03-22-10-012	10,924	-	-	-	10,924	10,924	-
<u>U.S. Department of Education</u>	84.167A	R167A20528	-	-	(24,557)	-	-	-	(24,557)
<u>U. S. Department of Justice</u>									
Passed through Florida Department of Community Affairs:									
Anti-Drug Abuse Act									
Drug Control and System Improvement Formula Grant Program	16.579	94-CJ-12-03-22-01-140	58,400	-	-	14,600	43,800	58,400	-
<u>U.S. Department of Forestry</u>									
Passed through Florida Department of Agriculture									
Rural Community Fire Protection	16.662	N/A	700	-	-	-	700	700	-
Total Federal			\$ 140,448	\$ -	\$ (24,557)	\$ 14,600	\$ 125,838	\$ 140,438	\$ (24,557)
STATE FINANCIAL ASSISTANCE									
<u>Department of State - Division of Library and Information Services</u>									
Literacy project		DLIS-92-I-12	\$ *26,992	\$ 23,520	\$ 3,472	\$ -	\$ -	\$ 3,472	\$ -
State aid to libraries									
Operating		94-ST-08	*42,824	-	-	-	42,824	42,824	-
Equalization		93-ST-08	*295,518	83,628	211,890	-	-	54,659	157,231
		94-ST-08	*351,325	-	-	-	351,325	-	351,325
Literacy project		DLIS-93-I-12	*30,285	-	-	15,191	30,285	45,476	-
<u>Department of Environmental Regulation</u>									
Recycling and Education Grant		RE-94-10	*123,125	-	-	-	123,125	123,125	-
Waste Tire Grant		WT-94-10	*31,654	-	-	-	31,654	31,654	-
Small County Grant			*50,000	-	-	-	50,000	50,000	-
<u>Department of Health & Rehabilitative Services</u>									
Emergency Medical Services County Grant Program		C-9312	*18,921	-	-	-	18,921	18,921	-
<u>Department of Agriculture & Consumer Services</u>									
Mosquito Control Grant			27,359	-	-	-	25,234	25,234	-
Total State			\$ 998,003	\$ 107,148	\$ 215,362	\$ 15,191	\$ 673,368	\$395,365	\$ 508,556

*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, 1994, and have issued our report thereon dated August 14, 1995.

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, 1994, 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.

**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, 1994, and have issued our report thereon dated August 14, 1995.

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.

In planning and performing our audit for the year ended September 30, 1994, 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 Columbia County Board of County Commissioners' general purpose financial statements 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 financial statements in a separate report dated August 14, 1995.

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, 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.

For the purpose of this report, we have classified the significant internal control structure policies and procedures used in administering federal financial assistance programs in the following categories:

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.

However, we noted certain matters involving the internal control structure and its operation that we have reported to the management of the Board of County Commissioners, in a separate letter dated August 14, 1995.

This report is intended for the information of management, the 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
Lake City, Florida
August 14, 1995

**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, 1994, and have issued our report thereon dated August 14, 1995.

We conducted our audit in accordance with generally accepted auditing standards, *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 letter dated August 14, 1995.

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
Lake City, Florida
August 14, 1995

**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, 1994, and have issued our report thereon dated August 14, 1995.

We have applied procedures to test the Columbia County Board of County Commissioners' compliance with the following requirements applicable to each of its federal financial assistance programs, which are identified in the schedule of federal and state financial assistance, for the year ended September 30, 1994: 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 Departments of Community Affairs and State. However, this report is a matter of public record and its distribution is not limited.

Powell & Jones
POWELL & JONES
Lake City, Florida
August 14, 1995

**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, 1994, and have issued our report therein dated August 14, 1995.

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, 1994. 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 Departments of Community Affairs and State. However, this report is a matter of public record and its distribution is not limited.


POWELL & JONES
Lake City, Florida
August 14, 1995

**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, 1994, and have issued our report thereon dated August 14, 1995.

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, 1994, 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.

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.

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
Lake City, Florida
August 14, 1995

MANAGEMENT LETTER

To the Board of County Commissioners
Columbia County, Florida

In planning and performing our audit of 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, 1994, 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

CURRENT YEAR FINDINGS

Travel

From our test of travel expenses, we found instances where travel vouchers did not always indicate the hour of departure and return to support the reimbursement of meals claimed. We recommend that travel vouchers be fully completed to verify the payments made.

Cash Receipts

From our test of cash receipts, we noted instances where receipts at the EMS billing office were occasionally held in excess of seven days prior to being deposited. To maximize internal control and safety over cash collections, we recommend that deposits be made daily, or at least by the end of each week.

Credits Due County

From our test of Road Department transactions, we found an instance where an engine core credit of \$4,110 due the County was not followed up on, when it was not remitted by the vendor. Upon our notification, the Board is in the process of securing these funds. We recommend that the Board establish controls to assure prompt follow-up when such circumstances occur in the future.

PRIOR YEAR FINDINGS

Additional findings in the prior year were cleared during the current year.



OFFICE OF THE
STATE AUDITOR OF FLORIDA

Richard L. Powell, III, CPA
 William Jones, CPA, CFE
 Kenneth J. Sanders, CPA
 William W. Johnson, CPA, CFE

2355 S. First Street
 Lake City, Florida 32025
 904/795-4200

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, 1994, 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, 1994, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

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
POWELL & JONES
 Lake City, Florida
 August 14, 1995

COMBINED FINANCIAL STATEMENTS

COLUMBIA COUNTY, FLORIDA

CLERK OF CIRCUIT COURT

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1994

	Governmental Funds		Fiduciary Funds	Account Group	Totals (Memorandum Only)
	General Fund	Special Revenue Fund	Agency Funds	General Long-Term Debt	
ASSETS					
Cash	\$ 4,703	\$ 11,063	\$ 458,794	\$ -	\$ 474,560
Accounts receivable	710	35	2,946	-	3,691
Due from individuals	-	-	2,391	-	2,391
Due from other funds	4,501	5,918	596	-	11,015
Due from other governmental units	26,127	-	491	-	26,618
Inventories	-	-	6,000	-	6,000
Amount to be provided for debt service	-	-	-	34,134	34,134
Total assets	\$ 36,041	\$ 17,016	\$ 471,218	\$ 34,134	\$ 558,409
LIABILITIES AND FUND EQUITY					
EQUITY					
LIABILITIES					
Accounts payable	\$ 12,527	\$ -	\$ -	\$ -	\$ 12,527
Due to other funds	5,073	44	5,898	-	11,015
Due to other governmental units	18,441	-	205,115	-	223,556
Payments held in trust	-	-	75,468	-	75,468
Accrued interest payable	-	-	8,215	-	8,215
Due to individuals	-	-	93	-	93
Deposits	-	-	176,429	-	176,429
Note payable	-	-	-	34,134	34,134
Total liabilities	36,041	44	471,218	34,134	541,437
FUND EQUITY					
Undesignated fund balance	-	16,972	-	-	16,972
Total liabilities and fund equity	\$ 36,041	\$ 17,016	\$ 471,218	\$ 34,134	\$ 558,409

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, 1994

	<u>General Fund</u>			<u>Special Revenue Fund</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES						
Charges for services	\$ 605,600	\$ 588,645	\$ (16,955)	\$ 22,701	\$ 22,701	\$ -
Miscellaneous	<u>10,901</u>	<u>10,901</u>	<u>-</u>	<u>71</u>	<u>71</u>	<u>-</u>
Total revenues	<u>616,501</u>	<u>599,546</u>	<u>(16,955)</u>	<u>22,772</u>	<u>22,772</u>	<u>-</u>
EXPENDITURES						
Current expenditures						
General government	975,829	900,178	75,651	9,086	9,086	-
Capital outlay						
General government	7,472	10,097	(2,625)	-	-	-
Debt service						
General government	<u>-</u>	<u>56,071</u>	<u>(56,071)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>983,301</u>	<u>966,346</u>	<u>16,955</u>	<u>9,086</u>	<u>9,086</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>(366,800)</u>	<u>(366,800)</u>	<u>-</u>	<u>13,686</u>	<u>13,686</u>	<u>-</u>

(continued)

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, 1994

	General Fund			Special Revenue Fund		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
OTHER FINANCING SOURCES						
Transfers from other governmental units	\$ 366,800	\$ 366,800	\$ -	\$ -	\$ -	\$ -
Excess (deficiency) of revenues and other financing sources over expenditures	-	-	-	13,686	13,686	-
Fund balances at beginning of year	-	-	-	3,286	3,286	-
Fund balances at end of year	\$ -	\$ -	\$ -	\$ 16,972	\$ 16,972	\$ -

See notes to financial statements.

COLUMBIA COUNTY, FLORIDA

CLERK OF THE CIRCUIT COURT

NOTES TO FINANCIAL STATEMENTS

September 30, 1994

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, 1994, 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 of the Board of County Commissioners.

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, 1994, was \$538,924; this figure also represents the total payroll.

NOTE 4. INTERFUND RECEIVABLES AND PAYABLES

Balances at September 30, 1994, were:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 4,501	\$ 5,073
Domestic Relations	-	2,422
Jury and Witness	-	500
Public Defender Occupancy Trust	596	-
Public Records Modernization Trust	5,918	44
Registry of Court	-	49
Trust	-	2,927
	<u>\$ 11,015</u>	<u>\$11,015</u>

NOTE 5. LONG-TERM DEBT

Capital Lease

The Clerk of Circuit Court had an installment payment agreement with Liberty National Bank and Trust Company of Louisville for the purchase of computer equipment costing \$132,442. The lease purchase agreement called for sixty monthly payments of \$2,695, which included interest at 8.05%.

This debt was fully paid at the beginning of this fiscal year with the proceeds of the following bank loan.

Note Payable

The Clerk of the Circuit Court has a promissory note payable to CNB National Bank for the refinancing of the above capital lease obligation. This note carries an interest rate of 5% and is payable in thirty-six monthly installments of \$2,597, including interest. This debt is secured by certain computer equipment, and debt service is accounted for in the Clerk's Operating Fund. An additional principal reduction of \$27,403 was made on this note at year end.

Debt service requirement to maturity, including interest of \$1,097 are as follows:

<u>Fiscal year ending September 30,</u>	<u>Amount</u>
1995	\$ 31,168
1996	4,063
	<u>\$ 35,231</u>

Changes in Long-term Debt

During the year ended September 30, 1994, the following occurred in liabilities reported in the general long-term debt account group:

	<u>Balance October 1, 1993</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance September 30, 1994</u>
Capital lease	\$ 85,940	\$ -	\$ 85,940	\$ -
Note payable	-	84,426	50,292	34,134
	<u>\$ 85,940</u>	<u>\$84,426</u>	<u>\$ 136,232</u>	<u>\$ 34,134</u>

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, 1994

	<u>Balance</u> <u>Oct. 1, 1993</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>Sept. 30, 1994</u>
REGISTRY OF COURT FUND				
Assets				
Cash	\$ 358,613	\$1,020,729	\$1,194,649	\$ 184,693
Liabilities				
Due to other funds	\$ -	\$ 49	\$ -	\$ 49
Deposits held in escrow	344,065	1,017,689	1,185,325	176,429
Interest payable	14,548	2,992	9,325	8,215
Total liabilities	<u>\$ 358,613</u>	<u>\$1,020,730</u>	<u>\$1,194,650</u>	<u>\$ 184,693</u>
TRUST FUND				
Assets				
Cash	\$ 346,441	\$3,492,346	\$3,591,815	\$ 246,972
Dishonored checks receivable	1,549	4,169	3,820	1,898
State documentary stamp inventory	6,000	-	-	6,000
Due from other funds	18	-	18	-
Due from bank	8	-	8	-
Due from individuals	2,951	-	2,567	384
Total assets	<u>\$ 356,967</u>	<u>\$3,496,515</u>	<u>\$3,598,228</u>	<u>\$ 255,254</u>
Liabilities				
Due to other funds	\$ 110,250	\$1,184,409	\$1,291,732	\$ 2,927
Due to other governmental units	157,168	1,839,605	1,836,511	190,262
Due to individuals	84	8,150	8,141	93
State stamp consignments	4,335	23,899	28,234	-
Suspense	50,688	39,023	75,031	14,680
Court ordered fees	21,776	327,248	311,942	37,082
Juvenile installments	342	2,207	2,119	430
Tax deed sales	12,305	18,591	21,116	9,780
Other current liabilities	19	-	19	-
Total liabilities	<u>\$ 356,967</u>	<u>\$3,443,132</u>	<u>\$3,574,845</u>	<u>\$ 255,254</u>

(continued)

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, 1994, and have issued our report thereon dated August 14, 1995.

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, 1994, 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, 1994, and have issued our report thereon dated August 14, 1995.

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
Lake City, Florida
August 14, 1995

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, 1994, 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

Approval of Payments

From our test of cash disbursements, we found two instances where payment approval was not documented on the invoices. We recommend that the Clerk document approval of all invoices prior to paying them.

PRIOR YEAR FINDINGS

All prior year findings were cleared during the year.

CONCLUSION

We have reviewed each of our specific findings with the Clerk of the Circuit Court and have provided appropriate documentation as requested. We very much enjoyed the challenges and experiences associated with this year's examination of the County. We appreciate the helpful assistance of all County employees in completing this year's audit.

Sincerely,

POWELL & JONES



Richard C. Powell
Certified Public Accountant
August 14, 1995



POWELL & JONES
Certified Public Accountants

Donald C. Powell, Jr., CPA
Wade L. Jones, CPA
Kenneth M. Hunter, CPA
Mary Anderson, CPA

2535 S. Pine Street
Lake City, Florida 32027
904 / 756-4200

INDEPENDENT AUDITOR'S REPORT

Honorable Property Appraiser
Columbia County, Florida

We have audited the accompanying 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, 1994, 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 Property Appraiser, a component unit of Columbia County, Florida, as of September 30, 1994, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Powell & Jones
POWELL & JONES
Lake City, Florida
August 14, 1995

COMBINED FINANCIAL STATEMENTS

COLUMBIA COUNTY, FLORIDA

PROPERTY APPRAISER

GENERAL FUND

COMBINED BALANCE SHEET

September 30, 1994

ASSETS

Cash

\$ 16,240

LIABILITIES AND FUND BALANCE

LIABILITIES

Due to other governments

\$ 16,240

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, 1994

	1994		Variance
	<u>Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
Excess (deficiency) of revenues and other financing sources over expenditures	\$ -	\$ -	\$ -
Fund balances at beginning of year	-	-	-
Fund balances 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, 1994

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.

B. Basis of Accounting

The "Basis of Accounting" refers to when revenues and expenditures and the related assets and liabilities are recognized in the accounting records and reported in the financial statements. The Property Appraiser currently maintains his accounting records on the cash basis. However, for financial statement purposes appropriate adjustments are made to report the governmental fund type using the modified accrual basis of accounting. Under the modified accrual basis, revenues are generally recognized when they become measurable and available as net current assets. Expenditures are reported when incurred with the exception of prepaid expenses and principal and interest on general long-term obligations.

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, 1994, was \$311,432; 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, 1994, was \$61,624, which represents 19.8% 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, 1993, the unfunded pension benefit obligation for the State of Florida Retirement System, determined through an actuarial valuation performed as of that date was \$13.963 billion, as follows:

Pension Benefits Obligation	<u>Billions</u> \$ 45.656
Net Assets Available for Benefits at Amortized Cost	<u>31.693</u>
Unfunded Pension Benefit Obligation	<u>\$ 13.963</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, 1994, and have issued our report thereon dated August 14, 1995.

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, 1994, 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, 1994, and have issued our report thereon dated August 14, 1995.

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
Lake City, Florida
August 14, 1995



FLORIDA DEPARTMENT OF BANKING REGULATION
 STATE OF FLORIDA

Richard C. Adams, Jr., CPA
 Melissa Jones Powell, CPA
 Benjamin A. Powell, CPA
 Mark Anderson, Legislative Counsel

2605 O. Blvd. West
 Lake City, Florida 32725
 804 / 785-4700

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, 1994, 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, 1994, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

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
 Lake City, Florida
 August 14, 1995

COMBINED FINANCIAL STATEMENTS

COLUMBIA COUNTY, FLORIDA

SHERIFF

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1994

	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	
ASSETS						
Current Assets						
Cash	\$ 133,845	\$ 17,585	\$ 43,724	\$ -	\$ -	\$ 195,154
Due from other governments	6,806	1,180	-	-	-	7,986
Inventories	-	2,984	-	-	-	2,984
General Fixed Assets						
Equipment	-	-	-	1,638,255	-	1,638,255
Amount to be provided on debt service	-	-	-	-	22,474	22,474
Total assets	\$ 140,651	\$ 21,749	\$ 43,724	\$ 1,638,255	\$ 22,474	\$ 1,866,853
LIABILITIES AND FUND EQUITY						
LIABILITIES						
Current Liabilities						
Accounts payable	\$ 121,904	\$ -	\$ -	\$ -	\$ -	\$ 121,904
Due to other governments	18,747	-	7,047	-	-	25,794
Cash bonds liability	-	-	22,729	-	-	22,729
Individual depositors liability	-	-	1,360	-	-	1,360
Due to individuals	-	-	12,588	-	-	12,588
Note payable	-	-	-	-	5,974	5,974
Capital lease	-	-	-	-	16,500	16,500
Total liabilities	140,651	-	43,724	-	22,474	206,849
FUND EQUITY						
Undesignated fund balance	-	21,749	-	-	-	21,749
Investment in general fixed assets	-	-	-	1,638,255	-	1,638,255
Total fund equity	-	21,749	-	1,638,255	-	1,660,004
Total liabilities and fund equity	\$ 140,651	\$ 21,749	\$ 43,724	\$ 1,638,255	\$ 22,474	\$ 1,866,853

See notes to financial statements.

COLUMBIA COUNTY, FLORIDA

SHERIFF

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

For the Fiscal Year Ended September 30, 1994

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Totals (Memorandum Only)</u>
REVENUES			
Charges for services	\$ -	\$ 41,295	\$ 41,295
Fines and forfeitures	-	17,246	17,246
Miscellaneous	<u>11,433</u>	<u>69,352</u>	<u>80,785</u>
Total revenues	<u>11,433</u>	<u>127,893</u>	<u>139,326</u>
EXPENDITURES			
Current Expenditures			
Public safety	4,638,747	104,612	4,743,359
Capital Outlay			
Public safety	274,719	41,739	316,458
Debt Service			
Public safety	<u>21,426</u>	<u>-</u>	<u>21,426</u>
Total expenditures	<u>4,934,892</u>	<u>146,351</u>	<u>5,081,243</u>
Excess (deficiency) of revenues over expenditures	<u>(4,923,459)</u>	<u>(18,458)</u>	<u>(4,941,917)</u>
OTHER FINANCING SOURCES			
Transfers from other governments	4,923,459	-	4,923,459
Debt proceeds	<u>-</u>	<u>5,273</u>	<u>5,273</u>
Total other financing sources	<u>4,923,459</u>	<u>5,273</u>	<u>4,928,732</u>
Excess (deficiency) of revenues and other financing sources over expenditures	-	(13,185)	(13,185)
Fund balances at beginning of year	<u>-</u>	<u>34,934</u>	<u>34,934</u>
Fund balances at end of year	<u>\$ -</u>	<u>\$ 21,749</u>	<u>\$ 21,749</u>

See notes to financial statements.

COLUMBIA COUNTY, FLORIDA

SHERIFF

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

GENERAL AND SPECIAL REVENUE FUNDS

For the Fiscal Year Ended September 30, 1994

	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	\$ -	\$ -	\$ -	\$ (13,185)	\$ (13,185)	\$ -
Fund balances at beginning of year	-	-	-	34,934	34,934	-
Fund balances at end of year	\$ -	\$ -	\$ -	\$ 21,749	\$ 21,749	\$ -

See notes to financial statements.

COLUMBIA COUNTY, FLORIDA

SHERIFF

NOTES TO FINANCIAL STATEMENTS

September 30, 1994

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 FUND

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	\$ 40,301	\$ -	\$ -	\$ 40,301
FDIC Insurance	154,853	-	-	154,853
Total Deposits	<u>\$ 195,154</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 195,154</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 County'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 of the Board of County Commissioners.

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 10/01/93	Additions	Deletions	Balance 09/30/94
Equipment	<u>\$ 1,397,151</u>	<u>\$ 391,647</u>	<u>\$ 150,543</u>	<u>\$ 1,638,255</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, 1993, comprehensive annual financial report.

NOTE 5. CAPITAL LEASES

The Sheriff has four installment payment agreements with Xerox Corporation for the purchase of copiers. These agreements are being paid in forty-eight monthly payments totaling \$714 monthly, including interest at 8%.

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, 1994:

<u>September 30,</u>	
1995	\$ 8,569
1996	8,569
1997	<u>834</u>
Total minimum lease payments	17,972
Less: amount representing interest	<u>(1,472)</u>
Present value of future minimum lease payments	<u>\$ 16,500</u>

NOTE 6. NOTE PAYABLE

The Sheriff had a note payable with Technology Assemblers, Inc. for the purchase of computer equipment. This note amounted to \$5,974 at September 30, 1994, and was subsequently fully paid in the ensuing year without interest.

NOTE 7. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the State and Federal governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Sheriff expects such amounts, if any, to be immaterial.

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.

GENERAL FUND

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, 1994

	1994		Variance Favorable (Unfavorable)
	Budget	Actual	
Zero Tolerance II			
Personal services	\$ 33,285	\$ 33,293	\$ (8)
Operating expenses	10,185	10,164	21
Capital outlay	<u>14,942</u>	<u>14,942</u>	<u>-</u>
Total Zero Tolerance II	<u>58,412</u>	<u>58,399</u>	<u>13</u>
Zero Tolerance III			
Personal services	157,103	157,103	-
Operating expenses	14,397	13,590	807
Capital outlay	<u>11,427</u>	<u>11,427</u>	<u>-</u>
Total Zero Tolerance III	<u>182,927</u>	<u>182,120</u>	<u>807</u>
Sheriff Special Services			
Operating expenses	<u>3,276</u>	<u>3,425</u>	<u>(149)</u>
Detention and correction			
Personal services	1,340,124	1,339,772	352
Operating expenses	353,713	347,029	6,684
Capital outlay	<u>9,927</u>	<u>1,980</u>	<u>7,947</u>
Total detention and correction	<u>1,703,764</u>	<u>1,688,781</u>	<u>14,983</u>
Total expenditures	<u>4,929,427</u>	<u>4,934,893</u>	<u>(5,466)</u>
Excess (deficiency) of revenues over expenditures	<u>(4,929,427)</u>	<u>(4,923,460)</u>	<u>5,967</u>
OTHER FINANCING SOURCES			
Transfers from other governments	<u>4,929,427</u>	<u>4,923,460</u>	<u>(5,967)</u>
Excess (deficiency) of revenues and other financing sources over expenditures	-	-	-
Fund balances at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to financial 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, 1994

	<u>Minimum Standards School</u>	<u>Sheriff Inmate Welfare</u>	<u>Totals</u>
REVENUES			
Charges for services	\$ -	\$ 41,295	\$ 41,295
Fines and forfeitures	17,246	-	17,246
Miscellaneous	<u>119</u>	<u>69,233</u>	<u>69,352</u>
Total revenues	<u>17,365</u>	<u>110,528</u>	<u>127,893</u>
 EXPENDITURES			
Current Expenditures			
Public safety	17,080	87,532	104,612
Capital Outlay			
Public safety	<u>-</u>	<u>41,739</u>	<u>41,739</u>
Total expenditures	<u>17,080</u>	<u>129,271</u>	<u>146,351</u>
 Excess (deficiency) of revenues over expenditures	 <u>285</u>	 <u>(18,743)</u>	 <u>(18,458)</u>
 OTHER FINANCING SOURCES			
Debt proceeds	<u>-</u>	<u>5,273</u>	<u>5,273</u>
 Excess (deficiency) of revenues and other financing sources over expenditures	 285	 (13,470)	 (13,185)
Fund balances at beginning of year	<u>8,389</u>	<u>26,545</u>	<u>34,934</u>
Fund balances at end of year	<u>\$ 8,674</u>	<u>\$ 13,075</u>	<u>\$ 21,749</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, 1994

	<u>Balance</u> <u>Oct. 1, 1993</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>Sept. 30, 1994</u>
INMATE TRUST FUND				
Assets				
Cash	\$ <u> -</u>	\$ <u> 20,084</u>	\$ <u> 7,496</u>	\$ <u> 12,588</u>
Liabilities				
Due to individuals	\$ <u> -</u>	\$ <u> 20,084</u>	\$ <u> 7,496</u>	\$ <u> 12,588</u>
 TRUST FUND				
Assets				
Cash	\$ <u> 24,158</u>	\$ <u> 239,067</u>	\$ <u> 232,089</u>	\$ <u> 31,136</u>
Liabilities				
Cash bonds liability	\$ 18,065	\$ 153,876	\$ 149,212	\$ 22,729
Individual depositors liability	391	84,398	83,429	1,360
Due to other governments	<u> 5,702</u>	<u> 1,439</u>	<u> 94</u>	<u> 7,047</u>
Total liabilities	\$ <u> 24,158</u>	\$ <u> 239,713</u>	\$ <u> 232,735</u>	\$ <u> 31,136</u>
 TOTALS - ALL AGENCY FUNDS				
Assets				
Cash	\$ <u> 24,158</u>	\$ <u> 259,151</u>	\$ <u> 239,585</u>	\$ <u> 43,724</u>
Liabilities				
Cash bonds liability	\$ 18,065	\$ 153,876	\$ 149,212	\$ 22,729
Individual depositors liability	391	84,398	83,429	1,360
Due to other governmental	<u> 5,702</u>	<u> 1,439</u>	<u> 94</u>	<u> 7,047</u>
Due to individuals	-	<u> 20,084</u>	<u> 7,496</u>	<u> 12,588</u>
Total liabilities	\$ <u> 24,158</u>	\$ <u> 259,797</u>	\$ <u> 240,231</u>	\$ <u> 43,724</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, 1994, and have issued our report thereon dated August 14, 1995.

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, 1994, 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, 1994, and have issued our report thereon dated August 14, 1995.

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
Lake City, Florida
August 14, 1995

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, 1994, 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

Inmate Welfare Fund

In the prior year, we made the following recommendation to enhance internal controls over the Inmate Welfare Fund:

1. Implementation of an imprest petty cash system.
2. Implementation of a formal general ledger system which provides detailed accounting information on all receipts and disbursements.
3. A regular computation of canteen sales margins should be performed and retained to assure compliance with Department of Corrections regulations and good internal control.

During the current year, all of the above recommendation were implemented, except that a month end reconciliation of individual inmate liability accounts and sales was not made. This procedure was implemented during the course of the audit.

All other prior year findings were cleared during the year.



STATE AUDITOR OF FLORIDA
 1700 North West 2nd Street
 Tallahassee, Florida 32304

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 American Institute of CPAs, CPA
 Dennis W. Daniels, CPA
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2585 E. First Street
 Lake City, Florida 32045
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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, 1994, 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, 1994, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Powell & Jones
POWELL & JONES
 Lake City, Florida
 August 14, 1995

COMBINED FINANCIAL STATEMENTS

COLUMBIA COUNTY, FLORIDA

SUPERVISOR OF ELECTIONS

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1994

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General Fund</u>	<u>Trust and Agency Fund</u>	
ASSETS			
Cash	<u>\$ 11,041</u>	<u>\$ -</u>	<u>\$ 11,041</u>
LIABILITIES AND FUND EQUITY			
LIABILITIES			
Due to other governmental units	<u>\$ 11,041</u>	<u>\$ -</u>	<u>\$ 11,041</u>

See notes to 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, 1994

	1994		Variance
	Budget	Actual	Favorable (Unfavorable)
EXPENDITURES			
General government			
Other general government			
Personal services Supervisor	\$ 141,904	\$ 139,613	\$ 2,291
Personal services Elections	40,000	21,030	18,970
Operating expenses Supervisor	16,307	14,781	1,526
Operating expenses Elections	37,800	40,036	(2,236)
Capital outlay	-	16,000	(16,000)
Total expenditures	236,011	231,460	4,551
 Excess (deficiency) of revenues over expenditures	(236,011)	(231,460)	4,551
 OTHER FINANCING SOURCES			
Transfers from other governmental units	236,011	231,460	(4,551)
 Excess (deficiency) of revenues and other financing sources over expenditures	-	-	-
 Fund balances at beginning of year	-	-	-
Fund balances at end of year	\$ -	\$ -	\$ -

See notes to financial statements.

COLUMBIA COUNTY, FLORIDA

SUPERVISOR OF ELECTIONS

NOTES TO FINANCIAL STATEMENTS

September 30, 1994

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 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 of the Board of County Commissioners.

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, 1994, was \$103,025; the total payroll was \$124,055.

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, 1994, was \$23,049, which represents 22.4% of covered payroll.

AGENCY FUNDS

COLUMBIA COUNTY, FLORIDA

SUPERVISOR OF ELECTIONS

AGENCY FUND

STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

For the Fiscal Year Ended September 30, 1994

	<u>Balance Oct. 1, 1993</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance Sept. 30, 1994</u>
FEE FUND				
Assets				
Cash	<u>\$ -</u>	<u>\$ 1,341</u>	<u>\$ 1,341</u>	<u>\$ -</u>
Liabilities				
Due to other funds	<u>\$ -</u>	<u>\$ 1,341</u>	<u>\$ 1,341</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, 1994, and have issued our report thereon dated August 14, 1995.

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, 1994, 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, 1994, and have issued our report thereon dated August 14, 1995.

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*.

We noted certain immaterial instances of noncompliance that we have reported to the management of the Supervisor of Elections in a separate management letter dated August 14, 1995.

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
Lake City, Florida
August 14, 1995

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, 1994, 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

Travel

From our test of travel expenses, we found instances where travel vouchers did not always indicate the hour of departure and return to support the reimbursement of meals claimed. We recommend that travel vouchers be fully completed to verify the payments made.

Cash Receipts

From our test of cash receipts, we noted instances where receipts were held in excess of seven days prior to being deposited. To maximize internal control and safety over cash collections, we recommend that deposits be made daily, or at least by the end of each week.

PRIOR YEAR FINDINGS

All prior year findings were cleared during the year.

CONCLUSION

We have reviewed each of our specific findings with the Supervisor of Elections and have provided appropriate documentation as requested. We very much enjoyed the challenges and experiences associated with this year's examination of the County. We appreciate the helpful assistance of all County employees in completing this year's audit.

Sincerely,

POWELL & JONES


Richard C. Powell
Certified Public Accountant
August 14, 1995



State Auditor of Florida
 Donald F. Williams, Auditor

Richard C. Powell, Jr., CPA
 William Jones Powell, CPA
 Kenneth J. Chabala, CPA
 Mary Aronson Longman, CPA

2555 S. First Street
 Lake City, Florida 32025
 (904) 737-1200

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, 1994, 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, 1994, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

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 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
POWELL & JONES
 Lake City, Florida
 August 14, 1995

COMBINED FINANCIAL STATEMENTS

COLUMBIA COUNTY, FLORIDA

TAX COLLECTOR

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 1994

	<u>Governmental Fund Type General Fund</u>	<u>Fiduciary Fund Type Agency Funds</u>	<u>Totals (Memorandum Only)</u>
ASSETS			
Cash	\$ 39,992	\$ 58,243	\$ 98,235
Accounts receivable	341	1,346	1,687
Due from other funds	2,490	17,235	19,725
Due from other governmental units	17,385	-	17,385
Investments	-	243,978	243,978
Total assets	<u>\$ 60,208</u>	<u>\$ 320,802</u>	<u>\$ 381,010</u>
 LIABILITIES AND FUND EQUITY			
LIABILITIES			
Accounts payable	\$ 19,361	\$ -	\$ 19,361
Due to other funds	173	19,552	19,725
Due to other governmental units	40,674	260,488	301,162
Other current liabilities	-	40,762	40,762
Total liabilities and fund equity	<u>\$ 60,208</u>	<u>\$ 320,802</u>	<u>\$ 381,010</u>

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, 1994

	1994		Variance Favorable (Unfavorable)
	Budget	Actual	
EXPENDITURES			
General government			
Financial and administrative			
Personal services	\$ 469,764	\$ 466,748	\$ 3,016
Operating expenses	120,327	115,445	4,882
Capital outlay	6,251	5,696	555
Total expenditures	596,342	587,889	8,453
 Excess (deficiency) of revenues over expenditures	 (260,500)	 (252,777)	 7,723
OTHER FINANCING SOURCES			
Transfers from Board of County Commissioners	260,500	252,777	(7,723)
 Excess (deficiency) of revenues and other financing sources over expenditures	 -	 -	 -
 Fund balances at beginning of year	 -	 -	 -
Fund balances at end of year	\$ -	\$ -	\$ -

See notes to financial statements.

COLUMBIA COUNTY, FLORIDA

TAX COLLECTOR

NOTES TO FINANCIAL STATEMENTS

September 30, 1994

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 FUND

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:

AGENCY FUNDS

COLUMBIA COUNTY, FLORIDA

TAX COLLECTOR

AGENCY FUNDS

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES

For the Fiscal Year Ended September 30, 1994

	Balance <u>Oct. 1, 1993</u>	<u>Additions</u>	<u>Deductions</u>	Balance <u>Sept. 30, 1994</u>
TAG AGENCY FUND				
Liabilities				
Interest payable	\$ -	\$ 2,171	\$ 2,171	\$ -
Due to other funds	115	105	115	105
Due to other governmental units	99,144	3,353,372	3,393,646	58,870
Other current liabilities	26	233	215	44
Total liabilities	<u>\$ 99,285</u>	<u>\$3,355,881</u>	<u>\$3,396,147</u>	<u>\$ 59,019</u>
 TOTALS - ALL AGENCY FUNDS				
Assets				
Cash	\$ 99,372	\$21,233,717	\$21,274,846	\$ 58,243
Dishonored checks receivable	833	1,178	665	1,346
Due from other funds	6,963	80,174	69,902	17,235
Investments	242,860	16,969,004	16,967,886	243,978
Total assets	<u>\$ 350,028</u>	<u>\$38,284,073</u>	<u>\$38,313,299</u>	<u>\$ 320,802</u>
 Liabilities				
Advertising fees payable	\$ -	\$ 49,542	\$ 49,542	\$ -
Due to other funds	11,393	1,665,519	1,657,360	19,552
Due to other governmental units	300,430	3,846,653	3,886,595	260,488
Escrow funds payable	3,324	1,903	3,324	1,903
Interest payable	1,060	23,922	22,764	2,218
Occupational licenses payable	32,254	44,827	41,467	35,614
Taxes payable	-	15,936,212	15,936,212	-
Tax sale commissions	-	33,268	33,268	-
Other current liabilities	1,567	416	956	1,027
Total liabilities	<u>\$ 350,028</u>	<u>\$21,602,262</u>	<u>\$21,631,488</u>	<u>\$ 320,802</u>

See notes to financial statements.

COMPLIANCE SECTION

**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

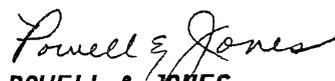
We have audited the component unit general purpose financial statements of the Columbia County Tax Collector, a component unit of Columbia County, Florida, as of and for the year ended September 30, 1994, and have issued our report thereon dated August 14, 1995.

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
Lake City, Florida
August 15, 1995

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, 1994, 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

Travel

From our test of travel expenses, we found minor instances where the time of departure and return shown on the travel vouchers did not correlate with the meal amounts paid. We recommend that travel vouchers be accurately completed and reviewed to verify the payment made.

PRIOR YEAR FINDINGS

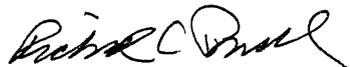
All prior year findings were cleared during the year.

CONCLUSION

We have reviewed each of our specific findings with the Tax Collector and have provided appropriate documentation as requested. We very much enjoyed the challenges and experiences associated with this year's examination of the County. We appreciate the helpful assistance of all County employees in completing this year's audit.

Sincerely,

POWELL & JONES



Richard C. Powell
Certified Public Accountant
August 14, 1995