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EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
GENERAL PURPOSE FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 8-16-00

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
GENERAL PURPOSE FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 1999

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PHIL T. GRAHAM
CERTIFIED PUBLIC ACCOUNTANT

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TELEPHONE: 225/928-4865 ♦ FAX: 225/928-4866

June 13, 2000

Independent Auditor's Report

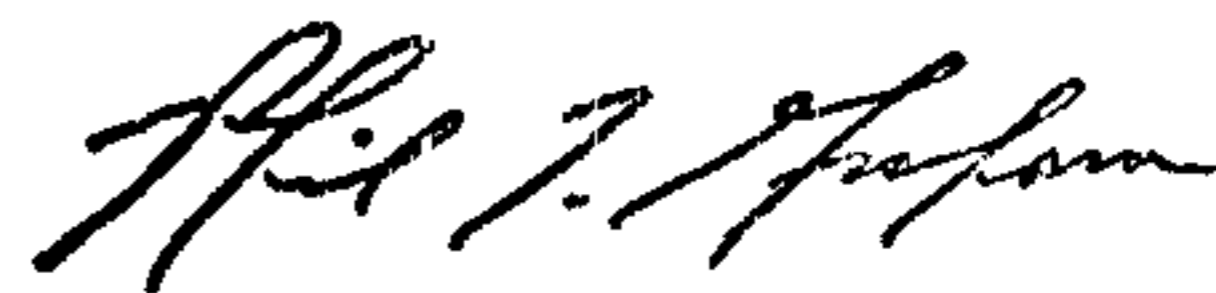
Honorable Holicc T. Jackson, Jr.
East Feliciana Parish Assessor
Clinton, Louisiana

I have audited the accompanying general purpose financial statements of the East Feliciana Parish Assessor as of and for the year ended December 31, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the East Feliciana Parish Assessor's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the East Feliciana Parish Assessor as of December 31, 1999, and the results of operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued my report dated June 13, 2000, on my consideration of the East Feliciana Parish Assessor's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants.



GENERAL PURPOSE FINANCIAL STATEMENT
(OVERVIEW)

STATEMENT A

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1999

	GOVERNMENTAL FUND TYPE GENERAL FUND	ACCOUNT GROUP		TOTAL (MEMORANDUM ONLY)
		GENERAL FIXED ASSETS	GENERAL LONG- TERM DEBT	
<u>ASSETS AND OTHER DEBITS</u>				
Cash and Cash Equivalents	\$ 341,677			\$ 341,677
Revenue receivable:				
Ad valorem taxes	305,886			305,886
State revenue sharing	65,394			65,394
Office furnishings and equipment		\$ 81,764		81,764
Amount to be provided for retire- ment of general long-term debt			\$ 18,102	18,102
<u>TOTAL ASSETS AND OTHER DEBITS</u>	<u>\$ 712,957</u>	<u>\$ 81,764</u>	<u>\$ 18,102</u>	<u>\$ 812,823</u>
<u>LIABILITIES AND FUND EQUITY</u>				
Liabilities:				
Due to:				
Assessor's salary	\$ 5,425			\$ 5,425
Assessor's expense allowance	745			745
Medicare	221			221
Salary Withholdings:				
Federal tax	2,790			2,790
State tax	1,561			1,561
Medicare	221			221
Capital lease payable			\$ 18,102	18,102
Total Liabilities	<u>\$ 10,963</u>	<u>None</u>	<u>\$ 18,102</u>	<u>\$ 29,065</u>
Fund Equity:				
Investment in general fixed assets		81,764		81,764
Fund balances:				
Unreserved-undesignated	<u>701,994</u>			<u>701,994</u>
Total Fund Equity	<u>701,994</u>	<u>81,764</u>	<u>None</u>	<u>783,758</u>
<u>TOTAL LIABILITIES AND FUND EQUITY</u>	<u>\$ 712,957</u>	<u>\$ 81,764</u>	<u>\$ 18,102</u>	<u>\$ 812,823</u>

See accompanying notes and accountant's report

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGE IN FUND BALANCE-
GOVERNMENTAL FUND TYPE - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>GENERAL FUND</u>
<u>REVENUES</u>	
Intergovernmental revenues:	
Ad valorem taxes	\$ 303,460
State revenue sharing	98,090
Other revenues:	
Interest on:	
Ad valorem taxes	724
Investments	12,073
Other	<u>150</u>
Total revenues	<u>\$ 414,497</u>
<u>EXPENDITURES</u>	
General governmental - taxation:	
Personal services and related benefits	262,206
Operating services	12,936
Office supplies and expense	17,563
Travel and training expense	3,528
Capital outlay:	
General fixed assets	49,179
Debt service:	
Principle	3,356
Interest	<u>1,990</u>
Total expenditures	<u>\$ 350,758</u>
<u>EXCESS OF REVENUES OVER EXPENDITURES</u>	63,739
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>638,255</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 701,994</u>

See accompanying notes and accountant's report

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE -
GOVERNMENTAL FUND TYPE - GENERAL FUND
BUDGET (GAAP BASIS) AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 1999
(CONTINUED)

	<u>1999</u>	<u>1999</u>	<u>VARIANCE</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>FAVORABLE</u>
			<u>(UNFAVORABLE)</u>
<u>REVENUES</u>			
Intergovernmental Revenues:			
Ad valorem taxes	\$ 285,000	\$ 303,460	\$ 18,460
State revenue sharing	87,000	98,090	11,090
Use of Money and Property:			
Interest on:			
Ad valorem taxes		724	724
Investments	7,600	12,073	4,473
Other revenues	<u>1,400</u>	<u>150</u>	<u>(1,250)</u>
Total revenues	<u>381,000</u>	<u>414,497</u>	<u>33,497</u>
<u>EXPENDITURES</u>			
General governmental - taxation:			
Personal services and related benefits:			
Salaries:			
Assessor	74,900	74,900	0
Deputy and others	165,000	146,180	18,820
Employees group insurance	29,000	26,373	2,627
Employees retirement	22,000	11,718	10,282
Employees medicare	5,000	2,108	2,892
Employees social security	2,500	927	1,573
Operating services:			
Association Dues	2,000	1,481	519
Surety Bond	800	100	700
Professional services	7,250	6,954	296
Workmen's compensation	2,000	1,660	340
Auto expense	6,000	1,741	4,259
Repairs & maintenance	6,000	1,000	5,000

See accompanying notes and accountant's report

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE -
GOVERNMENTAL FUND TYPE - GENERAL FUND
BUDGET (GAAP BASIS) AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 1999
(CONCLUDED)

	<u>1999</u> <u>BUDGET</u>	<u>1999</u> <u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
Office expense and supplies:			
Office expense	18,500	9,797	8,703
Assessor's expense	6,500	7,490	(990)
Travel and training	8,000	3,528	4,472
Miscellaneous	2,500	276	2,224
Capital outlay			
General fixed assets	40,000	49,179	(9,179)
Debt Service:			
Principle	3,500	3,356	144
Interest	<u>3,000</u>	<u>1,990</u>	<u>1,010</u>
Total Expenditures	<u>404,450</u>	<u>350,758</u>	<u>53,692</u>
 <u>EXCESS OF REVENUE OVER EXPENDITURES</u>	 (\$23,450)	 \$ 63,739	 \$ 81,189
 <u>FUND BALANCE AT BEGINNING OF YEAR</u>	 <u>638,255</u>	 <u>638,255</u>	 <u>0</u>
 <u>FUND BALANCE AT END OF YEAR</u>	 <u>\$ 614,805</u>	 <u>\$ 701,994</u>	 <u>\$ 87,189</u>

See accompanying notes and accountant's report

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies.

The Assessor's office is located in Clinton, Louisiana. The Assessor employs six employees, including two deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1, of the tax year. The Assessor completes an assessment listing by May 1, of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

At December 31, 1999, there are 22,129 real property and movable property assessments totaling \$44,766,080 and \$23,348,500, respectively. This represents an increase of 35 assessments totaling \$2,888,180 over the prior year, due primarily to the reassessment of land and public utilities.

NOTE#1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the East Feliciana Parish Assessor 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 established governmental accounting and financial reporting principles.

B. REPORTING ENTITY

As the governing authority of the Parish, for reporting purposes, the East Feliciana Parish Police Jury is the financial reporting entity for East Feliciana Parish. The financial reporting entity consists of (a) the primary government (Police Jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999

exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria determining which component units should be considered part of the East Feliciana Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the Police Jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Police Jury.
2. Organizations for which the Police Jury does not appoint a voting majority but are fiscally dependent on the Police Jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Police Jury maintains and operates the parish Police Jury office in which the Assessor's office is located and provides funds for equipment and furniture of the Assessor's office, the Assessor was determined to be a component unit of the East Feliciana Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

The Assessor 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 relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999

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.

Funds of the Assessor are classified as governmental funds. Governmental funds account for the Assessor's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fixed assets. Governmental funds of the Assessor include:

General Fund - the General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the Assessor and accounts for the operation of the Assessor's office. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1907-1908 is accounted for in this fund. General operating expenditures are paid from this fund.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is 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. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes are assessed on a calendar year basis and are due on November 15 of each year. The ad valorem taxes are generally received in December of the current year and January and February of the ensuing year.

Interest income on time deposits is recorded when earned and available.

Other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999

E. BUDGET PRACTICES

The Assessor prepares a budget at the beginning of each year based upon prior year expenditures and anticipated revenues for the budget year. The proposed budget is prepared on a modified accrual basis of accounting and is made available for public inspection no later than 15 days prior to the beginning of the budgeted year. The budget is then formally adopted by the Assessor prior to the beginning of the budgeted year. All appropriations lapse at year end. In accordance with Louisiana Revised Statute 47:1908, the Assessor carries forward into subsequent years any unexpired appropriation.

Formal budget integration (within the accounting system) is not employed as a management control device. During the fiscal year, actual revenues and expenditures are compared to budgeted revenues and expenditures by the Assessor. If actual total revenues are falling short of budgeted total revenues by five per cent or more, or if actual total expenditures to date plus projected expenditures for the remainder of the year exceed the budgeted total expenditures by five per cent or more, the original budget is amended by the Assessor. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

F. CASH AND CASH EQUIVALENTS

Under State law, the Assessor may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Assessor may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 1999, the Assessor has a cash balance totaling \$341,677.

Deposits by the Assessor are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be insured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must, at all times, equal the amount on deposit with the fiscal agent. These deposits are held in the name of the pledging fiscal bank in a holding or custodial bank that is mutually acceptable to both parties. Cash (bank balance) at December 31, 1999, are secured as follows:

Bank Balance	<u>\$ 347,575</u>
Federal Deposit Insurance	<u>\$ 300,000</u>
Pledged securities	
(uncollateralized)	<u>\$ 132,395</u>
Total	<u>\$ 432,395</u>

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the assessor, they are considered uncollateralized (category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell securities within 10 days of being notified by the assessor that the fiscal agent has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the assessor's name.

G. FIXED ASSETS

Fixed assets used in governmental fund operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the governmental funds. General fixed assets provided by the parish Police Jury are recorded within the Assessor's general fixed assets account group. Fixed assets are valued at historical cost. No depreciation has been provided on fixed assets. The account group is not a fund. It is concerned only with the measurement of financial position and does not involve measurement of results of operations.

H. VACATION AND SICK LEAVE

Employees earn from one to four weeks of vacation leave each year depending on length of service. Vacation leave cannot be accumulated. Employees are allowed seven days sick leave per year which cannot be accumulated. At December 31, 1999, there are no accumulated and vested benefits that require disclosure to conform with generally accepted accounting principles.

I. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due.

J. FUND EQUITY

1. Reserves - reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.
2. Designated Fund Balance - designated fund balance represents tentative plans for future use of financial resources.

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999

3. Fund Balance - unreserved, undesignated fund balance has a balance of \$701,994.

K. TOTAL COLUMNS ON STATEMENTS

The total columns on the 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 or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

NOTE#2: LEVIED TAXES

The following public service businesses are the principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Colonial Pipeline	\$ 7,041,210	10%
Transcontinental	4,513,390	7%
Entergy/GSU	4,217,070	6%
Bellsouth Telecom, Inc.	2,032,400	3%
Dixie Electric	1,852,830	3%
Equilon Pipeline	1,770,570	3%
Feliciana Bank & Trust	1,006,930	1%
Marathon Pipeline	870,560	1%
Bank of Jackson	725,000	1%
Micco, Inc.	625,340	1%
Total	<u>\$ 24,655,300</u>	<u>36%</u>

NOTE#3 CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (office furnishings and equipment) follows:

Balance, January 1, 1999	\$ 32,585
Additions	49,179
Deductions	<u>-0-</u>
Balance, December 31, 1999	<u>\$ 81,764</u>

NOTE#4: PENSION PLAN

Substantially all employees of the East Feliciana Parish Assessor's office are members of the

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999

Louisiana Assessors' Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan, public employee retirement system (PERS), administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or calling (318) 425-4446.

Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the East Feliciana Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75 percent of annual covered payroll. Contributions to the System include one-fourth of one per cent (one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the East Feliciana Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The East Feliciana Parish Assessor's contributions to the System for the years ending December 31, 1999, 1998, and 1997, were \$26,505, \$22,341, and \$20,875, respectively, equal to the required contributions for each year.

NOTE#5: POST-RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The East Feliciana Parish Assessor provides continuing health care benefits for its retired employees. Substantially all of the Assessor's employees become eligible for those benefits if they reach normal retirement age while working for the Assessor. Those benefits for

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999

retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employees and the Assessor. The Assessor recognizes the cost of providing these benefits, \$5,694, as an expenditure when paid during the year.

NOTE#6: EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

Certain operating expenditures of the Assessor's office are paid by the Parish Police Jury as required by Louisiana Revised Statute 33:4713. These expenditures are summarized as follows and are not included in the accompanying financial statements:

Office utilities	\$ 3,039
Equipment rental and supplies	<u>1,709</u>
Total	<u>\$ 4,748</u>

NOTE#7: LITIGATION AND CLAIMS

There is no litigation pending against the Assessor's office at December 31, 1999.

NOTE#8: CAPITAL LEASE

The assessor records items under capital lease as an asset and an obligation in the accompanying financial statements. At December 31, 1999, the assessor has one capital lease in effect for a Chevrolet truck with a recorded amount of \$24,696. The following is a summary of long-term debt transactions for the year ended December 31, 1999:

Year ending December 31, 2000	<u>\$ 5,832</u>
Subtotal	5,832
Balloon payment January 16, 2001	<u>14,098</u>
Less interest at 10.9%	<u>1,828</u>
Present value of minimum lease payments	<u>\$ 18,102</u>

PHIL T. GRAHAM
CERTIFIED PUBLIC ACCOUNTANT

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June 13, 2000

Report on Compliance and on Internal Control Over Financial
Reporting Based on an Audit of Financial Statements Performed
in Accordance with Government Auditing Standards

Honorable Holice T. Jackson
East Feliciana Parish Assessor
Clinton, Louisiana

I have audited the general purpose financial statements of the East Feliciana Parish Assessor, as of and for the year ended December 31, 1999. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the East Feliciana Parish Assessor's general purpose financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, *providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion.*

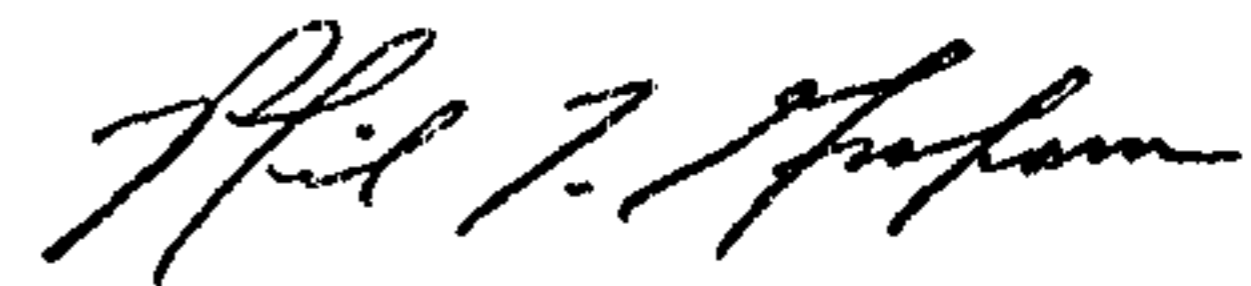
Internal Control Over Financial Reporting

In planning and performing my audit, I considered the East Feliciana Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose

Honorable Holicc T. Jackson
East Feliciana Parish Assessor
June 13, 2000
Page 2

financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses. However, I noted other matters involving the internal control over financial reporting that I have reported to management of the East Feliciana Parish Assessor in a separate letter dated June 13, 2000.

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

A handwritten signature in black ink, appearing to read "Phil J. Graham". The signature is written in a cursive style with a prominent initial "P".

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
SCHEDULE OF PRIOR YEARS AUDIT FINDINGS
YEAR ENDED DECEMBER 31, 1998

98-1

Reportable Condition: Automotive equipment was purchased and financed under a financing contract without obtaining bids or obtaining approval from the State Bond Commission.

Corrective Action Taken: This problem has been resolved.

EAST FELICIANA PARISH ASSESSOR
CLINTON, LOUISIANA
SCHEDULE OF CURRENT YEAR AUDIT FINDINGS
DECEMBER 31, 1999

SUMMARY OF AUDIT RESULTS

1. The auditor's report includes an unqualified opinion on the general purpose financial statements of the East Feliciana Parish Assessor.
2. No instances of noncompliance material to the financial statements of the East Feliciana Parish Assessor were disclosed during the audit.
3. There were no material weaknesses in internal control.

FEDERAL AWARDS

There were no federal awards.

MANAGEMENT LETTER

1. All revenue items should have appropriate documentation to show the source of the revenue item received.
2. Supporting documentation should be retained and filed for all expenditures.

PHIL T. GRAHAM
CERTIFIED PUBLIC ACCOUNTANT

7732 GOODWOOD BOULEVARD, SUITE 2000, BATON ROUGE, LOUISIANA 70806
TELEPHONE: 225/928-4865 ♦ FAX: 225/928-4866

RECEIVED
LEGISLATIVE AUDITOR

2000 JUN 30 PM 4:28

June 13, 2000

Honorable Holic T. Jackson
East Feliciana Parish Assessor
Post Office Box 263
Clinton, Louisiana 70722

In planning and performing my audit of the financial statements of the East Feliciana Parish Assessor for the year ended December 31, 1999, I considered the Assessor's internal control in order to determine my auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

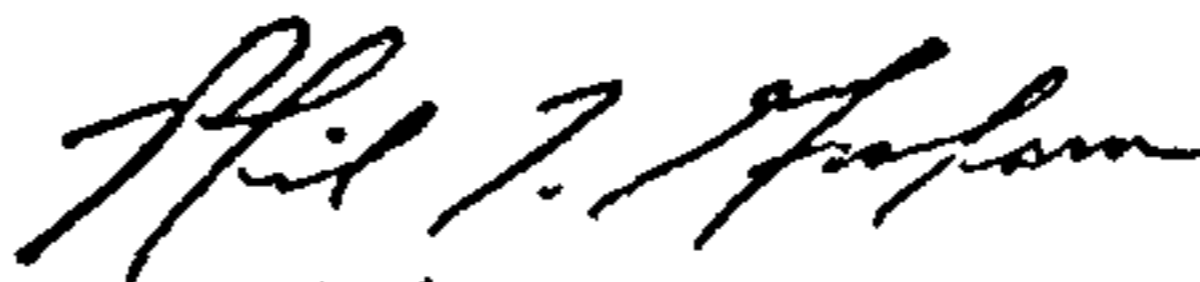
However, during my audit, I became aware of a matter that is an opportunity for strengthening internal control and operating efficiency. The following summarizes my comments and suggestions regarding this matters.

There were revenue items that had insufficient documentation to indicate the source of the revenue that was received by the assessors office. It was recommended that all documentation for receipts should be filed with the copy of the deposit ticket.

Some expenditures did not have sufficient documentation. It was recommended that all receipts and related paperwork be filed with the appropriate invoice.

This comment does not affect my report dated June 13, 2000, of the East Feliciana Parish Assessor. I will review the status of this comment during my next audit engagement. I have already discussed these comments and suggestions with the Assessor's personnel, and I will be pleased to discuss it in further detail at your convenience, perform any additional study of this matter, or to assist you in implementing any recommendations you feel appropriate.

Very truly yours,



Phil T. Graham

PHIL T. GRAHAM

CERTIFIED PUBLIC ACCOUNTANT

7732 GOODWOOD BOULEVARD, SUITE F ♦ BATON ROUGE, LOUISIANA 70806
TELEPHONE: 225/928-4865 ♦ FAX: 225/928-4866: 39

June 13, 2000

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However, during my audit, I became aware of a matter that is an opportunity for strengthening internal control and operating efficiency. The following summarizes my comments and suggestions regarding this matters.

There were revenue items that had insufficient documentation to indicate the source of the revenue that was received by the assessors office. It was recommended that all documentation for receipts should be filed with the copy of the deposit ticket.

Managements response: I will make sure that my staff is aware that all documentation for revenue will be filed with the deposit tickets.

Some expenditures did not have sufficient documentation. It was recommended that all receipts and related paperwork be filed with the appropriate invoice.

Managements response: I will make sure that my staff is filing the appropriate backup with the copies of the checks that were issued to pay for these invoices.

This comment does not affect my report dated June 13, 2000, of the East Feliciana Parish Assessor. I will review the status of this comment during my next audit engagement. I have already discussed these comments and suggestions with the Assessor's personnel, and I will be pleased to discuss it in further detail at your convenience, perform any additional study of this matter, or to assist you in implementing any recommendations you feel appropriate.

Very truly yours,


Phil T. Graham