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**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

FINANCIAL STATEMENTS

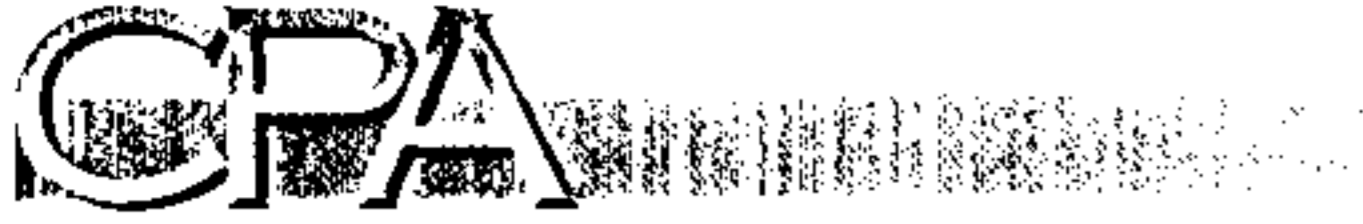
December 31, 1999

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 JUL 26 2000

Table of Contents

Independent Auditor's Report	1
General Purpose Financial Statements:	
Combined Balance Sheet – All Fund Types and Account Groups.....	2
Governmental Fund:	
Statement of Revenues, Expenditures, and Changes in Fund Balance.....	3
Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget (Cash Basis) and Actual.....	4
Notes to Financial Statements	5-11
Other Reports:	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	12
Summary Schedule of Audit Findings.....	13



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INDEPENDENT AUDITOR'S REPORT

Bossier Parish Assessor
Benton, Louisiana

We have audited the accompanying general purpose financial statements of the Bossier Parish Assessor, a component unit of the Bossier Parish Policy Jury, 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 Bossier Parish Assessor's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

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

In accordance with *Government Auditing Standards*, we have also issued a report dated May 15, 2000, on our consideration of Bossier Parish Assessor's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.


Certified Public Accountants

May 15, 2000

GENERAL PURPOSE FINANCIAL STATEMENTS

**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

Combined Balance Sheet - All Fund Types and Account Groups
December 31, 1999

	Governmental Fund General Fund	General Fixed Assets Account Group	Total (Memorandum Only)
Assets and Other Debits			
Cash and cash equivalents	\$ 305,007	\$ -	\$ 305,007
Receivables	1,149,461	-	1,149,461
Office furnishings and equipment	-	124,028	124,028
Total Assets and Other Debits	<u>\$ 1,454,468</u>	<u>\$ 124,028</u>	<u>\$ 1,578,496</u>
Liabilities, Equity, and Other Credits			
Liabilities:			
Accounts payable	\$ 11,812	\$ -	\$ 11,812
Equity and Other Credits:			
Investment in general fixed assets	-	124,028	124,028
Fund balance - unreserved - undesignated	1,442,656	-	1,442,656
	<u>1,442,656</u>	<u>124,028</u>	<u>1,566,684</u>
Total Liabilities, Equity and Other Credits	<u>\$ 1,454,468</u>	<u>\$ 124,028</u>	<u>\$ 1,578,496</u>

The accompanying notes are an integral part of this statement.

**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

**Governmental Fund - General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Year Ended December 31, 1999**

Revenues

Ad valorem taxes	\$ 963,122
Intergovernmental revenue:	
State revenue sharing	199,373
Use of money and property - interest earnings	33,592
Other revenue	<u>9,685</u>
Total Revenues	<u>1,205,772</u>

Expenditures

General government - taxation:	
Salaries	991,779
Group insurance	122,588
Material and supplies	110,616
Travel and other charges	38,640
Capital outlay	<u>12,772</u>
Total Expenditures	<u>1,276,395</u>
Excess of Expenditures Over Revenues	(70,623)
Fund Balance at Beginning of Year	<u>1,513,279</u>
Fund Balance at End of Year	<u>\$ 1,442,656</u>

The accompanying notes are an integral part of this statement.

**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

Governmental Fund - General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget (Cash Basis) and Actual
For the Year Ended December 31, 1999

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Ad valorem taxes	\$ 1,003,350	\$ 940,471	\$ (62,879)
Intergovernmental revenue:			
State revenue sharing	200,000	194,301	(5,699)
Use of money and property - interest earnings	32,000	36,463	4,463
Other revenue	10,000	9,685	(315)
Total Revenues	<u>1,245,350</u>	<u>1,180,920</u>	<u>(64,430)</u>
Expenditures			
General government - taxation:			
Salaries	880,000	891,779	(11,779)
Group insurance	110,000	122,588	(12,588)
Material and supplies	206,350	209,827	(3,477)
Travel and other charges	39,000	38,639	361
Capital outlay	10,000	12,772	(2,772)
Total Expenditures	<u>1,245,350</u>	<u>1,275,605</u>	<u>(30,255)</u>
Excess of Expenditures Over Revenues	-	(94,685)	(94,685)
Fund Balance at Beginning of Year	<u>405,049</u>	<u>400,821</u>	<u>4,228</u>
Fund Balance at End of Year	<u>\$ 405,049</u>	<u>\$ 306,136</u>	<u>\$ (90,457)</u>

The accompanying notes are an integral part of this statement.

**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

Notes to 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 provides 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 the Bossier Parish Courthouse in Benton, Louisiana. The assessor employs 24 employees, including 23 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 collecting and distributing taxes to the various taxing bodies.

1. Summary of Significant Accounting Policies

Basis of Presentation

The accompanying general purpose financial statements of the Bossier Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Reporting Entity

The assessor is an independently elected official; however, the assessor is fiscally dependent on the Bossier Parish Policy Jury. The policy jury maintains and operates the parish courthouse in which the assessor's office is located and provides funds for equipment and furniture of the assessor's office. In addition, the policy jury's general purpose financial statements would be incomplete or misleading without inclusion of the assessor. For these reasons, the assessor was determined to be a component unit of the Bossier 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 policy jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

Notes to Financial Statements
December 31, 1999

1. Summary of Significant Accounting Policies (Continued)

Fund Accounting

The assessor uses a fund and an account group 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. On the other hand, an account group 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.

The General Fund of the assessor is classified as a governmental fund. The General Fund, as provided by Louisiana Revised Statute (R.S.) 47:1906, is the principal fund of the assessor and accounts for the operation of the assessor's office. Ad valorem tax revenue and state revenue sharing is accounted for in this fund. General operating expenditures are paid from this fund.

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 are generally 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 recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

State revenue sharing is recorded in the year the assessor is entitled to the funds.

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Expenditures

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

**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

Notes to Financial Statements
December 31, 1999

1. Summary of Significant Accounting Policies (Continued)

Budget Practices

The proposed budget for the year ended December 31, 1999 was made available for public inspection at the assessor's office on December 14, 15, and 16, 1998. The proposed budget, prepared on the cash basis of accounting, was published in the official journal on November 30, 1998 and December 3, 1998. A public hearing was held at the assessor's office on December 16, 1998, for comments from taxpayers. The budget is legally adopted and amended by the assessor. All appropriations contained in the budget lapse at year end. Formal budget integration is not employed as a management control device during the year, and encumbrance accounting is not used by the assessor. Budget amounts included in the accompanying component unit financial statements include the original adopted budget and all subsequent amendments.

The following schedule reconciles excess of revenues over expenditures on the statement on page (budget basis) with the amounts shown on the statement on page 3 (GAAP basis):

	General Fund
Excess expenditures over revenues (budget basis)	\$ (94,685)
Adjustments:	
Revenue accruals - net	24,852
Expenditure accruals - net	(790)
Excess expenditures over revenues (GAAP basis)	\$ (70,623)

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Under state law, the assessor may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Fixed Assets

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

Notes to Financial Statements
December 31, 1999

1. Summary of Significant Accounting Policies (Continued)

Compensated Absences

Employees of the assessor's office receive from 10 to 20 days of noncumulative vacation leave each year. Sick leave is granted at the discretion of the assessor.

Total Column on Balance Sheet

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported amounts of revenues and expenses. Actual results could differ from those estimates.

2. Levied Taxes

The Bossier Parish Assessor authorized and levied a 3.69 millage for ad valorem taxes for operations for 1999.

3. *Cash*

At December 31, 1999, the assessor had cash (book balances) totaling \$304,907 in interest-bearing demand deposits. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1999, the assessor had \$338,849 in deposits (collected bank balances). These deposits are secured from risk by \$257,183 of federal deposit insurance and \$81,666 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provision of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the assessor that the fiscal agent has failed to pay deposited funds upon demand.

4. *Receivables*

The following is a summary of receivables in the General Fund at December 31, 1999:

Ad valorem taxes	\$ 1,016,343
State revenue sharing	132,915
Accrued interest receivable	203
	<u>\$ 1,149,461</u>

The management of the Bossier Parish Assessor considers all receivables to be collectible.

5. *Changes in General Fixed Assets*

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

Balance, January 1, 1999	\$ 161,412
Additions	12,772
Retirements and disposals	(50,156)
Balance, December 31, 1999	<u>\$ 124,028</u>

6. *Pension Plans*

Plan Description. Substantially all employees of the Bossier Parish Assessor's office are members of the Louisiana Assessors' Retirement System (System), a cost sharing, multiple-employer defined benefit pension plan 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 creditable 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% of their final-average salary for each year of credited service, not to exceed 100% 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 or amended 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 Assessors' Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Funding Policy. Plan members are required by state statute to contribute 7.0% of their annual covered salary and the Bossier Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75% of annual covered payroll. Contributions to the System also include one-fourth of 1% (1% 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 Bossier Parish Assessor are established and may be amended by state statute. As provided by R.S. 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 Bossier Parish Assessor's contributions to the System for the years ending December 31, 1999, 1998, and 1997, were \$50,260, \$42,524, and \$40,492, respectively, equal to the required contributions for each year.

Plan Description. Substantially all employees of the Bossier Parish Assessor's Office are eligible to participate in the State of Louisiana Deferred Compensation Plan. This defined contribution plan allows employees to elect to defer up to 8% of their salary until they reach retirement age. The Bossier Parish Assessor's Office matches the employee contribution up to 25%, and employees contributing to the plan are immediately vested in the employer contribution. Pension cost recognized by the Bossier Parish Assessor's Office for the year ended December 31, 1999, totaled \$4,129.

7. *Other Postretirement Benefits*

The Bossier Parish Assessor provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the assessor's employees become eligible for these benefits if they reach normal retirement age while working for the assessor. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid by the assessor. The assessor recognizes the cost of providing these benefits as an

expenditure when the monthly premiums are due, which was \$122,588 for 1999. For 1999, the cost of retiree benefits totaled \$26,932 for nine retired employees.

8. *Leases*

The assessor had one operating lease on a vehicle in effect during 1999. The rental payments made on this lease during the year ended December 31, 1999 was \$8,498. The minimum annual commitment under the non-cancelable operating lease is as follows:

December 31, 2000	<u>\$ 4,403</u>
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9. *Expenditures of the Assessor Paid by the Parish Police Jury*

The assessor's office is located in the Bossier Parish Courthouse. Expenditures for operation and maintenance of the parish courthouse, as required by state statute, are paid by the Bossier Parish Police Jury and are not included in the expenditures of the assessor.

OTHER REPORTS



SMITH PUGH RABINOWITZ L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

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**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER
 FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
 PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Bossier Parish Assessor
 Benton, Louisiana

We have audited the general purpose financial statements of the Bossier Parish Assessor as of and for the year ended December 31, 1999, and have issued our report thereon dated May 15, 2000. We conducted our audit in accordance with generally accepted auditing standards and 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 Bossier Parish Assessor's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Bossier Parish Assessor's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Smith Pugh Rabinowitz LLP
 Certified Public Accountants

May 15, 2000

**BOSSIER PARISH ASSESSOR
BENTON, LOUISIANA**

**Summary Schedule of Audit Findings
December 31, 1999**

Prior Audit Findings

There were no findings or management letter comments for the prior year audit for the year ended December 31, 1998.

Current Year Audit Findings

There were no findings or management letter comments for the current year audit for the year ended December 31, 1999.