

CADDO PARISH TAX ASSESSOR

SHREVEPORT, LOUISIANA

DECEMBER 31, 2003

CADDO PARISH TAX ASSessor

SHREVEPORT, LOUISIANA

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February 13, 2004

Mr. Charles R. Houlston, Jr.
Caddo Parish Tax Assessor
Shreveport, Louisiana

Independent Auditor's Report

We have audited the component unit financial statements of the Caddo Parish Tax Assessor, a component unit of the Caddo Parish Commission, as of December 31, 2003, and for the year then ended, as listed in the table of contents. These component unit financial statements are the responsibility of the Caddo Parish Tax Assessor management. Our responsibility is to express an opinion on these component unit financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the component unit financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the component unit financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the component unit financial statements referred to above present fairly, in all material respects, the financial position of the Caddo Parish Tax Assessor as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1 to the basic financial statements, the Caddo Parish Tax Assessor adopted the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* as of January 1, 2002. This results in a change in the format and content of the basic financial statements of the Caddo Parish Tax Assessor.

In accordance with Government Auditing Standards, we have also issued a report dated February 13, 2004, on our consideration of the Assessor's internal control over financial reporting, and on its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Our audit was made for the purpose of forming an opinion on the component unit financial statements taken as a whole. The accompanying other financial information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the component unit financial statements of the Clark Parish Tax Assessor. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the component unit financial statements taken as a whole.

Harold, M^cElroy & Vestal, LLP

REQUIRED SUPPLEMENTARY INFORMATION:
MANAGEMENT'S DISCUSSION AND ANALYSIS
CADDO PARISH TAX ASSESSOR

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

This section presents readers of the financial statements of the Caddo Parish Tax Assessor's Office with a narrative overview and analysis of its financial activities for the fiscal year ended December 31, 2003. It is intended to serve as an introduction to the basic financial statements of the Caddo Parish Tax Assessor, which statements consist of fund financial statements and notes thereto.

Financial Highlights

The financial statements of the Assessor present the financial transactions of the Assessor's office. The Assessor assesses all real and movable property in the parish subject to ad valorem taxation. 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.

Total assets decreased by \$134,337, or 10%. This is due to the Assessor's office having a deficiency of revenue over expenditures for the previous year. Total liabilities decreased by \$1,804. This was mainly due to the capital lease agreement for the computer system being near completion.

Revenues for the previous year exceeded current year's revenues by \$62,494, which is comprised of a decrease in the other revenue due to the ending of an agreement with the Caddo Parish Commission for their help with developing the GIS Base Map for Caddo Parish and a decrease in interest income. Expenditures decreased by \$78,858 from the prior year. This is due mainly to a decrease in debt service.

The General Fixed Asset Group had an increase of \$8,272, which is additional assets purchased during the year. The Group had decreases in the amount of \$6,221. This was due to fixed assets being transferred to the Caddo Parish Commission for auction.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on Pages 6 and 7) provide information about the activities of the Assessor as a whole. Fund financial statements start on Page 8. For governmental activities, these statements tell how those services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Assessor's operations in more detail than the government-wide statements by providing information about the Assessor's most significant funds. The Assessor is a component unit of the Parish of Caddo, Louisiana. The accompanying financial statements present information only on the funds maintained by the Assessor.

Reporting the Funds Maintained by the Assessor as a Whole

The Statement of Net Assets and the Statement of Activities

Our analysis of the funds maintained by the Assessor as a whole begins on Page 6. The Statement of Net Assets and the Statement of Activities report information about the funds maintained by the Assessor as a whole and about its activities. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Assessor's net assets and changes in them. The Assessor's net assets – the difference between assets and liabilities – is one way to measure the Assessor's financial health, or financial position. Over time, increases or decreases in the Assessor's net assets are one indicator of whether its financial health is improving or deteriorating.

In the Statement of Net Assets and the Statement of Activities, we record the funds maintained by the Assessor as governmental activities.

THE FUNDS MAINTAINED BY THE ASSESSOR AS A WHOLE

A comparative analysis of the funds maintained by the Assessor is presented below.

Table 1
Net Assets

	Government-Wide Activities <u>2001</u>	Government-Wide Activities <u>2002</u>
Cash and cash equivalents	19,443	106,030
Investments	100,000	127,201
Capital assets	881,837	881,796
Other assets	24	24
Total assets	<u>1,001,304</u>	<u>1,115,041</u>
Current liabilities	<u>42,432</u>	<u>46,237</u>
Total liabilities	42,432	46,237
Net assets:		
Investments in capital assets	881,837	881,796
Unrestricted	<u>77,014</u>	<u>187,008</u>
Total net assets	<u>958,851</u>	<u>1,068,804</u>

Net assets of the funds maintained by the Assessor decreased by \$116,233 or 10%.

Table 2
Change in Net Assets

	Government-Wide Activities <u>2002</u>	Government-Wide Activities <u>2002</u>
Revenues:		
Cable Assessment District	2,085,815	2,063,893
State revenue sharing	104,202	103,830
Other	<u>102,808</u>	<u>187,828</u>
Total revenues	2,292,825	2,355,551

	Government-Wide Activities <u>2003</u>	Government-Wide Activities <u>2002</u>
Expenses		
General governmental	2,403,277	2,864,511
(Decrease) in net assets	<u>(116,075)</u>	<u>(108,281)</u>

For the funds maintained by the Assessor, total revenues decreased \$62,494 in 2003, from total revenues in 2002 of \$2,355,520. The decrease was a result of the ending of an agreement with the Caldo Parish Commission during 2002.

CAPITAL ASSETS

At the end of 2003, the Assessor had invested \$981,837 in capital assets from those funds maintained by the Assessor.

Table 3
Capital Assets At Year End

	Government-Wide Activities <u>2003</u>	Government-Wide Activities <u>2002</u>
Furniture, office equipment and GIS equipment	272,447	278,620
Computer equipment	<u>609,390</u>	<u>511,158</u>
	<u>\$981,837</u>	<u>\$789,778</u>
Major additions included:		
Computer equipment	4,302	4,631
Furniture, office equipment and GIS equipment	<u>1,070</u>	<u>625</u>
Total	<u>\$5,372</u>	<u>\$5,256</u>

The Assessor has added no major new programs or initiatives to be funded in 2004.

Requests for Information

This financial report is designed to provide a general overview of the Caldo Parish Tax Assessor's business for all those with an interest in the Assessor's financial operations. Questions concerning any of the information provided in this report, or requests for additional information, should be addressed to the Caldo Parish Tax Assessor, 208 Texas Street, Room 182, Shreveport, Louisiana 71201.

AUDITED COMPONENT UNIT FINANCIAL STATEMENTS

CAJODO PARISH TAX ASSESSOR

STATEMENT OF NET ASSETS

DECEMBER 31, 2003

<u>ASSETS</u>	<u>Governmental Activities</u>
Cash and cash equivalents	18,443
Investments, at cost	108,000
Accrued interest receivable	24
Furniture, office equipment and GIS equipment	371,447
Computer equipment	<u>60,380</u>
Total assets	<u>1,001,394</u>
 <u>LIABILITIES AND NET ASSETS</u>	
<u>Liabilities:</u>	
Accounts payable	1,719
Deferred revenues	<u>34,734</u>
Total liabilities	42,453
 <u>Net assets:</u>	
Invested in capital assets	881,837
Unrestricted	<u>77,034</u>
Total net assets	<u>958,871</u>
Total liabilities and net assets	<u>1,001,364</u>

The accompanying notes are an integral part of these financial statements.

CAJON PARISH TAX ASSessor

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2003

	<u>Governmental Activities</u>
Program revenue:	
Cable Assessment District	2,896,013
State revenue sharing	304,203
Charges for services	82,553
Interest income	16,343
Miscellaneous	<u>3,213</u>
Total revenue	2,593,026
Expenses:	
Insurance	429,290
General office expense	26,288
Professional fees	45,684
Equipment maintenance	22,527
Postage	24,583
Education and travel	11,909
Automobile	25,114
Office forms	62,165
Office supplies	84,757
Salaries	1,489,014
Retirement fund expense	329,944
Interest	19
Book value of assets retired	<u>6,221</u>
Total expense	2,923,229
Change in net assets	(130,203)
Net assets-beginning of year	1,099,354
Net assets-end of year	<u>969,151</u>

The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSESSOR

BALANCE SHEETS-ALL FUND TYPES AND ACCOUNT GROUPS

DECEMBER 31, 2015

ASSETS	Governmental <u>Fund Type</u> Salary and Expense Fund	Fiduciary <u>Fund Type</u> Agency <u>Fund</u>
Cash and cash equivalents-Note 3	19,443	-
Investments, at cost-Note 4	100,000	-
Investment in deferred compensation	-	779,180
Accrued interest receivable	24	-
Furniture, office equipment and GIS equipment-Note 5	-	-
Computer equipment-Note 3	-	-
Amounts to be provided for retirement of general long-term obligations-Notes 8 and 10	<u>-</u>	<u>-</u>
Total assets	<u>119,467</u>	<u>779,180</u>
 LIABILITIES AND FUND EQUITY		
Liabilities:		
Accounts payable	7,719	-
Deferred revenue-Note 9	34,734	-
Deferred compensation payable	-	779,180
Obligations under capital leases-Notes 8 and 10	<u>-</u>	<u>-</u>
Total liabilities	42,453	779,180
 Fund equity:		
Investment in general fund assets	-	-
Fund balance-unreserved and undesignated	<u>77,004</u>	<u>-</u>
Total fund equity	<u>77,004</u>	<u>-</u>
Total liabilities and fund equity	<u>119,457</u>	<u>779,180</u>

The accompanying notes are an integral part of these financial statements.

<u>Account Group</u>		<u>Total</u>	
<u>General Long-Term Obligations</u>	<u>General Fixed Assets</u>	<u>2001</u>	<u>2002</u>
-	-	19,443	188,850
-	-	930,080	127,801
-	-	739,180	665,952
-	-	24	24
-	373,447	373,447	293,620
-	609,590	609,590	619,196
-	-	-	6,087
-	<u>881,837</u>	<u>1,740,484</u>	<u>1,796,583</u>
-	-	7,739	4,681
-	-	34,734	33,489
-	-	739,180	665,182
-	-	-	6,087
-	-	<u>781,653</u>	<u>711,439</u>
-	881,837	881,837	881,785
-	-	<u>37,018</u>	<u>39,685</u>
-	<u>881,837</u>	<u>918,855</u>	<u>1,017,481</u>
-	<u>881,837</u>	<u>1,781,684</u>	<u>1,796,583</u>

CADDO PARISH TAX ASSESSOR

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

GOVERNMENTAL FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 2002

WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED

DECEMBER 31, 2001

	<u>Governmental Fund Type</u>	
	<u>Salary and Expense Fund</u>	
	<u>2002</u>	<u>2001</u>
REVENUE:		
Caddo Assessment Districts-Note 1	2,086,005	2,663,682
State revenue sharing-Note 6	104,262	103,600
Charges for services	81,932	94,884
Interest income	66,342	76,764
Miscellaneous	<u>3,515</u>	<u>66,232</u>
Total revenues	2,299,036	2,798,332
EXPENDITURE:		
Insurance	418,290	448,176
General office expense	76,188	59,842
Professional fees	49,684	51,561
Equipment maintenance and purchases	81,809	89,652
Mailing	-	18
Postage	24,593	24,832
Education and travel	11,908	15,858
Automobile	35,314	35,104
Office forms	12,185	10,525
Office supplies	14,737	15,782
Salaries-assessor	93,080	85,680
Salaries-deputies	1,379,570	1,412,364
Salaries-office	25,614	21,373
Redeemable bond expense-Note 6	283,948	171,208
Debt service:		
Principal-Note 10	6,397	79,666
Interest	<u>29</u>	<u>2,347</u>
Total expenditures	<u>2,829,307</u>	<u>2,438,601</u>
(Deficiency) of revenue over expenditures	(530,271)	(640,269)
Beginning fund balance	<u>193,665</u>	<u>358,842</u>
Ending fund balance	<u>177,814</u>	<u>182,692</u>

The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSESSOR

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-

GOVERNMENTAL FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 2003

WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED

DECEMBER 31, 2002

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Fund to the Change in Net Assets of Governmental Activities:

Net change in fund balance-governmental fund	(116,681)
Payments on capital lease obligations	6,893
Equipment purchases	6,272
Book value of assets retired	<u>(6,272)</u>
Change in net assets of governmental activities	<u>(110,532)</u>

The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSessor

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN

FUND BALANCE-BUDGET (GAAP BASIS) AND ACTUAL-GOVERNMENTAL FUND TYPE

FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>Governmental Fund Type</u> <u>Salary and Expense Fund</u>		<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Actual</u>	<u>Budget</u>	
Revenues:			
Caddo Assessment District	2,086,005	2,301,671	(215,666)
State revenue sharing	104,282	104,590	(308)
Interest income	18,897	39,000	(20,103)
Other revenues	<u>82,993</u>	<u>84,000</u>	<u>(1,007)</u>
Total revenues	2,292,089	2,529,261	(237,172)
Fund non-revenue	193,695	193,695	-
Expenditures:			
Insurance	439,290	489,175	49,885
General office expense	96,289	99,785	3,496
Professional fees	43,694	59,899	16,205
Equipment maintenance and purchases	61,809	146,569	84,760
Mapping	-	300	300
Postage	24,593	28,625	4,032
Education and travel	11,909	26,339	14,430
Automobile	55,114	70,109	14,995
Office forms	12,105	30,872	18,767
Office supplies	14,757	39,627	24,870
Salaries	1,488,074	1,540,000	51,926
Retirement fund expense	285,948	277,008	8,940
Debt service	<u>6,126</u>	-	<u>(6,126)</u>
Total expenditures	2,409,702	2,678,064	268,362
Fund balance:			
December 31, 2000	<u>72,014</u>	<u>(98,810)</u>	<u>(170,796)</u>

The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSESSOR

NOTES TO FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2009

Introduction

As provided by Article VII, Section 24 of the Louisiana Constitution of 1874, 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 primarily responsible for the actions of the deputies.

The assessor's office is located in the Caddo Parish Courthouse in Shreveport, Louisiana. The assessor employs 70 employees, including 53 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.

At December 31, 2009, there are 137,400 real property and movable property assessments totaling \$877,468,690 and \$313,294,383, respectively. This represents an increase of 749 assessments with an increase totaling \$39,481,868 in value over the prior year. The increase in the number of assessments is due primarily to new construction and new businesses being opened.

1. Summary of Significant Accounting Policies

Basic of Presentation

The accompanying financial statements of the Caddo Parish Tax Assessor have been prepared in conformity with accounting principles generally accepted in the United States of America (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.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*.

The financial statements include:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Assessor's overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the Assessor's activities.

1. Summary of Significant Accounting Policies (Continued)

These and other changes are reflected in the accompanying financial statements (including notes to the financial statements). The Caddo Parish Tax Assessor is required to implement the general provisions of the Statement in the current year.

Reporting Entity

As the governing authority of the parish, for reporting purposes, the Caddo Parish Commission is the financial reporting entity for Caddo Parish. The financial reporting entity consists of (a) the primary government (commission), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Caddo Parish Commission for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity in financial accountability. 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 commission 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 commission.
2. Organizations for which the commission does not appoint a voting majority but are financially dependent on the commission.
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 assessor is financially dependent on the commission, the assessor was determined to be a component unit of the Caddo Parish Commission, 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 commission, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

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. 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.

Funds of the assessor which are classified as 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.

1. Summary of Significant Accounting Policies (Continued)

1. **Salary and Expense Fund** as provided by Louisiana Revised Statute 47:1906, is the principal fund of the assessor and accounts for the operations of the assessor's office. Compensation received from the various taxing bodies prescribed by formula in Louisiana Revised Statutes 47:1907-08 is accounted for in this fund. General operating expenditures are paid from this fund.
2. The **Agency Fund**, which is a fiduciary fund type, accounts for assets held which are for employees who defer a portion of their compensation. Agency funds are custodial funds (assets equal liabilities); therefore, they do not involve measurement of operations. There are two deferred compensation plans available to the employees. One is administered by the National Association of Counties, and the other is administered by Prudential Financial. All assets of the plan are reported at fair market value. Plan assets remain the property of the Assessor until paid or made available to participants.

Basis of Accounting

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

Revenues

Revenues are recognized when they become measurable and available as net current assets.

Expenditures

Expenditures are recognized when the related fund liability is incurred.

Budgets and Budgetary Accounting

The Cade Parish Tax Assessor follows these procedures in establishing the budgetary data reflected in these financial statements:

1. The Cade Parish Tax Assessor prepares a proposed budget and holds a public hearing on later than fifteen days prior to the beginning of each fiscal year.
2. The budget is adopted at the public hearing.
3. All budgetary appropriations lapse at the end of each fiscal year.

Cash and Cash Equivalents and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. 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 and national banks having their principal offices in Louisiana.

Under state law, the assessor may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost, except for investments in the deferred compensation agency fund, which are reported at market.

1. Summary of Significant Accounting Policies (Continued)

Fixed Assets

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

Vacation and Sick Leave

The assessor has a written formal policy relating to vacation and sick leave, based on length of service. The policy does not provide for the accumulation of vacation leave. The policy provides for accumulation of sick leave that may be used for major illnesses. It does not provide for compensation for this sick leave upon termination.

Long-Term Obligations

Long-term obligations expected to be financed from the Salary and Expense 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 Salary and Expense Fund when due.

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 accounting principles generally accepted in the United States of America. Neither is such data comparable to a consolidation.

Risk Management

The Assessor is subject to normal business and liability risk, including risk of loss of assets. These risks are managed through the purchase of insurance policies.

2. Levied Taxes

The Caddo Assessment District levies a tax on the assessed valuation of all taxable property appearing on the previous year's tax roll. The millage to be assessed is determined and verified by the legislative authority by dividing the net tax roll as of January 1 of the year of implementation into the salary and expense account and salary and personal expense allowance of the assessor for the current year. The millage adopted remains in effect in subsequent years unless changed as provided by law. However, the total amount of ad valorem taxes received by the district is never less than that received by the district in the initial year. Taxes are due December 31.

The total taxes assessed by the Caddo Assessment District were \$2,163,671 for the year ended December 31, 2003. In 2003, \$2,062,146 in taxes and \$1,742 in interest were collected, and \$2,629 were refunded to taxpayers. Approximately 95.4% of the taxes assessed were collected for 2003 and the assessor believes that the remaining 4.6%, \$99,525, will never be collected mainly as a result of bankruptcies and protested taxes.

The following is a summary of authorized and levied ad valorem taxes:

	<u>Authorized</u> <u>Millage</u>	<u>Levied</u> <u>Millage</u>
Caddo Assessment District	1.52	2.52

2. Largest Taxes (Continued)

The following are the principal taxpayers for the parish:

Taxpayer	Type of Business	2003 Assessed Valuation	Percentage of Total Assessed Valuation
Southeastern Electric Power	Utility-electric	56,941,800	4.78%
Bell South	Utility-phone	28,607,200	2.40%
General Motors	Manufacturer	19,017,550	1.60%
Harris's	Gaming	18,942,900	1.59%
Hibernia National Bank	Bank	15,846,200	1.35%
AmSouth Bank	Bank	12,278,400	1.03%
Bank One	Bank	11,269,420	.95%
Universal Oil Products	Manufacturer	10,842,260	.91%
Bozotown	Gaming	10,064,800	.85%
Wal-Mart	Retail	8,459,260	.71%
Total		<u>183,379,320</u>	<u>13.88%</u>

3. Cash and Cash Equivalents

At December 31, 2003, the assessor has cash and cash equivalents as follows:

Commercial interest checking	<u>13,443</u>
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These deposits are stated at cost, which approximates market. Under state law, these deposits 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 or exceed the interest on deposit with the fiscal agent.

4. Investments

The investments of all funds consisted of certificates of deposit and a schedule is presented below:

	Rate of Interest	Salary and Expense Fund
Hibernia National Bank	1.25%	<u>100,000</u>

The investments are in the name of the Assessor and are held at Hibernia. Because the certificates are in the name of the assessor and are held by the assessor or its agent, the certificates are considered insured and registered, Category 1, in applying the credit risk of GASB Codification Section 150.104.

5. Changes in General Fund Assets

A summary of changes in general fund assets follows:

Balance, January 1, 2003	881,766
Additions	6,272
Deductions	<u>16,213</u>
Balance, December 31, 2003	<u>871,825</u>

8. Pension Plan

Substantially all employees of the Caddo Parish Tax Assessor's office are members of the Louisiana Assessors' Retirement System, a multiple-employer, public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All full-time employees who 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 25 with at least 12 years of credited service or at any age with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% per cent 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 accorded 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 Assessors' Retirement System, P. O. Box 14689, Baton Rouge, Louisiana 70899-0689, or by calling (800) 925-4446.

Contributors to the System include one-fourth of one per cent of the taxes shown to be collectible by the tax rolls of each parish plus revenue sharing funds appropriated by the legislature. State statute requires plan members to contribute 8% of their annual covered salaries to the System. As provided by Louisiana Revised Statute 11:105, 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 Caddo Parish Tax Assessor's contributions to the System for the years ending December 31, 2003 and 2002 were \$20,948 and \$171,208, respectively, equal to the required contributions for each year.

7. Other Postemployment Benefits

The Assessor pays 100% of retirees' medical and life insurance premiums and 50% of the retirees' dependent medical coverage. The eligibility requirement is that the former employees must have met the requirements of the retirement system. These requirements are at least twelve years of covered service and at least fifty-five years of age or thirty years of service. The employer's contributions are financed on a pay-as-you-go basis. The number of participants currently eligible to receive benefits is fifteen. Retirees' medical and life insurance premiums paid during 2003 were \$83,689.

8. Leases

In 2002, the Caddo Parish Tax Assessor had three operating lease agreements for automobiles and office equipment. Two leases are for 36-month terms, and one is for 60 months. During 2003, total payments under these leases were \$19,155.

The following is a schedule of future minimum rental payments required under the operating leases as of December 31, 2000:

2004	19,650
2005	19,650
2006	5,450
	<u>45,750</u>

9. **Deferred Revenues**

The balance of deferred revenue is taxes collected prior to year end which were attributable to the year ended December 31, 2003.

10. **Changes in General Long-Term Obligations**

The following is a summary of the long-term obligation transactions during the year:

Long term obligations payable at January 1, 2003	8,697
Additional long-term obligations	-
Payments of long-term obligations	<u>(6,087)</u>
Long term obligations payable at December 31, 2003	<u>2,610</u>

11. **Litigation**

At the balance sheet date, there was pending litigation against the Assessor which involved suits seeking either refunds of taxes for prior years or reassessments of property values. As the Tax Assessor only assesses property and does not collect taxes, there should be no monetary loss to the Assessor because of this litigation.

OTHER FINANCIAL INFORMATION

CADDO PARISH TAX ASSESSOREMPLOYEES' SALARIES PAID BY THE CADDO PARISH TAX ASSESSORFOR THE YEAR ENDED DECEMBER 31, 2003

<u>NAME</u>	<u>NO. YEARS SERVICE</u>	<u>POSITION HELD</u>	<u>SALARY</u>	
<u>ASSESSOR</u>				
Charles R. Hittington, Jr.	17 yrs.	8 mos.	Assessor	93,000
<u>DEPUTIES</u>				
Fannie M. Allen	4 yrs.	9 mos.	Abstract Specialist I	21,850
Larry W. Arnold	25 yrs.	10 mos.	Senior Systems Analyst	33,854
Alice G. Bagley	26 yrs.	2 mos.	Senior Data Assistant	24,714
Linda B. Barthele	4 yrs.	3 mos.	Abstract Specialist I	18,850
John O. Beem	12 yrs.	8 mos.	Supervisor	23,870
Mary L. Brummer	22 yrs.	4 mos.	Administrative Officer	24,780
James Buggs	17 yrs.	9 mos.	Field Data Collector II	23,200
Rene S. Burk	24 yrs.	9 mos.	Accounts Payable	22,870
Margaret Burns	3 yrs.	8 mos.	Abstract Specialist II	23,870
Mary Ann Carter	30 yrs.	10 mos.	Data Assistant II	22,650
Dorsey B. Cleveland	14 yrs.	10 mos.	Supervisor	28,670
Stephen A. Cook, Jr.	8 yrs.	8 mos.	GIS Coordinator	27,270
Ronald L. Cox	21 yrs.	11 mos.	Senior Field Data Collector	33,270
Theresa N. Edwards	27 yrs.	11 mos.	Abstract Specialist I	22,373
Trena Faircloth	3 yrs.		GIS Technician I	22,350
Sandra C. Gilliam	25 yrs.	7 mos.	Real Estate Assistant II	22,586
Ludie Y. Glover	24 yrs.	4 mos.	Homestead Assistant I	22,586
Mattie W. Goodwin	30 yrs.	10 mos.	Office Assistant	16,282
Charlota Gay Henderson	23 yrs.	10 mos.	Field Auditor II	28,730
Jane E. Haffard	18 yrs.	70 mos.	Field Auditor II	28,070
Lester M. Jackson	27 yrs.	11 mos.	Supervisor	31,330
Eta Mae Johnson	9 yrs.	11 mos.	Real Estate Evaluator II	22,914
Gregory P. Johnson	19 yrs.	3 mos.	Department Director	38,550
Anthony Q. Jones	12 yrs.		Field Auditor II	22,950
Frances Lawrence	19 yrs.	3 mos.	Abstract Specialist I	22,581
James R. Lewis	4 yrs.	8 mos.	Field Data Collector II	24,150
Neil S. Matthews	20 yrs.	8 mos.	Chief Fiscal Officer	38,850
Joe D. Maxwell	10 yrs.	10 mos.	Supervisor	30,150
Beverly I. McConnell	24 yrs.	5 mos.	Homestead Assistant I	22,110
Vicki W. McConnell	18 yrs.	7 mos.	Receptionist	25,470
Julia Derry McDonald	21 yrs.	10 mos.	Supervisor	28,808
Richard Alan Moore	25 yrs.	8 mos.	Senior Systems Analyst	38,734
Audrey B. Newton	24 yrs.	5 mos.	Real Estate Assistant I	21,906

CADDO PARISH TAX ASSESSOR**EMPLOYEE SALARIES PAID BY THE CADDO PARISH TAX ASSESSOR****FOR THE YEAR ENDED DECEMBER 31, 2009**

NAME	NO. YEARS SERVICE	POSITION/HELD	SALARY
DEPUTIES (Continued)			
Randy C. Passant	28 yrs.	Department Director	37,150
John Louis Peck, Jr.	1 yr. 3 mos.	Field Data Collector I	18,130
Samuel Randle	28 yrs. 4 mos.	Senior Field Auditor	32,300
Carla C. Richmond	3 yrs. 4 mos.	Abstract Specialist I	17,500
Hardy E. Teer	32 yrs. 10 mos.	Department Director	36,130
Sarah F. Terrell	27 yrs. 11 mos.	Supervisor	31,530
Robert Thomas, Jr.	23 yrs. 10 mos.	Department Director	38,530
Beth A. Thompson	8 yrs. 2 mos.	Real Estate Evaluator II	21,870
Keith Edward Tibble	17 yrs. 2 mos.	Supervisor	30,630
Debra Yacinevich	8 yrs. 11 mos.	Abstract Specialist I	21,270
Gariand H. Weidner	14 yrs. 5 mos.	Chief Deputy	62,530
Fady H. Whitley	6 yrs. 10 mos.	Abstract Specialist I	20,970
Marilyn B. Williams	6 yrs. 10 mos.	Abstract Specialist II	22,950
Paula G. Williams	10 yrs. 7 mos.	Junior Clerical Auditor	15,033
Gloria T. Winans	3 yrs. 10 mos.	Real Estate Evaluator I	23,530
Tracy C. Wisby	13 yrs. 1 mo.	Supervisor	30,800
EXTRA HELP			
Lee A. Baker	2 mos.	Summer Employee	1,694
Hobbie K. Frey	2 yrs. 7 mos.	Summer Employee	2,510
John Gilliam	4 yrs. 2 mos.	Summer Employee	2,525
Natasha N. Olfyard	2 mos.	Summer Employee	1,830
Kristy Griffin	2 yrs. 3 mos.	Summer Employee	260
Kristin Hardin	4 yrs. 7 mos.	Summer Employee	2,843
Greg C. Johnson	8 mos.	Summer Employee	1,623
Courney D. Moore	2 mos.	Summer Employee	1,939
Corneia Odum	4 yrs. 7 mos.	Summer Employee	7,038
Deylon Sanders	4 yrs. 2 mos.	Summer Employee	2,130
Total			<u>1,498,074</u>

OTHER REPORTS

February 13, 2004

Mr. Charles E. Hingston, Jr.
Caddo Parish Tax Assessor
Shreveport, Louisiana

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

We have audited the component unit financial statements of Caddo Parish Tax Assessor as of and for the year ended December 31, 2003, and have issued our report thereon dated February 13, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the component unit financial statements of Caddo Parish Tax Assessor 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 these 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 internal control over financial reporting of Caddo Parish Tax Assessor in order to determine our auditing procedures for the purpose of expressing our opinion on the component unit 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 component unit 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 issued 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 of management and the Office of the Legislative Auditor, State of Louisiana, and is not intended to be and should not be used by anyone other than these specified parties.

CADDO PARISH TAX ASSessor

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2003

We have audited the financial statements of Caddo Parish Tax Assessor as of and for the year ended December 31, 2003, and have issued our report thereon dated February 15, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2003 resulted in an unqualified opinion.

Section I - Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control - No material weakness or reportable condition was noted; no management letter was issued.

Compliance - No material non-compliance was noted.

b. Federal Awards - No major program.

Section II - Financial Statement Findings

No matters were reported.

CALDO PARISH TAX ASSESSOR
SCHEDULE OF PRIOR YEAR FINDINGS
YEAR ENDED DECEMBER 31, 2005

No prior year findings were reported.