

**Independent Auditor's Reports on
Internal Control Structure and
Compliance with Laws and Regulations**

The following independent auditor's reports on internal control and compliance are presented in compliance with the requirements of *Government Auditing Standards* (Standards for Audit of Governmental Organizations, Programs, Activities, and Functions), issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1996

C O N T E N T S

	<u>Statement</u>	<u>Page No.</u>
Independent Auditor's Report		2
General Purpose Financial Statements:		
Balance Sheet - All Fund Types and Account Groups	A	4
Governmental Fund Type - General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance	B	5
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Cash Basis) and Actual	C	6
Notes to the Financial Statements		7
Independent Auditor's Reports Required by Government Auditing Standards:		
Report on Internal Control Structure		16
Report on Compliance With Laws and Regulations		18




Independent Auditor's Report

HONORABLE GENEVA ODOM
EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana

I have audited the general purpose financial statements of the East Carroll Parish Assessor as of December 31, 1996, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the East Carroll 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 general purpose 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 Carroll Parish Assessor as of December 31, 1996, and the results of operations for the year then ended in conformity with generally accepted accounting principles.



West Monroe, Louisiana
June 2, 1997

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**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 1996

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
ASSETS			
Cash and cash equivalents	\$62,206		\$62,206
Receivables:			
Ad valorem taxes	120,497		120,497
State revenue sharing	8,300		8,300
Office furnishings and equipment		\$67,519	67,519
TOTAL ASSETS	<u>\$191,003</u>	<u>\$67,519</u>	<u>\$258,522</u>
LIABILITIES AND FUND EQUITY			
Liabilities:			
Accounts payable	\$4,552		\$4,552
Withholdings payable	1,566		1,566
Total liabilities	<u>6,118</u>	NONE	<u>6,118</u>
Fund Equity:			
Investment in general fixed assets		\$67,519	67,519
Fund balance - unreserved - undesignated	184,885		184,885
Total Fund Equity	<u>184,885</u>	<u>67,519</u>	<u>252,404</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$191,003</u>	<u>\$67,519</u>	<u>\$258,522</u>

The accompanying notes are an integral part of this statement.

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(Cash Basis) and Actual
For the Year Ended December 31, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Taxes - ad valorem	\$120,000	\$113,826	(\$6,174)
State revenue sharing	13,000	16,868	3,868
Fees, charges, and commissions for services	2,400	2,419	19
Use of money and property - interest earnings	4,500	4,245	(255)
Other revenues		198	198
Total revenues	<u>139,900</u>	<u>137,556</u>	<u>(2,344)</u>
EXPENDITURES			
General government - taxation:			
Personal services	107,324	106,376	948
Operating services	17,100	17,191	(91)
Materials and supplies	3,700	3,821	(121)
Travel and other charges	1,250	1,201	49
Total expenditures	<u>129,374</u>	<u>128,589</u>	<u>785</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	10,526	8,967	(1,559)
FUND BALANCE AT BEGINNING OF YEAR	<u>51,000</u>	<u>53,239</u>	<u>2,239</u>
FUND BALANCE AT END OF YEAR	<u>\$61,526</u>	<u>\$62,206</u>	<u>\$680</u>

The accompanying notes are an integral part of this statement.

HONORABLE GENEVA ODOM
EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
Independent Auditor's Report
on Compliance, Etc.

This report is intended for the information of the East Carroll Parish Assessor. This is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in black ink, appearing to read "Geneva Odom", written in a cursive style.

West Monroe, Louisiana
June 2, 1997



**Independent Auditor's Report on
Compliance With Laws and Regulations**

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HONORABLE GENEVA ODOM
EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana

I have audited the general purpose financial statements of the East Carroll Parish Assessor as of December 31, 1996, and for the year then ended, and have issued my report thereon dated June 2, 1997.

I conducted my audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws and regulations applicable to the East Carroll Parish Assessor is the responsibility of the East Carroll Parish Assessor's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the East Carroll Parish Assessor's compliance with certain provisions of laws and regulations. However, my objective was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests indicate that, with respect to items tested, the East Carroll Parish Assessor complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to my attention that caused me to believe that the East Carroll Parish Assessor had not complied, in all material respects, with those provisions.

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EAST CARROLL PARISH ASSESSOR

Lake Providence, Louisiana

Notes to the Financial Statements (Continued)

- 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 courthouse in which the assessor's office is located, the assessor was determined to be a component unit of the East Carroll 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.

B. 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies



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Independent Auditor's Report on Internal Control Structure

HONORABLE GENEVA ODOM
EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana

I have audited the general purpose financial statements of the East Carroll Parish Assessor as of December 31, 1996, and for the year then ended, and have issued my report thereon dated June 2, 1997.

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.

In planning and performing my audit of the general purpose financial statements of the East Carroll Parish Assessor for the year ended December 31, 1996, I considered its internal control structure 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 structure.

The management of East Carroll Parish Assessor is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

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**EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana**

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1996**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 JUN 18 1997

**VERNON R
COON**
CERTIFIED PUBLIC ACCOUNTANT

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

5. POST RETIREMENT BENEFITS

The East Carroll Parish Assessor provides certain continuing health care insurance benefits for 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 were paid jointly by the employees and the assessor. Effective September 1, all premium amounts were paid by the assessor. The assessor recognizes the cost of providing these benefits (the assessor's cost of premiums) as an expenditure when paid during the year. For the year ended December 31, 1996, the total cost of health insurance premiums for the assessor was \$12,532. Of this amount, \$2,407 was for retiree benefits.

6. LITIGATION AND CLAIMS

At December 31, 1996, the East Carroll Parish Assessor is involved in one lawsuit, the ultimate resolution of which would not materially affect the financial statements.

**7. EXPENDITURES OF THE ASSESSOR'S
OFFICE PAID BY THE POLICE JURY**

The East Carroll Parish Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4713, is paid by the East Carroll Parish Police Jury.

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

Balance at December 31, 1996

\$67,519

Included in additions for the year are \$3,179 in office equipment which was purchased by the East Carroll Parish Police Jury.

4. PENSION PLAN

Substantially all employees of the East Carroll Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and 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 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 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 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 by calling (318) 425-4446.

Plan members are required by state statute to contribute 7.00 per cent of their annual covered salary and the East Carroll Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 6.00 per cent 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 Carroll 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 Carroll Parish Assessor's contributions to the system for the years ending December 31, 1996, 1995, and 1994, were \$4,489, \$4,907, and \$5,153, respectively, equal to the required contributions for each year.

EAST CARROLL PARISH ASSESSOR
 Lake Providence, Louisiana
 Notes to the Financial Statements (Continued)

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

2. AD VALOREM TAXES

As provided by Louisiana Revised Statute 47:1925, the assessor is authorized to levy an ad valorem tax in lieu of pro rata deductions from ad valorem taxing authorities. For the year ended December 31, 1996, the assessor levied 5.33 mills to provide funding for her office.

The following are the principal taxpayers for the parish and their 1996 assessed valuation:

	1996 Assessed Valuation	Per cent of Total Assessed Valuation
Trunkline Gas Company	\$2,694,980	8.97%
Columbia Gulf Transmission Company	1,187,800	3.95%
Southern Natural Gas Company	853,870	2.84%
Tenneco Gas	824,550	2.74%
BellSouth	827,060	2.75%
Entergy Inc.	779,970	2.60%
Texas Eastern Transmission Company	634,390	2.11%
Bunge Corp.	463,920	1.54%
Terral Riverservice, Inc.	359,414	1.20%
Hollybrook Warehouse, Inc.	<u>350,836</u>	<u>1.17%</u>
Total	<u>\$8,976,790</u>	<u>29.88%</u>

3. CHANGES IN GENERAL FIXED ASSETS

The following presents changes in general fixed assets (office furnishings and equipment) for the year ended December 31, 1996.

Balance at January 1, 1996	\$66,688
Additions	4,130
Deletions	<u>(3,299)</u>

EAST CARROLL PARISH ASSESSOR
 Lake Providence, Louisiana
 Notes to the Financial Statements (Continued)

Excess (Deficiency) of revenues over expenditures - Statement C (Cash Basis)	\$8,967
Adjustments for receivables	11,686
Adjustments for payables	<u>(2,607)</u>
Excess (Deficiency) of revenues over expenditures - Statement B (GAAP Basis)	<u>\$18,046</u>

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, 1996, the assessor has cash and cash equivalents totaling \$62,206, as follows:

Demand deposits	\$37,206
Time deposits	<u>25,000</u>
Total	<u>\$62,206</u>

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. Deposit balances (bank balances) at December 31, 1996, total \$63,461, and are fully secured by federal deposit insurance.

G. VACATION AND SICK LEAVE

All employees are granted two weeks of non-cumulative vacation leave each year. Sick leave is granted at the discretion of the assessor. At December 31, 1996, there are no accumulated and vested benefits relating to vacation leave which require accrual or disclosure.

**II. TOTAL COLUMN ON THE
 BALANCE SHEET**

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls are recorded in the year prepared. Interest income on time deposits is recorded when the time deposits have matured. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees for preparing tax rolls have been treated as susceptible to accrual.

Expenditures

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

E. BUDGET PRACTICES

The proposed budget for the General Fund, prepared on the cash basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes to the budget must be approved by the assessor.

Formal budgetary integration is not employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments. The following schedule reconciles excess (deficiency) of revenues over expenditures as shown on Statement C (cash basis) with the amount shown on Statement B (GAAP basis):

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
Notes to the Financial Statements (Continued)

through service charges or user fees. Fiduciary funds are used to account for assets held for others. The assessor's current operations require only the use of governmental funds (General Fund). Ad valorem tax revenue authorized by Act 17 of 1990 is accounted for in this fund. General operating expenditures are paid from this fund.

**C. GENERAL FIXED ASSETS AND
LONG-TERM DEBT**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Fixed assets provided by the police jury are not recorded in the general fixed assets account group. Approximately 98 per cent of fixed assets are valued at actual historical costs while the remaining 2 per cent are based on estimated historical costs based on the actual costs of like items. No depreciation has been provided on general 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. The assessor has no long-term debt at December 31, 1996.

D. BASIS OF ACCOUNTING

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

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The assessor uses the following practices in recognizing and reporting revenues and expenditures:

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
Changes in Fund Balance
For the Year Ended December 31, 1996

REVENUES

Taxes - ad valorem	\$129,930
State revenue sharing	12,450
Fees, charges, and commissions for services	2,419
Use of money and property - interest earnings	4,245
Other revenues	198
Total revenues	<u>149,242</u>

EXPENDITURES

General government - taxation:	
Personal services and related benefits	106,142
Operating services	19,067
Materials and supplies	3,836
Travel and other charges	1,200
Capital outlay	951
Total expenditures	<u>131,196</u>

**EXCESS (Deficiency) OF REVENUES
OVER EXPENDITURES**

18,046

FUND BALANCE AT BEGINNING OF YEAR166,839**FUND BALANCE AT END OF YEAR**\$184,885

The accompanying notes are an integral part of this statement.

HONORABLE GENEVA ODOM
EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana
Independent Auditor's Report on
Internal Control Structure, Etc.

For the purpose of this report, I have classified the significant internal control structure policies and procedures in the following categories:

Revenues/receipts
Expenditures/disbursements/payroll
Budgeting/budgetary reporting
Electronic data processing

For all of the internal control structure categories listed above, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk. I did not extend my audit procedures beyond those necessary to plan the audit but instead relied upon substantive tests as a more efficient audit technique.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose 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 structure and its operations that I consider to be material weaknesses as defined above.

This report is intended for the information of the East Carroll Parish Assessor. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroec, Louisiana
June 2, 1997

EAST CARROLL PARISH ASSESSOR
Lake Providence, Louisiana

Notes to the Financial Statements
As of and For the Year Ended December 31, 1996

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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 term of four years, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of her office and to 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.

At December 31, 1996, there are 5,419 real, movable and public service assessment listings totaling \$16,899,548, \$4,569,004, and \$8,574,920, respectively. This represents an increase of 20 assessment listings. The total assessed valuation increased by \$435,625.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the East Carroll Parish Police Jury is the financial reporting entity for East Carroll 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 exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes criteria for determining which component units should be considered part of the East Carroll Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is 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 police jury to impose its will on that organization and/or;