

**INDEPENDENT AUDITOR'S REPORT**

**CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 1995**

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Release Date 7-24-96

**CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA**

**ANNUAL FINANCIAL STATEMENTS WITH AUDITOR'S REPORT  
FOR THE YEARS ENDED DECEMBER 31, 1995 AND 1994**

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*McRight & Associates*  
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

Honorable Robert E. Connor  
Cameron Parish Assessor  
Cameron, Louisiana

We have audited the general purpose financial statements of the Cameron Parish Assessor, Cameron, Louisiana, as of and for the years ended December 31, 1995 and 1994, as listed in the table of contents. These general purpose financial statements are the responsibility of the Assessor. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and government auditing standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Cameron Parish Assessor, Cameron, Louisiana, as of December 31, 1995, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

*McRight & Associates*

Baton Rouge, Louisiana  
June 19, 1996

CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP  
DECEMBER 31, 1995

A S S E T S

	<u>Governmental</u> <u>Fund Type</u>	<u>General</u> <u>Fund</u>
Cash (Note 5)	\$ 59,527	
Investments, at cost (Note 5)	200,000	
Ad Valorem Tax Receivable	247,079	
Interest Receivable	-	
State Revenue Sharing Receivable	3,778	
Equipment (Note 2)	-	
	\$510,384	
Total Assets	\$510,384	

L I A B I L I T I E S   A N D   F U N D   E Q U I T Y

Liabilities:	
Accounts Payable	\$ _____
Total Liabilities	_____
Fund Equity:	
Investment in General Fixed Assets	
Fund Balance:	
Unreserved - Undesignated	510,384
Total Fund Equity	510,384
Total Liabilities and Fund Equity	\$510,384

The accompanying notes are an integral part of this statement

<u>Account Group</u>	<u>Total (Memorandum Only)</u>	
<u>General Fixed Assets</u>	<u>1995</u>	<u>1994</u>
\$ -	\$ 59,527	\$ 52,746
-	200,000	200,000
-	247,079	234,187
	3,778	5,790
<u>62,024</u>	<u>62,024</u>	<u>50,865</u>
<u>62,024</u>	<u>\$ 572,408</u>	<u>\$ 543,588</u>
\$ -	\$ -0-	\$ -0-
-		
<u>-</u>	<u>-0-</u>	<u>-0-</u>
62,024	62,024	50,865
<u>62,024</u>	<u>510,384</u>	<u>492,723</u>
	<u>572,408</u>	<u>543,588</u>
<u>\$ 62,024</u>	<u>\$ 572,408</u>	<u>\$ 543,588</u>

**CAMERON PARISH ASSESSOR**  
**CAMERON, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUND TYPE - GENERAL FUND  
FOR THE YEARS ENDED DECEMBER 31, 1995 AND 1994**

	<u>1995</u>	<u>1994</u>
<u>REVENUES</u>		
Taxes - Ad valorem	\$245,000	\$258,781
State Revenue Sharing	5,667	5,790
Informational Services	2,000	4,230
Appropriation - Police Jury	9,869	0
Interest	20,824	11,655
	<hr/>	<hr/>
TOTAL REVENUES	283,360	280,456
<u>EXPENDITURES</u>		
General Government		
Current Operating		
Salaries		
Assessor	46,740	46,740
Deputies	104,160	104,160
Insurance Benefits	34,752	39,809
Retirement Benefits	8,805	9,903
Expense Allowance	4,674	4,674
Travel Expense	10,033	11,198
Auto Supplies	1,866	1,412
Office Supplies	6,858	3,915
Professional Services	15,675	22,071
Other Insurance	1,671	1,682
Dues, Ads & Subscriptions	4,452	2,728
Equipment Expense	4,832	6,655
Postage	4,309	902
Telephone	5,713	4,418
Capital Outlay	11,159	4,470
	<hr/>	<hr/>
TOTAL EXPENDITURES	265,699	264,737
	<hr/>	<hr/>
Excess of revenues over expenditures	17,661	15,719
	<hr/>	<hr/>
Fund Balance at beginning of year	492,723	477,004
	<hr/>	<hr/>
Fund Balance at end of year	510,384	492,723
	<hr/> <hr/>	<hr/> <hr/>

The accompanying notes are an integral part of this statement

**CAMERON PARISH ASSESSOR**  
**CAMERON, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL -  
GENERAL FUND TYPE  
FOR THE YEAR ENDED DECEMBER 31, 1995**

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVOR.)
<u>REVENUES</u>			
Taxes - Ad valorem	\$235,000	\$245,000	10,000
Interest	16,000	20,824	4,824
Informational Services	1,500	2,000	500
Appropriation - Police Jury	10,000	9,869	( 131)
State Revenue Sharing	5,800	5,667	( 133)
	<u>268,300</u>	<u>283,360</u>	<u>15,060</u>
<u>EXPENDITURES</u>			
Current Operating			
Salaries			
Assessor	46,740	46,740	
Deputies	105,000	104,160	840
Insurance Benefits	35,000	34,752	248
Retirement Benefits	8,800	8,805	( 5)
Expense Allowance	4,674	4,674	
Travel Expense	11,250	10,033	1,217
Auto Supplies	2,000	1,866	134
Office Supplies	6,000	6,858	(858)
Professional Services	15,000	15,675	( 675)
Other Insurance	1,750	1,671	79
Dues, Ads & Subs.	4,400	4,452	( 52)
Equipment Expense	5,000	4,832	168
Postage	3,500	4,309	(809)
Telephone	5,500	5,713	(213)
Capital Outlay	12,000	11,159	841
	<u>266,614</u>	<u>265,699</u>	<u>915</u>
Excess of revenues over expenditures	1,686	17,661	15,975
Fund Balance at beginning	492,723	492,723	-
	<u>494,409</u>	<u>510,384</u>	<u>15,975</u>

The accompanying notes are an integral part of this statement

**CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessors are elected by the voters of each parish, Orleans Parish excepted, and serve terms of four years. The assessors assess property, prepare tax rolls, and submit the rolls to the Louisiana Tax Commission as prescribed by law. 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 pecuniary responsible for the actions of the deputies.

The Assessor's office is located in the Cameron Parish Courthouse in Cameron, Louisiana. The Assessor employs 5 employees, including 4 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 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, 1995 property tax assessments totaled \$12,580,142 with 10,283 taxpayers.

CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying component unit financial statements of the Cameron Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) was established to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities.

B. REPORTING ENTITY

As the governing authority of the parish, for the purposes, the Cameron Parish Police Jury is the financial reporting entity Cameron Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financial 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 Cameron Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is 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

CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

- b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations of 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 of one or more of the reasons stated above, the assessor was determined to be a component unit of the Cameron Parish Police Jury, the financial reporting unit. 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 the governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

The assessor uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

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

CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

General Fund

The General Fund, as provide by Louisiana Revised Statue 13:781, is the principal fund of the assessor and is used to account for the operations of the assessor's office. Compensation received from the various taxing bodies is accounted for in this fund. General operating expenditures are paid from this fund.

D. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The governmental fund is accounted for using the modified accrual basis of accounting. The revenues are recognized when they become measurable and available as net current assets. Ad valorem taxes and interest revenues are treated as "susceptible to accrual".

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

E. BUDGET PRACTICES

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the General Fund. All annual appropriations lapse at fiscal year end.

F. ENCUMBRANCES

The Cameron Parish Assessor does not use encumbrance accounting.

CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

G. 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.

H. PREPAID ITEMS

The Cameron Parish Assessor's policy is to expenses all items in the period purchased. This policy does not materially misstate the financial statements.

I. FIXED ASSETS

Fixed assets used in the governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, and are recorded as expenditures in the governmental fund when purchased. Fixed assets are valued at historical cost and no depreciation has been provided on the general fixed assets.

The account group is not a "fund". It is concerned only with the measurement of financial position and is not involved with measurement of results of operations.

J. COMPENSATED ABSENCES

Accumulated unpaid vacation is recorded as an expenditure in the period paid. Vacations must be taken in the period earned, therefore, no provision has been made in the financial statements.

**CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

The cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditures in the general fund when leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

**K. LONG-TERM OBLIGATIONS**

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

**L. FUND EQUITY**

**Reserves**

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future time.

**Designated Fund Balance**

Designated fund balance represents tentative plans for future use of financial resources.

**M. TOTAL COLUMNS ON STATEMENTS**

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**2. CHANGES IN GENERAL FIXED ASSETS**

Changes in general fixed assets are summarized as follows:

	1995	1994
Balance - beginning	\$50,865	\$46,395
Additions	11,159	4,470
Deletions		
Balance - ending	62,024	50,865

**3. CASH AND RELATED INVESTMENTS**

At December 31, 1995, the assessor has cash and cash equivalents (book balances) totaling \$259,526 as follows:

Demand Deposits	\$ 59,527
Time Deposits	<u>200,000</u>
Total	<u><u>259,527</u></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. 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, 1995, the assessor has \$259,527 in deposits. These deposits are secured from risk by \$159,527 of federal deposit insurance and the remainder is secured by pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

**CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

Even though the pledged securities are considered uncollateralized (Category #3) under the provisions of GASB Statement 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. PENSION PLAN**

Substantially all employees of the Cameron Parish Assessor's office are members of the Louisiana Assessors Retirement 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, 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.

Contributions to the system include one-fourth of one per cent of the taxes shown to be collectible by tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. State statute requires covered employees to contribute a percentage of their salaries to the System. As provided by Louisiana Revised Statute 11:103, the employer

**CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior year.

The following provides certain disclosures for the assessor and the retirement system that are required by GASB Codification Section P20.129:

**Year Ended December 31, 1995**

**Cameron Parish Assessor:**

Total current year payroll \$150,900

Total current year covered payroll \$150,900

	Required By Statute		Actual	
	Per Cent	Amount	Per Cent	Amount
Contributions:				
Employees	7.00%	\$10,563	7.00%	\$10,563
Employer	5.00%	10,186	6.56%	9,903
Total	12.00%	20,749	13.56%	20,466

	Actuarially Required	
	Per Cent	Amount
Contributions:		
Employees	7.00%	\$10,563
Employer	5.44%	9,160
Total	12.44%	19,723

Per cent of employer's actuarially required contribution to all participating employers 1.5%

CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

Year Ended September 30, 1995

RETIREMENT SYSTEM

Net Assets	\$62,833,256
Pension benefit obligation	<u>(\$97,653,424)</u>
Unfunded pension benefit obligation	<u><u>(\$34,820,168)</u></u>

The pension benefit obligation is presented as of September 30, 1995. The pension benefit obligation is a standardized measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rated benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits, is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among PERS and employers. The System does not make separate measurements of assets and pension benefits obligations for individual employers.

Historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is presented in the System's September 30, 1995, comprehensive annual financial report. The Cameron Parish Assessor does not guarantee the benefits granted by the System.

CAMERON PARISH ASSESSOR  
CAMERON, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

7. EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

The Cameron Parish Police Jury provided the office space and utilities for the Assessor's office for the year ended December 31, 1995. Expenditures for these items are not reflected in the accompanying financial statements.

8. AD VALOREM TAXES

Ad valorem taxes are levied by October 1 at a rate of 2.15 mills and are due upon receipt of the tax bill and are delinquent if not paid before January 1 of the following year. On January 1, a tax lien attaches on property to secure the payment of all taxes, penalties, and interest ultimately imposed.

**COMPLIANCE REPORT BASED ON AN AUDIT OF COMPONENT  
UNIT FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited the general purpose financial statements of Cameron Parish Assessor, Cameron, Louisiana, as of and for the year ended December 31, 1995, and have issued our report thereon dated June 19, 1996.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the component unit financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Cameron Parish Assessor, Cameron, Louisiana, is the responsibility of the Assessor's management. As part of obtaining reasonable assurance about whether the component unit financial statements are free of material misstatement, we performed tests of the Assessor's compliance with certain provisions of laws, regulations, contracts, and grants. However, our objective was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended for the information of the Assessor and Legislative Auditor's office. However, this report is a matter of public record, and its distribution is not limited.

*McRight & Associates*

Baton Rouge, Louisiana  
June 19, 1996

**REPORT ON THE INTERNAL CONTROL STRUCTURE  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited the general purpose financial statements of Cameron Parish Assessor, Cameron, Louisiana, as of and for the year ended December 31, 1995, and have issued our report thereon dated June 19, 1996.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The Cameron 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 objective 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 component unit 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, projections of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the component unit financial statements of the Cameron Parish Assessor for the year ended December 31, 1995, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Reportable conditions are included in the attached "Schedule of Internal Control Structure Reportable Conditions".

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described in the schedule is a material weakness.

This report is intended for the information of the Assessor, and Legislative Auditor's Office. However, this report is a matter of public record, and its distribution is not limited.

*McRymer & Associates*

Baton Rouge, Louisiana  
June 19, 1996

**CAMERON PARISH ASSESSOR**  
Cameron, Louisiana

**SCHEDULE OF INTERNAL CONTROL STRUCTURE REPORTABLE CONDITION**  
For the Year Ended December 31, 1995

**FINDING:** Inadequate segregation of duties.

**CONDITION:** The Assessor's staff is not large enough to permit an adequate segregation of employee duties for effective internal control over the purchasing (invoice approval, processing and general ledger) and reporting (journal entry preparation, approval and recordation) cycles.

**CRITERIA:** The processing of purchases and journal entries under the control of one person represents a failure to segregate the incompatible accounting activities.

**EFFECT:** The effect is such that errors, either intentional or unintentional, in the processing of purchases and journal entries could occur and not be detected in a timely manner and in the ordinary course of operations.

**CAUSE:** The size of the Assessor's staff does not permit an adequate segregation of incompatible duties.

**RECOMMENDATION:** Due to the its size the Assessor does not have sufficient staff to establish adequate segregation of duties. Therefore, the cost associated with reducing this deficiency in the design or operation of the internal control structure may not be considered justified.

**AUDITEE RESPONSE:** The Assessor has noted this condition and has determined that the cost necessary to establish adequate segregation of duties is not justifiable at the current time.