

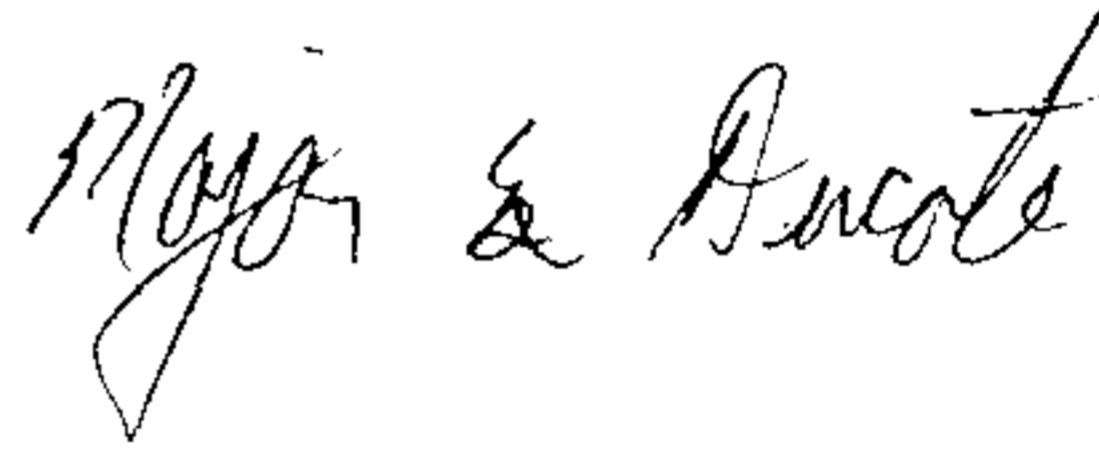
Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

We examined the payroll records of all employees of the Assessor's office for the period under examination and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Pointe Coupee Parish Assessor and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Major and Ducote, CPA's  
New Roads, Louisiana  
May 27, 1997

Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Notes to the Financial Statements  
December 31, 1996

Revenues

Revenue from ad valorem taxes is recorded in the year of anticipated disbursement by the tax collector. Ad valorem taxes are assessed on a calendar year basis, become due on or about November 15 of each year, and become delinquent on December 31. The disbursement by the tax collector is generally received in January and February of the ensuing year.

Revenues from the preparation of municipal tax rolls and interest income on demand deposits are recorded when earned.

Expenditures

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

E. BUDGETS

The assessor prepares an annual budget for the General Fund on the modified accrual basis of accounting. The proposed budget is made available for public inspection no later than 15 days prior to the beginning of each fiscal year. The budget is legally adopted and amended, as necessary, by the assessor. All appropriations lapse at year end. In accordance with Louisiana Revised Statute 47:1908, the assessor carries forward any unexpended appropriation into subsequent years. Formal budget integration (within the accounting records) is not employed as a management control device. The original adopted budget was amended during the year and the accompanying financial statements reflect the amended budgeted amounts.

F. ENCUMBRANCES

The assessor does not use encumbrance accounting.

Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Notes to the Financial Statements  
December 31, 1996

accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general governmental services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

The assessor uses a fund and an account group to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid in financial management by segregating transactions relating to certain governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

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

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is accounted for by use of a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement of the General Fund presents increases (revenues and other financing resources) and decreases (expenditures and other financing uses) in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Notes to the Financial Statements  
December 31, 1996

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Pointe Coupee Parish Police Jury is the financial reporting entity for Pointe Coupee 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 the 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 Pointe Coupee Parish Police Jury for financial reporting purposes. The basic criterion 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
  - 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 of significance of the relationship.

Because the police jury provides the assessor with office space and related occupancy expenses thereby making the assessor fiscally dependent on the police jury, the assessor was determined to be a component unit of the Pointe Coupee Parish Police Jury, the financial reporting entity. The

Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Notes to the Financial Statements  
December 31, 1996

INTRODUCTION

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

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

At December 31, 1996 there are 14,463 real property and movable property assessments totaling \$54,712,574 and \$167,657,811, respectively. This represents an increase of 294 assessments during the fiscal year caused by the addition of increasing businesses and residents. The total assessment value increased from the prior year by \$6,266,583.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

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

Pointe Coupee Parish Assessor  
 New Roads, Louisiana  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 December 31, 1996

	<u>Governmental Fund Types</u>	<u>Account Groups</u>	<u>Totals Memo Only</u>
	General	General Fixed Asset	1996
<b>ASSETS</b>			
Cash in bank	\$ 53,174		\$ 53,174
Due from other governments	-0-		-0-
General fixed assets	<u>                    </u>	\$ 38,011	<u>38,011</u>
<b>TOTAL ASSETS</b>	<u>\$ 53,174</u>	<u>\$ 38,011</u>	<u>\$ 91,185</u>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities:</b>			
Accounts payable	\$ <u>873</u>		\$ <u>873</u>
<b>Total Liabilities</b>	<u>873</u>	<u>                    </u>	<u>\$ 873</u>
<b>Fund Equity:</b>			
Investment in general fixed assets		\$ 38,011	\$ 38,011
Fund balance Unreserved - undesignated	<u>52,301</u>	<u>                    </u>	<u>52,301</u>
<b>Total Fund Equity</b>	<u>52,301</u>	<u>38,011</u>	<u>90,312</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$ 53,174</u>	<u>\$ 38,011</u>	<u>\$ 91,185</u>

The accompanying notes and accountants' report  
 are an integral part of this statement.

Major & Dnote

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POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA

ANNUAL GENERAL PURPOSE FINANCIAL STATEMENTS  
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 NOV 09 1997

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Pointe Coupee Parish Assessor  
 New Roads, Louisiana  
 Notes to the Financial Statements  
 December 31, 1996

valuation and are subject to change each year based on the results of valuation for the prior fiscal 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, 1996

Pointe Coupee Parish Assessor

Contribution rates:

Employees - regular	7.00%
Employees - DROP	0.00%
Employer:	
January 1 through September 30	5.00%
October 1 through December 31	5.50%

Total current year covered regular payroll	\$ 192,970
Total current year covered DROP payroll	42,840
Total current year covered payroll	235,810
Total current year payroll	260,112

	<u>Required by Statute</u>		<u>Actual</u>
	<u>Per Cent</u>	<u>Amount</u>	
Contributions:			
Employees	7.00%	\$ 13,508	\$ 13,508
Employer	5.00%	9,126	9,126
	and		
	5.50%	<u>2,931</u>	<u>2,931</u>
Total		<u>\$ 25,565</u>	<u>\$ 25,565</u>

Employer actuarially required contribution as a percent of total actuarially required contribution of all participating employers and employees 1.14 %



Pointe Coupee Parish Assessor  
 New Roads, Louisiana  
 Governmental Fund Types  
 Statement of Revenues, Expenditures and  
 Changes in Fund Balance - Budget and Actual -  
 For the year ended December 31, 1996

	Budget Amount	Actual Amount	Variance Favorable (Unfavorable)
Revenues:			
Ad Valorem Taxes- P.C. Parish and Revenue Sharing	\$ 199,150	\$ 205,806	\$ 6,656
Municipal tax roll preparation	4,340	4,769	429
Interest revenue	8,425	8,382	(44)
Total Revenues	211,915	218,957	7,042
Expenditures:			
General Government			
Salaries and related benefits	295,102	293,821	1,281
Materials and supplies	24,420	24,711	(291)
Travel and auto expenses	4,050	3,712	338
Capital outlay			
Total Expenditures	323,572	322,244	1,328
Excess (Deficiency) of Revenue over Expenditures	(111,657)	(103,287)	8,370
Other Financing Sources (Uses):			
Total other financing sources (uses)	0	0	0
Excess (Deficiency) of Revenue and Other Financing Sources over Expenditures and Other Financing Uses	\$ (111,657)	\$ (103,287)	\$ 8,370
Fund Balance - Beginning		155,588	
Fund Balance - Ending		\$ 52,301	

The accompanying notes and accountants' report  
are an integral part of this statement.

### Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

(a) Trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six randomly selected disbursements and found that payment was for the proper amount and made to the correct payee.

(b) Determine if payments were properly coded to the correct general ledger account;

All six of the randomly selected payments were properly coded to the correct general ledger account.

(c) Determine whether payments received approval from proper authorities.

All disbursement checks were approved and signed by the Assessor or by two Deputy Assessors if the Assessor was unavailable for signature.

### Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Assessor's office does not engage in public meetings.

### Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Notes to the Financial Statements  
December 31, 1996

retirement benefit, payable monthly for life, equal to 3 per cent of their final average salary each year of credited service, not to exceed 100 percent 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.

In lieu of terminating employment and accepting a service retirement allowance, any member with thirteen or more years of service at age fifty-six or thirty-one or more years of service at age fifty-one may elect to participate in the Deferred Retirement Option Plan (DROP) for up to two years and defer the receipt of benefits. Upon commencement of participation in the plan, membership in the system terminates. During participation in the plan, employer contributions are payable, but employee contributions cease. The monthly retirement benefits that would have been payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP fund. This fund does not earn interest. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of the system has been terminated for at least one full year.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the plan may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the board of trustees. The monthly benefits that were being paid into the Deferred Retirement Option Plan fund will begin to be paid to the retiree. If a participant dies during the participation in the plan, a lump sum equal to his account balance in the plan fund shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the two years, payments into the plan fund cease and the person resumes active contributing membership in the system.

Contributions to the System include one-fourth of the one per cent (one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. 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 contributions are determined by actuarial

Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Notes to the Financial Statements  
December 31, 1996

G. CASH

Cash includes amounts in interest bearing demand deposits. Under state law, the assessor may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

H. FIXED ASSETS

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

I. COMPENSATED ABSENCES

Employees of the assessor's office earn two weeks of vacation leave each year after one year service. Vacation leave must be taken in the year earned. Employees are allowed 10 to 45 days of sick leave each year, depending on their years of service. The allowance for sick leave may be extended by the assessor whenever extenuating circumstances warrant such extensions. Sick leave cannot be carried forward to succeeding years. The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as current-year expenditure in the General Fund when leave is actually taken.

J. LONG-TERM DEBT

There is no long-term debt at December 31, 1996

K. TOTAL COLUMN ON BALANCE SHEET

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

Pointe Coupee Parish Assessor  
New Roads, Louisiana

General Purpose Financial Statements  
As of and for the Year Ended December 31, 1996

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Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Notes to the Financial Statements  
December 31, 1996

The pension benefit obligation at September 30, 1996 for the Retirement System as a whole, determined through an actuarial valuation performed as of that date was as follows:

<u>Retirement System</u>	
Net assets	\$ 67,108,297
Pension benefit obligation	<u>(103,992,250)</u>
Unfunded pension benefit obligation	\$(36,883,953) =====

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 benefit 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 Systems' September 30, 1996, comprehensive annual financial report. The Pointe Coupee Parish Assessor does not guarantee the benefits granted by the System.

5. COMPENSATED ABSENCES

At December 31, 1996, there are no accumulated and vested benefits relating to compensated absences.

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

The assessor's office is located in the Pointe Coupee Parish Courthouse. The upkeep and maintenance of the courthouse are paid by the Pointe Coupee Parish Police Jury, as required by Louisiana Revised Statute 33:4713, and are not included in the accompanying financial statements.

7. LITIGATION

There is no litigation pending against the assessor's office at December 31, 1996.

**MAJOR & DUCOTE**  
CERTIFIED PUBLIC ACCOUNTANTS

VAN P. MAJOR, CPA, PC  
ALOYSIA C. DUCOTE, CPA, PC  
JOAN S. DUCOTE, CPA, PC  
JOHN L. MORRISON, III, CPA, PC

MEMBERS:  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To Honorable J.P. Jewell, Jr.  
Pointe Coupee Parish Assessor  
Daniel G. Kyle, CPA, CFE  
Legislative Auditor  
State of Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the Assessor of the Parish of Pointe Coupee and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Pointe Coupee Parish Assessor's compliance with certain laws and regulations during the year ended December 31, 1996 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

The were no expenditures made during the year for materials and supplies exceeding \$5,000 and no expenditures for public works exceeding \$50,000.

## Code of Ethics for Public Officials and Public Employees

2. Obtain from the Assessor a list of the immediate family members of the Assessor as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all employees, as well as their immediate families.

There was no contractual relationship existing between the Assessor, immediate family of the Assessor, employees of the Assessor, or immediate family of the employees with the Pointe Coupee Parish Assessor's Office.

3. Obtain from the Assessor a listing of all employees paid during the period under examination.

The Assessor provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from the Assessor in agreed-upon procedure (3) were also included on the listing obtained from the Assessor in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by the Assessor [agreed-upon procedure (3)] appeared on the list provided by the Assessor in agreed-upon procedure (2).

## Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

The Assessor provided us with copies of the original budget as well as the amended budget.

6. Trace the budget adoption and amendments to the minute book.

The Assessor's office does not maintain a minute book.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues were more than budgeted revenues by 3% and expenditures for the year were less than budgeted amounts by less than 1%.



# MAJOR & DUCOTE

CERTIFIED PUBLIC ACCOUNTANTS

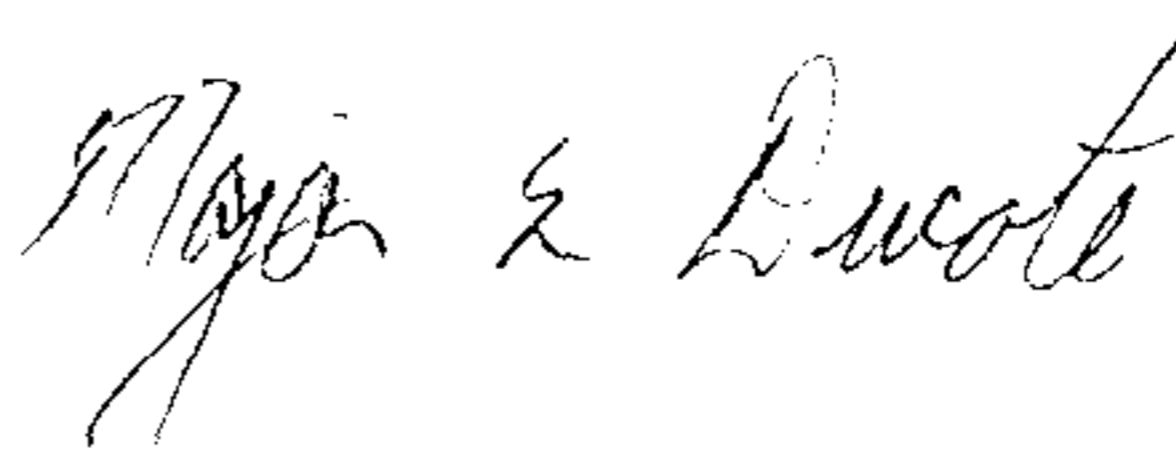
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SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

Honorable J.P. Jewell, Jr.  
Pointe Coupee Parish Assessor  
New Roads, Louisiana

We have compiled the general purpose financial statements of the Pointe Coupee Parish Assessor, a component unit of the Pointe Coupee Parish Police Jury, as of December 31, 1996, and for the year then ended in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.



Major & Ducote, CPA's  
New Roads, Louisiana  
May 27, 1997

Pointe Coupee Parish Assessor  
 New Roads, Louisiana  
 Notes to the Financial Statements  
 December 31, 1996

2. CASH

At December 31, 1996, the assessor had cash (book balances) totaling \$53,174 in an interest bearing demand deposit account. 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 federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. At December 31, 1996, the assessor had \$56,787 in deposits (collected bank balances), which are fully secured by federal deposit insurance of \$100,000 and pledged U.S. Governmental Agency securities held by the custodial bank in its name with a market value of \$300,000.

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Office Equipment</u>	<u>Automobile</u>	<u>Total</u>
Balance - January 1, 1996	\$ 23,157	\$ 14,854	\$ 38,011
Additions	-0-	-0-	-0-
Retirements	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Balance - December 31, 1996	\$ 23,157 =====	\$ 14,854 =====	\$ 38,011 =====

4. PENSION PLAN

All employees of the Pointe Coupee Parish Assessor's office are members of the Louisiana Assessor 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 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 55 with at least 12 years of creditable service or at or after age 50 with at least 30 years of creditable service are entitled to a