

10-1-35

OFFICIAL
FILE COPY
DO NOT SIGN
HERE
Mark necessary
copies from the
copy and FILE
HERE

10-1-35 9:35

Iberville Parish Assessor
Flaguoline, Louisiana

GENERAL PURPOSE FINANCIAL STATEMENTS

As of and for the year ended December 31, 1934

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, 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 1-23-35

TABLE OF CONTENTS

	Page
Independent Auditor's Report	i
COMBINED FINANCIAL STATEMENTS	
Combined Balance Sheet - All Fund Types and Account Groups	1
Statement of Revenues, Expenditures, and Charges in Fund Balance	2
Statement of Revenues, Expenditures, and Charges in Fund Balance - Budget (GAAP Basis) and Actual	3
Notes to Financial Statements	4
OTHER REPORTS	
Independent Auditor's Report on Internal Control Structure Related Matters Noted in a Financial Statement Audit Conducted in Accordance with Government Auditing Standards	15
Independent Auditor's Report on Compliance with Laws and Regulations Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	18

CONDENSED BALANCE SHEET

Eberville Parish Assessor
Flagamine, Louisiana

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT SECTORS

December 31, 1986

ASSETS AND OTHER DEBITS

	<u>Governmental</u>
	<u>Fund</u>
	<u>General Fund</u>
ASSETS	
Cash in checking and savings (See Note 2)	\$ 908,624
Revenues receivable (See Note 3)	497,144
Accrued interest receivable	3,078
Automated mapping equipment	-0-
Office equipment	-0-
Uniforms	-0-
Other Debits	-0-
Amount to be provided for retirement of general long- term debt	-0-
Total Assets and Other Debits	\$ 1,412,846

LIABILITIES AND FUND EQUITY

Liabilities	
Accounts payable	\$ 8,898
Payroll deductions and benefits payable	3,876
General Long-Term Debt (See Note 4)	-0-
Total Liabilities	- 12,774
Fund Equity	
Investment in general fixed assets	-0-
Fund Balance - unreserved and undesignated	1,425,620
Total Fund Equity	1,425,620
Total Liabilities and Fund Equity	\$ 1,412,846

<u>Account Storage</u>				<u>Totals</u>	
<u>General</u>	<u>General</u>	<u>(Memorandum Only)</u>			
<u>Fixed</u>	<u>Long-Term</u>	<u>1988</u>		<u>1989</u>	
<u>Assets</u>	<u>Debt</u>				
\$ -0-	\$ -0-	\$ 288,626	\$	849,177	
-0-	-0-	487,844		478,469	
-0-	-0-	7,073		3,839	
54,248	-0-	54,248		54,248	
142,742	-0-	142,751		148,200	
8,388	-0-	5,390		5,390	
<u>-0-</u>	<u>10,142</u>	<u>10,142</u>		<u>-0-</u>	
\$ <u>201,399</u>	\$ <u>10,142</u>	\$ <u>1,028,389</u>	\$	<u>1,523,224</u>	
\$ -0-	\$ -0-	\$ 4,889	\$	3,288	
-0-	-0-	7,874		6,344	
<u>-0-</u>	<u>10,142</u>	<u>10,142</u>		<u>-0-</u>	
-- <u>-0-</u>	<u>10,142</u>	-- <u>10,142</u>	--	<u>6,234</u>	
201,399	-0-	201,399		285,841	
<u>-0-</u>	<u>-0-</u>	<u>1,500,468</u>		<u>1,388,781</u>	
<u>201,399</u>	<u>-0-</u>	<u>1,483,847</u>		<u>1,394,622</u>	
\$ <u>201,399</u>	\$ <u>10,142</u>	\$ <u>1,524,742</u>	\$	<u>1,523,224</u>	

See accompanying notes to financial statements.

Iberville Parish Assessor
 Bogalusa, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

GENERAL FUND

For the year ended December 31, 1994
 With comparative actual amounts
 for the year ended December 31, 1993

	1994	1993
Revenues		
Ad valorem tax	\$ 470,837	\$ 448,588
Intergovernmental revenues-		
Louisiana Revenue Sharing	15,109	37,003
Preparation of tax notices and		
assessment listings	7,706	7,461
Interest income	<u>31,842</u>	<u>29,918</u>
Total Revenues	<u>\$ 545,494</u>	<u>\$ 522,970</u>
Expenditures		
Current:		
Salaries	314,320	281,509
Office supplies and printing	18,493	18,104
Group insurance and retirement	44,702	53,284
Automobile expenses	6,357	6,022
Tolls and subscriptions	3,591	3,591
Mapping	3,566	-
Payroll taxes	18,431	5,088
Postage	3,409	3,411
Professional fees	18,697	18,493
Repairs and maintenance	1,367	93
Telephone expense	7,362	8,393
Travel and educational expense	13,332	8,467
Miscellaneous expense	11,808	3,328
Computer programming expense	2,894	-
Uncollectible amounts	-	3,021
Capital outlay	2,162	2,188
Debt Service:		
Principal retirement	3,414	-
Interest	<u>3,327</u>	<u>-</u>
Total Expenditures	<u>\$ 631,782</u>	<u>\$ 481,923</u>
Excess of Revenues over		
Expenditures	51,707	140,947
Fund Balance, Beginning of Year	<u>1,288,761</u>	<u>1,280,220</u>
Fund Balance, End of Year	<u>\$ 1,340,468</u>	<u>\$ 1,421,167</u>

See accompanying notes to financial statements.

Eberville Parish Assessor
 Bienville, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

BUDGET COMPARATIVE AND ACTUAL

GENERAL FUND

For the year ended December 31, 1984

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
Revenues			
Ad valorem taxes	\$ 481,425	\$ 470,837	\$ 10,588
Louisiana Revenue Sharing	0-	18,300	18,300
Preparation of tax notices and assessment listings	11,000	7,788	3,212
Interest Income	<u>15,000</u>	<u>31,063</u>	<u>16,063</u>
Total Revenues	<u>- 507,425</u>	<u>- 527,988</u>	<u>20,563</u>
Expenditures			
Current:			
Salaries	398,000	398,120	(18,000)
Office supplies and printing	20,000	15,493	4,507
Group insurance and retirement	80,000	88,702	8,702
Automobile expenses	10,000	6,167	3,833
Fees and subscriptions	3,000	3,881	(881)
Mailing	0-	3,800	(3,800)
Payroll taxes	0-	10,481	(10,481)
Postage	15,000	3,469	11,531
Professional fees	0-	10,887	(10,887)
Repairs and maintenance	18,000	1,387	16,613
Telephone expense	18,000	7,132	10,868
Travel and educational expense	18,000	13,332	4,668
Miscellaneous expense	8,425	11,088	(2,663)
Computer programming expense	0-	3,488	(3,488)
Capital outlay	20,000	2,182	17,818
Debt Service:			
Principal retirement	0-	2,418	(2,418)
Interest	<u>0-</u>	<u>3,123</u>	<u>(3,123)</u>
Total Expenditures	<u>588,425</u>	<u>631,791</u>	<u>43,366</u>
Excess of Revenues over Expenditures	\$ <u>0</u>	\$ 91,707	\$ <u>91,707</u>
Fund Balance, Beginning of Year		<u>1,308,761</u>	
Fund Balance, End of Year		<u>\$ 1,400,468</u>	

See accompanying notes to financial statements.

Eberville Parish Assessor
Blaquimine, Louisiana

NOTES TO FINANCIAL STATEMENTS

December 31, 1996

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 24 of the Louisiana Constitution of 1878, the assessor is elected by the voters of the parish and serves a four year term. The assessor assesses property, prepares tax rolls, and submits 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 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 pecuniarily responsible for the actions of the deputies.

The accompanying financial statements of the Eberville Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The preparation of financial statements in conformity with GAAP requires management to make assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

Governmental Accounting Standards Board Statement 14 established criteria for determining the governmental reporting entity. The basic criterion to include a potential component unit within the reporting entity is financial accountability.

Based on that criterion the assessor has no component units. For financial reporting purposes the assessor includes all funds, account groups, activities, et cetera, that are controlled by the assessor as an independently elected parish official. As an independently elected parish official, the assessor is solely responsible for the operations of his office, which includes the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds.

(CONTINUED)

Iberville Parish Assessor
Flagamine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1984

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Other than certain operating expenditures of the assessor's office that are paid or provided by the parish police jury as required by Louisiana law, the assessor is financially independent. Accordingly, the assessor is a primary governmental reporting entity. The activities of the parish police jury, parish school board, other independently elected parish officials, and municipal level governments are not included within the accompanying financial statements as they are considered autonomous governments. These units of government issue financial statements separate from those of the parish assessor.

A. 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 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.

Funds of the assessor are classified as governmental funds. 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.

B. GENERAL FUND

The General Fund (Salary Fund), as provided by Louisiana Revised Statute 47:2906, is the principal fund of the assessor's office. Compensation received from the ad valorem tax authorized by Act 27 of 1980, are accounted for in this fund.

(CONTINUED)

Eberville Parish Assessor
Flagamine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1996

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

C. FIXED ASSETS AND LONG-TERM OBLIGATIONS

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 are recorded as expenditures in the General Fund, at the time purchased, and the related assets are capitalized (reported) in the General Fixed Assets Account Group. No depreciation has been provided on fixed assets. All fixed assets are valued at historical cost.

Long-term obligations expected to be financed from governmental funds are accounted for in the General Long-Term Obligations account group, not in the General 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 using a current financial resources measurement focus. With this measurement focus only current assets and current liabilities are generally included on the balance sheet. The operating statement of the General Fund presents increases and decreases in net current assets. The assessor's records are maintained on the cash basis of accounting. However, the general fund reported in the accompanying financial statements has been converted to the modified accrual basis of accounting using the following practices in recording revenues and expenditures:

Revenues

The assessor's primary source of revenue is an ad valorem tax levied by an assessment district. Ad valorem taxes are assessed for the calendar year and become due on November 15th of each year. The assessor recognizes the ad valorem tax in the year the taxes are assessed.

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1996

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

The assessor established an allowance for uncollectible taxes for the taxes that are estimated to be uncollectible.

Revenues from preparation of tax rolls and assessment listings are recorded when rolls and listings are delivered to the entity requesting them.

Louisiana Revenue Sharing is authorized by annual appropriation by the state legislature. Louisiana Revenue Sharing is a state grant originally designed to compensate taxing bodies for the loss of revenues caused by the Homestead Exemption. Revenues is recognized when appropriated by the state.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term obligations which are not recognized until due.

E. BUDGET PRACTICE

The proposed budget was made available for public inspection for the fiscal year beginning January 1, 1996, and ending December 31, 1996 on December 8, 1995. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal twelve days prior to the public hearing. A public hearing was held at the assessor's office on December 18, 1995 for comments from taxpayers. The proposed budget is legally adopted or amended by the assessor.

(CONTINUED)

Eberville Parish Assessor
Bogalusa, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Formal budgetary integration was not employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts.

1. The assessor has the sole authority to make changes within various budget classifications.
2. The fund balance remaining at the close of the fiscal year is carried forward to the ensuing year. Encumbrances, if any, outstanding at year-end lapse and are not reported as reservations of fund balance.

F. COMPENSATED AGENCIES

Employees of the assessor's office are granted three weeks of vacation and sick leave each year, which cannot be accumulated.

G. CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and certificates of deposit. 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, and other forms of investment authorized by state statute. 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, when made, are stated at cost.

(CONTINUED)

Tharville Parish Assessor
Bossier, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1986

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

H. TOTAL COLUMN OF COMBINED BALANCE SHEET

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

I. COMPARATIVE DATA

Comparative data for the prior year has been presented in the accompanying financial statements in order to provide an understanding of changes in the assessor's financial position and operations. However, complete comparative data (i.e., presentation of prior year totals by fund type in each of the statements) have not been presented.

J. RISK MANAGEMENT

The assessor's office is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The assessor's office purchases commercial insurance policies at levels which management believes is adequate to protect the assessor's office for some risks and self-insures others. Based on historical experience, no accrual has been made for unpaid claims in these financial statements. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

CONTINUED

Iberville Parish Assessor
Flagamine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 4. GENERAL LONG-TERM DEBT

During 1996, the assessor purchased a piece of equipment in a capital lease transaction. The cost of the equipment was \$13,988. A down payment of \$1,395 was made and a capital lease for \$12,593 was issued. The equipment was capitalized in the General Fixed Asset Account group.

The following is a summary of assessor's general long-term debt transactions for the year ended December 31, 1998:

General long-term debt, January 1	\$	-
General long-term debt issued		12,593
Principal repaid		<u>(1,416)</u>
General long-term debt, December 31	\$	<u>11,177</u>

General long-term debt payable at December 31, 1998 consisted of the following:

Capital Leases Payable, dated March 29, 1996 due in monthly installments of \$417.23 through March 29, 1999; 12.9% interest	\$	<u>10,142</u>
---	----	---------------

The annual requirements to amortize the General long-term debt payable as of December 31, 1998 are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1997	\$ 4,360	\$ 1,562	\$ 5,924
1998	4,558	449	5,007
1999	<u>1,232</u>	<u>28</u>	<u>1,260</u>
Total	\$ <u>10,150</u>	\$ <u>1,639</u>	\$ <u>11,789</u>

(CONTINUED)

Iberville Parish Assessor
Bogalusa, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1994

NOTE 5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets is as follows:

Balance, January 1, 1994	\$ 205,841
Additions	14,726
deductions	<u>(12,188)</u>
Balance, December 31, 1994	\$ <u>208,379</u>

NOTE 6. PENSION PLAN

Plan Description Substantially all employees of the Iberville Parish Assessor's office are members of the Louisiana Assessors Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Of the total salaries of \$334,126 paid by the Assessor, \$251,259 are covered salaries for retirement.

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 13 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 percent of their final-average salary for 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 16 consecutive or joined months that produce the highest average. Employees who terminate with at least 13 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or awarded by state statute.

(CONTINUED)

Iberville Parish Assessor
Flaguennine, Louisiana

NOTE TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1984

NOTE 4. PENSION PLAN - (Cont'd)

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, Post Office Box 1798, Shreveport, Louisiana 7188-1798, or by calling (318) 425-8444.

Funding policy Plan members are required by state statute to contribute 3.0 percent of their annual covered salary and the Iberville Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 8.6 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one percent 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 Iberville 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 Iberville Parish Assessor's contributions to the System for the years ending December 31, 1983, 1984, and 1984, were \$13,288, \$15,263, and \$15,455, respectively, equal to the required contributions for each year.

NOTE 5. LITIGATION

There is no litigation pending against the assessor's office at December 31, 1984.

**Iberville Parish Assessor
Bogalouville, Louisiana**

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1996

NOTE 8. RESPONSIBILITIES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

The assessor's office is located in the Iberville Parish courthouse. The upkeep and maintenance of the courthouse is paid by the Iberville Parish Police Jury. The police jury also furnished the assessor with some office furniture and equipment.

NOTE 9. LIEVED TAXES

The assessor's primary source of revenue is a 3.00 mill ad valorem tax. The total assessed valuation subject to the tax is \$259,843,330. After reduction for homestead exemptions, the taxable value of assessed property is \$227,746,538.

The following are the principal taxpayers (over 1 percent of total assessed valuation) subject to the assessor's tax as December 31, 1996:

Taxpayer	Assessed Valuation	Percent of <u>Total</u>
Dow Chemical Company	\$ 53,846,750	23.12%
Kellogg	38,788,480	16.92%
Ciba Geigy Corporation	18,374,370	7.18%
Georgia Gulf Corporation	15,525,800	6.82%
Cox Mar Company	12,177,140	5.32%
Pioneer Chlor Alkali	9,826,140	4.30%
Shell Oil Company	8,810,740	3.82%
South Central Bell	5,474,840	2.38%
Essex, Inc.	3,803,180	1.66%
Southern Natural Gas	2,867,430	1.24%
Ashland Oil, Inc.	<u>2,487,880</u>	<u>1.08%</u>
Total	<u>\$ 188,222,270</u>	<u>82.43%</u>

* * * * *



CALVIN L. ROBBINS, JR.

CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL CORPORATION

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE RELATED MATTERS NOTED IN A FINANCIAL
STATEMENT AUDIT CONDUCTED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Iberville Parish Assessor
Bogalouville, Louisiana

I have audited the general purpose financial statements of the Iberville Parish Assessor, for the year ended December 31, 1996, and have issued my report thereon dated June 20, 1997.

I have conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Management of the Assessor is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments 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 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.

In planning and performing my audit of the financial statements of the Iberville Parish Assessor for the year ended December 31, 1996, I obtained an understanding of the Assessor's internal control structure. With respect to the internal control structure, 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 in order to determine auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control structure. Accordingly, I do not express such an opinion.

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

An important element in designing an internal accounting control system that safeguards assets and reasonably insures the reliability of the accounting records is the concept of segregation of responsibilities. No one person should be assigned duties that would allow that person to commit an error or perpetrate fraud and to conceal the error or fraud. For example, the same person should not be responsible for any two of the following functions:

- 1) Authorization of a transaction;
- 2) Recording of the transaction; and
- 3) Custody of assets involved in the transaction.

Due to the small size of the organization, a proper segregation of duties is not possible with respect to cash transactions. Management believed it is not practical or cost effective to correct this weakness.

This condition was considered in determining the nature, timing, and extent of audit tests to be applied in my audit of the December 31, 1998 general purpose financial statements and this report does not affect my report on those financial statements dated June 30, 1999.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in accounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

June 20, 1997

My 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, I believe that the reportable condition disclosed above relating to lack of segregation of duties is a material weakness.

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


Certified Public Accountant
(A Professional Corporation)

June 20, 1997
Baton Rouge Louisiana



CALVIN L. ROBBINS, JR.

CERTIFIED PUBLIC ACCOUNTANT
(A PROFESSIONAL CORPORATION)

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
LAW AND REGULATIONS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Iberville Parish Assessor
Bogalusa, Louisiana

I have audited the general purpose financial statements of the Iberville Parish Assessor, as of and for the year ended December 31, 1996, and have issued my report thereon dated June 20, 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. These 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.

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

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

This report is intended for the information of management and the Iberville Parish Assessor. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Certified Public Accountant
(A Professional Corporation)

June 20, 1997