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BY JOHN P. 23

ST. TAMMANY PARISH ASSOCIATION
Covington, Louisiana
Component Unit Financial
Statements and Auditor's Report
As of and for the Two Years ended
December 31, 1935

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the parish, or reviewed, orally and a copy thereof made public officials. This 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: AUG 6 1936

KENNETH J. HOYNS
Certified Public Accountant

CONTENTS

	<u>STATEMENT</u>	<u>Page</u> <u>No.</u>
Independent Auditor's Report		1
Component Unit Financial Statements:		
Balance Sheet - All Fund Types and Account Groups	A	3
Governmental Fund - General Fund:		
Statement of Revenues, Expenditures, and Changes in Fund Balance - For the Years Ended December 31, 1994 and 1995	B	4
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - For the Year Ended December 31, 1994	C	5
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - For the Year Ended December 31, 1995	D	6
Notes to the Financial Statements		9
Other Reports Required by		
<u>Governmental Auditing Standards</u>		
Independent Auditor's Report on Internal Control Structure Based on an Audit of Component Unit Financial Statements Performed in Accordance with <u>Governmental Auditing Standards</u>		19
Independent Auditor's Report on Compliance with Laws and Regulations Based on an Audit of Component Unit Financial Statements Performed in Accordance with <u>Governmental Auditing Standards</u>		21
Response to Management Letter included in Prior Audit		23

INDEPENDENT AUDITOR'S REPORT

Honorable Patricia Schwarz Core
St. Tammany Parish Assessor
A Component Unit of the
St. Tammany Parish Police Jury
Covington, Louisiana

I have audited the accompanying component unit financial statements of the St. Tammany Parish Assessor, a component unit of the St. Tammany Parish Police Jury, as of and for the two years then ended December 31, 1996, as listed in the table of contents. These component unit financial statements are the responsibility of the St. Tammany Parish Assessor. My responsibility is to express an opinion on these component unit financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards contained in the 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 component unit financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the component unit financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall component unit financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the component unit financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the St. Tammany Parish Assessor as of December 31, 1996, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued a report dated May 4, 1997 on my consideration of the St. Tammany Parish Assessor's internal control structure and a report dated May 4, 1997 on its compliance with laws and regulations. Both reports are presented separately after the notes to the financial statements of this audit report.



Keith J. Powra
Certified Public Accountant

May 4, 1997

COMPOSITE UNIT FINANCIAL STATEMENTS

ST. TERREMY PARISH ASSOCIATION
 Covington, Louisiana
 Governmental Fund Type - General Fund
 Balance Sheet
 December 31, 1998

Statement A

	Governmental Fund - General Fund	Accounts Group - General Fixed Assets	Total (Memorandum Only)
ASSETS			
Cash and cash equivalents (Note C)	\$319,568	-	\$319,568
Receivables receivable; ad valorem taxes (net of allowance for uncollectible taxes of \$37,880)	1,326,883	-	1,326,883
State revenues sharing	97,972	-	97,972
Other	48,332	-	48,332
Office furnishings and equipment (Note D)	-	\$258,058	258,058
TOTAL ASSETS	\$1,811,983	\$258,058	\$1,811,115
LIABILITIES, EQUITY AND OTHER CREDITS			
Liabilities:			
Accounts payable	\$12,708	-	\$12,708
Total liabilities	12,708	-	12,708
Equity and Other Credits:			
Investment in general fixed assets	-	\$350,058	350,058
Fund balance - unreserved- undesignated	1,518,362	-	1,518,362
Total Fund Equity	1,518,362	350,058	1,868,420
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS	\$1,811,983	\$258,058	\$1,811,115

The accompanying notes are an integral part of this statement.

ST. TAMMANY PARISH ASSOCIATION
 Covington, Louisiana
 Governmental Fund Type - General Fund
 Statement of Revenues, Expenditures,
 and Changes in Fund Balance
 For the Years Ended December 31, 1996 and 1995

Statement B

	1996	1995
REVENUES		
Ad valorem taxes	\$1,264,967	\$1,058,629
State revenue sharing	81,601	81,599
Interest earnings	18,180	13,420
Other	<u>48,000</u>	<u>48,800</u>
Total Revenues	2,192,748	2,192,468
 EXPENDITURES		
Salaries and related benefits	656,457	623,716
Operating services	124,762	89,788
Education	7,662	13,366
Office materials and supplies	39,774	21,925
Professional services	72,964	55,125
Travel and other related expenditures	2,734	7,469
Office rent	10,800	10,800
Capital outlay	<u>-</u>	<u>-</u>
Total Expenditures	1,114,546	1,621,239
Excess of Revenues over Expenditures	278,191	177,728
Fund Balance at Beginning of Year	1,240,131	1,062,483
Fund Balance at End of Year	<u>\$1,518,322</u>	<u>\$1,240,191</u>

The accompanying notes are an integral part of this statement.

ST. TAMMANY PARISH ASSOCIATION
 Covington, Louisiana
 Governmental Fund Type - General Fund
 Statement of Revenues, Expenditures, and Changes in
 Fund Balance - Budget (GAAP Basis) and Actual
 For the Year Ended December 31, 2022

Statement C

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$990,000	\$1,244,007	\$254,007
State revenue sharing	80,000	85,601	5,601
Interest earnings	35,000	18,100	150
Other	<u>35,000</u>	<u>48,000</u>	<u>13,000</u>
Total Revenues	1,135,000	1,395,716	260,716
EXPENDITURES			
Salaries and related benefits	870,000	850,457	19,543
Operating services	114,000	124,782	(10,782)
Education	30,000	7,032	22,968
Office materials and supplies	15,000	20,774	(5,774)
Professional services	30,000	72,964	(42,964)
Travel and other related expenditures	14,000	2,704	11,296
Office rent	11,000	10,000	1,000
Capital outlay	<u>70,000</u>	<u>-</u>	<u>70,000</u>
Total Expenditures	1,180,000	1,118,507	61,493
Excess (Deficiency) of Revenues over Expenditures	(45,000)	277,211	322,211
Fund Balance at Beginning of Year	200,000	1,240,193	340,193
Fund Balance at End of Year	<u>\$155,000</u>	<u>\$1,517,404</u>	<u>\$362,404</u>

The accompanying notes are an integral part of this statement.

ST. TAMMANY PARISH ASSOCIATION
Covington, Louisiana
Governmental Fund Type - General Fund
Statement of Revenues, Expenditures, and Changes in
Fund Balance - Budget (GAAP Basis) and Actual
For the Year Ended December 31, 1985

Statement B

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$920,000	\$1,050,420	\$130,420
State revenue sharing	80,000	84,500	4,500
Interest earnings	10,000	13,420	3,420
Other	18,000	48,800	30,800
Total Revenues	1,028,000	1,197,140	169,140
EXPENDITURES			
Salaries and related benefits	820,000	822,716	(2,716)
Operating services	104,000	89,760	14,240
Education	30,000	13,866	16,134
Office materials and supplies	10,000	21,820	(11,820)
Professional services	30,000	80,125	(50,125)
Travel and other related expenditures	14,000	7,465	6,535
Office rent	11,000	10,800	200
Capital outlay	10,000	-	10,000
Total Expenditures	1,069,000	1,026,292	142,708
Excess (Deficiency) of Revenues over Expenditures	10,000	170,848	160,848
Fund Balance at beginning of year	200,000	1,282,885	102,885
Fund Balance at End of Year	\$210,000	\$1,453,733	\$124,733

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

ST. TAMMANY PARISH ASSESSOR
COVINGTON, Louisiana
Notes to the Financial Statements
December 31, 1996

NOTE A - 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 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 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 assessor has an office located in Covington and an office located in Slidell in St. Tammany parish. 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 for the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector, who is responsible for collecting and distributing taxes to the various taxing bodies located in the parish.

At December 31, 1995, there were 51,636 real property and movable property assessments totaling \$177,255,816. Of this amount \$252,091,848 was homestead exempt. This represents an increase of 3,156 assessments totaling \$59,783,535 over the year ended December 31, 1994, caused primarily by additional subdivision development in the parish during the year.

At December 31, 1996, there were 54,384 real property and movable property assessments totaling \$186,136,872. Of this amount \$278,378,015 was homestead exempt. This represents an increase of 2,748 assessments totaling \$69,463,286 over the year ended December 31, 1995, caused primarily by additional subdivision development in the parish during the year and reassessment.

1. Basis of Presentation

The accompanying component unit financial statements of the St. Tammany 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.

ST. TAMMANY PARISH ASSessor
 Covington, Louisiana
NOTES to the Financial Statements
 December 31, 1986

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Reporting Entity

As the governing authority of the parish, for reporting purposes, the St. Tammany Parish Police Jury is the financial reporting entity for St. Tammany Parish. The financial reporting entity consists of (a) the primary government (St. Tammany Parish 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 Statement No. 14 established criteria for determining which component units should be considered part of the St. Tammany Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GAOB 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 parish 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 parish police jury.
2. Organizations for which the parish police jury does not appoint a voting majority, but are financially dependent on the parish police jury.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Even though the assessor is an independently elected official, and is legally separate from the parish police jury, the exclusion from the police jury's financial

ST. TAMMANY PARISH ASSESSOR
 Covington, Louisiana
 Notes to the Financial Statements
 December 31, 1994

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

statements would cause the police jury's financial statements to be misleading or incomplete.

Also, the assessor is fiscally dependent on the parish police jury when the police jury has approval authority over the assessor's capital budget. The parish police jury has approval authority over the assessor's capital budget because office space is furnished to the assessor by the police jury and title to real property is in the name of the police jury. Because of these reasons, the assessor is determined to be a component unit of the St. Tammany Parish Police Jury.

3. Fund Accounting

The accounts of the assessor are organized on the basis of a fund (General Fund) and an account group (General Fixed Assets Account Group), each of which is considered a separate accounting entity. The operations of the General Fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in the General Fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The General Fund, as provided by Louisiana Revised Statute (LSA-R.S.) 49:1994, is the principal fund of the assessor and accounts for the operation of the assessor's office. All valuations tax revenue is accounted for in this fund. General operating expenditures are paid from this fund. The General Fund is classified as a governmental fund type.

4. 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 assessor's records are maintained on a cash basis of accounting. However, the funds reported in the accompanying financial statements have been converted to a modified accrual basis of accounting. The General Fund uses the following practices in recording revenues and expenditures:

Revenues:

Ad valorem taxes are assessed on a calendar year basis,

ST. TAMMANY PARISH ASSessor
 Covington, Louisiana
Notes to the Financial Statements
 December 31, 1994

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

become due on November 15 of each year, and become delinquent on December 31.

Revenues from state revenue sharing are recorded in the year the revenues are due the assessor.

Interest earnings on time deposits are recorded when the time deposits have matured and the revenue is available.

Other revenue, which includes fees for tax roll preparation, is recorded when due.

Expenditures:

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

6. Budgets

The original proposed budget for the year ended December 31, 1994, was made available for public inspection at the assessor's office and advertised on December 9, 1994. The budget was adopted on December 22, 1994, after a public hearing on that day. The 1994 original budget was amended on December 22, 1994.

The original proposed budget for the year ended December 31, 1995, was made available for public inspection at the assessor's office and advertised on December 8, 1995. The budget was adopted on December 22, 1995, after a public hearing on that day. The 1995 original budget was amended on December 10, 1995.

All budgets were prepared on the modified accrual basis of accounting. The assessor reserves all authority to make changes to the budget.

Formal budget integration within the accounting records is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

All appropriations contained in the budget lapse at year end.

ST. TAMMANY PARISH ASSessor
 Covington, Louisiana
Notes to the Financial Statements
 December 31, 1996

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

6. Cash and Cash Equivalents

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

7. Receivables

Receivables are made up of ad valorem taxes, state revenue sharing and other receivables. For 1995 and 1996 ad valorem tax receivables were recorded net of an estimated 2% uncollectible amount.

8. Fixed Assets and Long-Term Obligations

Fixed assets are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the parish police jury are not recorded within the general fixed assets account group. Fixed assets are valued at historical cost. No depreciation has been provided on fixed assets. The general fixed assets 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.

Approximately 98 percent of fixed assets are valued at estimated cost, while the remaining 2 percent are valued at actual cost.

Fixed assets provided by the police jury are not included in the General Fixed Assets Account Group.

There were no long-term obligations at December 31, 1996.

9. Compensated Absences

Employees of the assessor's office earn ten days of vacation leave per year and five days of sick leave per year. All leave time is granted on January 1 of each year. Vacation and sick leave must be taken during the year earned, and cannot be accumulated. Upon termination, resignation or retirement employees are not paid for any unused vacation or sick leave earned during the year. At December 31, 1996, there were no accumulated or vested benefits related to vacation and sick leave that require disclosure in accordance with GASB Codification 600.

ST. TAMMANY PARISH ASSOCIATION
Covington, Louisiana
Notes to the Financial Statements
December 31, 1996

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

10. Encumbrances

Encumbrance accounting is not utilized due to the nature of operations and the ability of management to monitor budgeted expenditures on a timely basis.

11. Total Column on Balance Sheet

The total column on the balance sheet is 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.

NOTE B - LEVIED TAXES

Ad valorem taxes of 3.21 mills are authorized and levied for the operation of the assessor's office.

The following are the principal taxpayers for the parish (amounts expressed in thousands):

Taxpayer	Type of Business	Assessed Valuation	Percentage of Total Assessed Valuation
Central La. Elect. Co.	Utility	\$21,296	5.07%
NellSouth Inc.	Telephone	18,543	4.01
First NBC	Financial	8,872	1.93
Hibernia National Bank	Financial	4,184	1.07
Spic Development Inc.	Developed	3,878	.94
Wash. St. Twp. Elec.	Utility	3,407	.87
Wal-Mart Stores Inc.	Retail Sales	3,313	.85
Fosmeyer Drug Company	Pharmaceutical	2,917	.75
Louisiana Gas Ser. Co.	Utility	2,882	.74
Southern Natural Gas	Utility	2,838	.68
		<u>\$71,247</u>	<u>18.13%</u>

The total assessed valuation for all taxpayers at December 31, 1996 was \$380,240,857. This figure was used in calculating the percentage of the "assessed valuation of each of the ten largest taxpayers" listed above to the "total assessed valuation for all taxpayers."

ST. TAMMANY PARISH ASSessor
 Covington, Louisiana
Notes to the Financial Statements
 December 31, 1996

NOTE C - CASH AND CASH EQUIVALENTS

At December 31, 1996, the carrying amounts (book balances) of all cash and cash equivalents of the assessor totaled \$218,568, and are listed as follows:

Interest bearing demand deposits	\$ 19,948
Certificates of deposits	200,800
Total	<u>\$218,568</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, 1996, the assessor had \$243,073 in deposits (collected bank balances). At December 31, 1996, these deposits were secured from risk by \$143,073 of federal deposit insurance and \$100,000 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GAAP Category 3).

Even though the pledged securities are considered uncollateralized (category 3) under the provisions of these Statement 3, Louisiana Revised Statute 18:1229 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.

ST. TAMMANY PARISH ASSessor
Covington, Louisiana
Notes to the Financial Statements
December 31, 1996

NOTE D - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (office furnishings and equipment) follows:

Balance, January 1, 1995	\$119,848
Additions	21,927
Deductions	<u> </u>
Balance, December 31, 1995	141,775
Additions	49,170
Deductions	<u>(39,882)</u>
Balance, December 31, 1996	<u>\$150,983</u>

The amounts listed above include office furnishings and equipment donated by the St. Tammany Parish Police Jury for 1995 and 1996 totaling \$21,927 and \$49,170, respectively.

NOTE E - PENSION PLAN

Plan Description

Substantially all employees of the St. Tammany Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan 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 15 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 80 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

ST. TAMMANY PARISH ASSESSOR
 Covington, Louisiana
 Notes to the Financial Statements
 December 31, 1984

NOTE E - PENSION PLAN (CONTINUED)

Terminate with at least 22 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 financial report that includes financial statements and required supplementary information for the System. This report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71148-1786, or by calling (318)425-4448.

Funding Policy:

Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the St. Tammany Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 3.5 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 appropriated by the legislature. The contribution requirements of plan members and the St. Tammany Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:183, 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 assessor's employee contributions to the System for the years ended December 31, 1982, 1983 and 1984, were \$33,502, \$37,198 and \$42,367, respectively, and these amounts equaled the required contributions for those years.

NOTE F - POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The St. Tammany Parish Assessor provides certain continuing health care and life 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 are paid jointly by the employee and by the assessor. The Assessor recognizes the cost of providing these benefits

ST. TAMMANY PARISH ASSESSOR
 Covington, Louisiana
 Notes to the Financial Statements
 December 31, 1996

**NOTE F - POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS
 (CONTINUED)**

Assessor's portion of premiums) as an expenditure when paid during the year. For 1996, the total cost of benefits paid by the assessor for all employees and for the retirees was \$15,846 and \$15,447, respectively. For 1995, the total cost of benefits paid by the assessor for all employees and for the retirees was \$111,980 and \$14,449, respectively.

NOTE G - LEASES

Capital Leases

At December 31, 1996, the St. Tammany Parish Assessor had no capital leases in effect.

Operating Leases

The assessor leased certain office space, in addition to facilities provided by the Police Jury. The lease is for a period of one month with the option to extend the lease on a month to month basis. Office rent expenditures for the year ended December 31, 1996, totaled \$10,800. Office rent expenditures for the year ended December 31, 1995, totaled \$10,800.

There were no other operating or capital leases.

**NOTE H - EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE
 FINANCIAL STATEMENTS**

During the year, the Police Jury provided office space, utilities, furniture, equipment, supplies and certain maintenance to the office in accordance with Louisiana R.S. 33:4713. The value of these items are not reflected in the accompanying financial statements.

The assessor has an office located in Covington and an office located in Slidell in St. Tammany Parish.

NOTE I - LITIGATION

There was no pending or threatened litigation against the assessor's office at December 31, 1996, which would have a significant or material adverse effect on the financial statements of the office.

OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS

KEITH J. HOWERS
CERTIFIED PUBLIC ACCOUNTANT
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METCALVE, LOUISIANA 70001-6407
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE BASED ON AN AUDIT OF COMPONENT UNIT
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Honorable Patricia Schwarz Core
St. Tammany Parish Assessor
A Component Unit of the
St. Tammany Parish Police Jury
Covington, Louisiana

I have audited the component unit financial statements of the St. Tammany Parish Assessor, a component unit of the St. Tammany Parish Police Jury, as of and for the two years ended December 31, 1996, and have issued my report thereon dated May 4, 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 component unit financial statements are free of material misstatement.

The St. Tammany 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 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, projection of any evaluation of the internal control structure to future periods is subject to the risk that procedures may become inadequate because

of changes in conditions or that the degree of compliance with the procedures may deteriorate.

In planning and performing my audit of the component unit financial statements of the St. Tammany Parish Assessor, for the two years ended December 31, 1994, I obtained an understanding of the 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 my auditing procedures for the purpose of expressing my opinion on the component unit financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

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 condition in which the design or operation of one or more of the 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 component unit financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. 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 solely for the use of management and the State of Louisiana Legislative Auditor and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the State of Louisiana Legislative Auditor, is a matter of public record.



Keith J. Rovira
Certified Public Accountant

May 4, 1995

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

Honorable Patricia Scheurs Core
St. Tammany Parish Assessor
A Component Unit of the
St. Tammany Parish Police Jury
Covington, Louisiana

I have audited the component unit financial statements of the St. Tammany Parish Assessor, a component unit of the St. Tammany Parish Police Jury, as of and for the two years ended December 31, 1986, and have issued my report thereon dated May 4, 1987.

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 component unit financial statements are free of material misstatement.

Compliance with laws, regulations and contracts applicable to the St. Tammany Parish Assessor is the responsibility of the St. Tammany Parish Assessor. As part of obtaining reasonable assurance about whether the component unit financial statements are free of material misstatement, I performed tests of the St. Tammany Parish Assessor's compliance with certain provisions of laws, regulations and contracts. However, the objective of my audit of the component unit financial statements 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 disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended solely for the use of management and the State of Louisiana Legislative Auditor, and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the State of Louisiana Legislative Auditor, is a matter of public record.



Keith J. Rowin
Certified Public Accountant

May 4, 1997

KEITH J. ROVIRA
 CERTIFIED PUBLIC ACCOUNTANT
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 (504)887-1000

May 4, 1997

Honorable Patricia Schwarz Cook
 St. Tammany Parish Assessor
 Covington, Louisiana

In a letter to you dated June 28, 1996, which was included as a part of the audit report of your office for the year ended December 31, 1996, there were several matters noted, that were not reportable conditions or material weaknesses, however, provided an opportunity for strengthening internal controls and operating efficiencies.

During the audit for the two years ended December 31, 1996, I am required to follow up and review the status of the comments issued in the prior audit. Therefore, my examination revealed the following for each comment:

Accounting System

A new computerized accounting system is currently being used to process and maintain the accounting records. The new program is adequate for handling the accounting transactions of the office.

Personnel Employment Records

Personnel records are being maintained on all employees and are kept current. Pay rate changes on employees are documented and included as a part of the individual employee's files.

Timeliness of Processing Accounting Information

Accounting information is now being processed timely and accurately. Bank reconciliations are prepared shortly after the bank statements are received from the bank.

Cash Disbursements

Invoices are initialed by the assessor prior to her signing the checks. Invoices are being stamped "Paid" when the checks are processed.

Filing System

A part-time accountant was hired and is now handling the filing needs and assisting in the daily duties of the Accounting officer.

Sincerely,



Keith J. Rovira, CPA