

LEADA PARISH ASSessor

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE  
IN FUND BALANCE - ALL CONCURRENT FUND TYPES  
GENERAL FUND  
Years Ended December 31, 1996 and 1995

	<u>1996</u>	<u>1995</u>
Revenues:		
Taxes:		
Ad valorem	\$408,881	\$376,558
Intergovernmental:		
reparation of tax returns	13,679	13,656
State revenue sharing	98,218	98,879
Interest	19,184	9,174
Other	<u>1,302</u>	<u>2,283</u>
Total revenues	<u>\$641,264</u>	<u>\$600,550</u>
Expenditures:		
Current:		
General government:		
Salaries and contract labor	\$295,478	\$278,183
Accounting and audit	665	3,180
Advertising	148	384
Telephone	4,975	4,756
Conventions and seminars	15,343	8,995
Office supplies	29,243	14,298
Rent	1,180	1,370
Insurance	51,127	53,846
Auto expense	12,828	29,887
Expense allowances	1,248	4,821
Utilities	1,528	2,887
Retirement	13,932	14,887
Other	-	31
Capital outlay	<u>7,332</u>	<u>1,868</u>
Total expenditures	<u>\$654,385</u>	<u>\$631,613</u>
Excess of revenues over expenditures	\$122,880	\$168,937
Fund balance, beginning	<u>329,292</u>	<u>329,301</u>
Fund balance, ending	<u>\$452,172</u>	<u>\$498,238</u>

See Notes to Financial Statements.

ACARIA TARIFF ASSOCIATION  
 ALL FUND TYPES AND ACCOUNT GROUPS

BALANCE SHEET  
 December 31, 1996

ASSETS	Governmental <u>Fund Type</u>	Account <u>Group</u> General Fixed Assets	Total (Reconciliation Only)
	General Fund		
Cash	\$254,287	\$ -	\$254,287
Certificates of deposit	180,000	-	180,000
Ad valorem taxes receivable	293,619	-	293,619
State revenue sharing receivable	45,887	-	45,887
Interest receivable	1,471	-	1,471
Due from other governments	13,978	-	13,978
Office furnishings and equipment	-----	188,822	188,822
Total assets	<u>\$828,867</u>	<u>\$188,822</u>	<u>\$1,017,689</u>
LIABILITIES AND FUND EQUITY			
LIABILITIES			
Accounts payable	\$ 1,493	\$ -	\$ 1,493
Payroll deductions payable	4,282	-	4,282
Total liabilities	<u>\$ 5,775</u>	<u>\$ -</u>	<u>\$ 5,775</u>
FUND EQUITY			
Investment in general fixed assets	\$ -	\$188,822	\$188,822
Fund balance:			
Unreserved - undesignated	823,092	-	823,092
Total fund equity	<u>\$823,092</u>	<u>\$188,822</u>	<u>\$1,011,914</u>
Total liabilities and fund equity	<u>\$828,867</u>	<u>\$188,822</u>	<u>\$1,017,689</u>

See Notes to Financial Statements.

ADADIA PARISH ATTORNEY

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE  
IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES -  
BUDGET (GAAP BASIS) AND ACTUAL  
GENERAL FUND  
Year Ended December 31, 1995

	Budget	Actual	Variance - Favorable/ Unfavorable
<b>Revenues:</b>			
Taxes:			
All valuers	\$136,500	\$178,338	\$ 41,838
Intergovernmental:			
Preparation of tax returns	13,420	13,556	136
State income sharing	29,529	98,829	69,300
Interest	-	8,236	8,236
Other	-	2,263	2,263
	<u>\$179,449</u>	<u>\$301,222</u>	<u>\$121,773</u>
<b>Expenditures:</b>			
Current:			
General government:			
Salaries and contract labor	\$190,815	\$174,381	\$ 16,434
Accounting and audit	4,180	5,380	1,200
Advertising	400	384	16
Telephone	10,000	4,788	5,212
Copiers and printers	18,000	8,990	9,010
Office supplies	21,000	14,208	6,792
Rent	1,200	1,370	170
Insurance	50,000	55,866	5,866
Auto expense	16,800	20,882	4,082
Expense allowances	3,825	8,871	5,046
Uniforms	4,000	2,840	1,160
Entertainment	14,000	14,887	887
Other	400	31	369
Capital outlay	<u>28,500</u>	<u>3,868</u>	<u>24,632</u>
	<u>\$300,519</u>	<u>\$292,511</u>	<u>\$ 8,008</u>
Excess of revenues over expenditures	\$ 48,930	\$186,711	\$ 137,781
Fund balance, beginning	589,311	589,311	-
Fund balance, ending	<u>\$638,241</u>	<u>\$776,022</u>	<u>\$137,781</u>

See Notes to Financial Statements.

The Honorable Russell L. Bessie  
Acadia Parish Assessor

### Preparation of Budgets

**Finding and cause:** For the years ended December 31, 1996 and 1995, the budget was not adopted until after the beginning of the fiscal year. Louisiana Revised Statute (LSA-R.S.) 241:184 requires budgets for all Louisiana political subdivisions that have a general fund and/or special revenue fund to adopt budgets prior to the beginning of each fiscal year.

**Recommendation:** We recommend that budgets be prepared for the general fund prior to the beginning of each fiscal year and that the budget be compared to actual results of operations during the year in order to obtain budgetary control over expenditures.

**Response:** The Assessor's office will implement a policy of preparing and adopting a budget no later than fifteen days prior to the beginning of each fiscal year.

### Form 1099

**Finding and cause:** For the years ended December 31, 1996 and 1995, a Form 1099 was not issued to an independent contractor when payments exceeded \$600.

**Recommendation:** We recommend that a careful review be made of all independent contractors with payments of \$600 or more to ensure completeness for Form 1099's.

**Response:** Form 1099's will be issued in future years to all independent contractors with payments of \$600 or more.

We considered these material instances of noncompliance in forming our opinion on whether the Acadia Parish Assessor's general purpose financial statements are presented fairly, in all material respects, in conformity with generally accepted accounting principles, and this report does not affect our report dated May 18, 1997 on those general purpose financial statements.

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

*Brutus Beck, Lewis & Beck*

Covington, Louisiana  
May 14, 1997

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**ACADIA PARISH ASSESSOR  
FINANCIAL REPORT  
DECEMBER 31, 1998**

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 01/16/1999



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**INDEPENDENT AUDITOR'S REPORT**

To the Honorable Russell L. Bernis  
 Acadia Parish Assessor  
 Crowley, Louisiana

We have audited the general purpose financial statements of the Acadia Parish Assessor as of and for the two years ended December 31, 1990, as listed in the table of contents. These general purpose financial statements are the responsibility of management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Acadia Parish Assessor as of December 31, 1990, 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, we have also issued a report dated May 16, 1997 on our consideration of the Assessor's internal control structure and a report dated May 16, 1997 on his compliance with laws and regulations.

*Richmond, Pierce, Lewis & Bridges*

Crowley, Louisiana  
 May 16, 1990

ACADIA PARISH ASSessor

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES -  
BUDGET (BASED BASIS) AND ACTUAL  
GENERAL FUND

Year Ended December 31, 1996

	Budget	Actual	Variance- Favorable (Disadvantage)
<b>Revenues:</b>			
Taxes:			
Ad valorem	\$583,195	\$618,881	\$ 35,686
Intergovernmental:			
Preparation of tax returns	13,400	13,875	475
State revenue sharing	98,378	98,718	(1,048)
Interest	8,000	15,144	7,144
Other	1,500	3,300	1,800
	<u>\$703,473</u>	<u>\$750,928</u>	<u>\$ 47,455</u>
<b>Expenditures:</b>			
Current:			
General government:			
Salaries and contract labor	\$292,413	\$285,475	\$ 6,938
Accounting and audit	7,100	885	6,215
Advertising	800	348	452
Telephone	10,000	6,875	3,125
Conventions and rentals	20,000	15,851	4,149
Office supplies	24,000	28,282	(4,282)
Fees	2,800	1,120	1,680
Insurance	85,000	51,127	33,873
Auto expense	18,000	12,828	5,172
Expense allowance	6,000	7,250	(1,250)
Uniforms	4,000	3,320	680
Recruitment	17,000	13,921	3,079
Other	800	-	800
Capital outlay	<u>28,300</u>	<u>3,928</u>	<u>24,372</u>
	<u>\$508,313</u>	<u>\$478,181</u>	<u>\$ 30,132</u>
Excess of revenues over expenditures	\$ 195,160	\$272,747	\$ 77,587
Fund balance, beginning	625,752	625,752	-
Fund balance, ending	<u>\$820,912</u>	<u>\$898,499</u>	<u>\$ 77,587</u>

See Notes to Financial Statements.

LOUISIANA PARISH ASSessor

NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

As provided by Article VII, Section 34 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a term of four years beginning January 1 following the year in which elected. A vacancy occurring in the office in which the unexpired term is one year or more is filled by a special election to be held within 60 days of the occurrence of the vacancy; a vacancy in which the unexpired term is less than one year is filled by an appointment of the governor.

The Assessor maintains property, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The Assessor is authorized to appoint as many deputies as may be necessary for the 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 primarily responsible for the actions of the deputies.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. All GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

For financial reporting purposes, in conformance with GASB Codification Section 2100, this report includes all funds, account groups, and activities that are controlled by the Assessor as an independently elected parish official. The activities of the parish police jury, parish school board, other independently elected parish officials, and municipal level government are not included within the accompanying financial statements as they are considered autonomous governments. These units of government issue financial statements separate from that of the parish assessor.

Fund accounting:

The accounts of the Assessor are organized on the basis of a fund (general fund) and an account group, each of which is considered a separate accounting entity. The operations of the general fund, as provided by Louisiana Revised Statute 49:1906, are accounted for with a separate set of self-balancing accounts that compare its assets, liabilities, fund equity, revenues, and expenditures. The general fund is the general operating fund and accounts for all activities of the Assessor's office. All valuer tax revenue, authorized by Act 282 of 1983, is accounted for in this fund.



## NOTES TO FINANCIAL STATEMENTS

### General fixed assets:

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 recorded within the general fixed assets account group. Fixed assets are valued at historical cost or estimated cost if historical cost is not available. No depreciation has been provided on fixed assets.

This 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.

### 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 basis applied. The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Treasurer's records are maintained on a cash basis of accounting. However, the fund reported in the accompanying financial statements has been converted to a modified accrual basis of accounting using the following practices in recording revenues and expenditures:

#### Revenues:

All valuation taxes are reported as revenue in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year. State revenue sharing revenues and revenues from preparation of tax returns are recorded when earned. All other revenues are recorded when received.

#### Expenditures:

Expenditures are reported on the modified accrual basis of accounting when the related fund liability is incurred.

The Honorable Russell L. Bernal  
Louisiana Parish Assessor

In planning and performing our audit of the general purpose financial statements of the Louisiana Parish Assessor, for the two years ended December 31, 1998, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our 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 and irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We did not note any matters involving the internal control structure and its operations that we consider to be material weaknesses as defined above.

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

Bernard P. Rini, CPA & BEAUX

Covington, Louisiana  
May 16, 1999

NOTES TO FINANCIAL STATEMENTS

Note 2. Changes in General Fixed Assets

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

Balance, January 1, 1995	\$194,790
Additions	<u>1,808</u>
Balance, December 31, 1995	\$196,598
Additions	<u>2,381</u>
Balance, December 31, 1996	<u>\$198,979</u>

Note 3. Operating Lease Commitments

In December 1993, the Assessor entered into a two year operating lease agreement for the lease of an automobile. The lease consisted of 24 monthly payments of \$745 each from January 1994 thru December 1995. In December 1995, the assessor entered into a two year operating lease agreement for the lease of an automobile. The lease consists of 24 monthly payments of \$470 each beginning January 1996 thru December 1997. During 1996 and 1995, total lease payments were \$8,845 and \$8,411, respectively.

The total future minimum rental commitment at December 31, 1996 under the lease above is \$8,845 which is due in 1997.

Note 4. Pension Plan

Substantially all employees of the Acadia Parish Assessor's office are members of the Louisiana Assessors' Retirement Fund ("System"), a cost-sharing multiple-employer, public employee retirement system (PERS), controlled and administered by a separate board of trustees.

## NOTES TO FINANCIAL STATEMENTS

### Plan description:

Those employees considered eligible for membership in Louisiana Assessors' Retirement Fund include the Assessor and permanent, full-time employees. Members with 10 years of creditable service may retire at age fifty-five and members with at least 12 years of service may retire at age fifty-five. The monthly retirement allowance is equal to three percent of the highest average monthly salary earned during any thirty-six consecutive months while employed multiplied by the member's years of creditable service. The retirement allowance may not exceed 100% of final average compensation, after taking into account the reduction arising from any option selected. Upon withdrawal from service, members not entitled to a retirement allowance are paid a refund of accumulated contributions upon request. Receipt of such a refund cancels all accrued rights in the System. The System also provides death and survivor benefits. Benefits are established by state statute.

The Louisiana Assessors' Retirement Fund issues a publicly available financial report that includes financial statements and required supplemental information. That report may be obtained by writing to Louisiana Assessors' Retirement Fund, P. O. Box 1785, Shreveport, Louisiana 71164-1785.

### Funding policy:

Distributions to the System include one-fourth of 1% of all salaries taxes collected within the respective periods except for salaries and revenues state revenue sharing funds. Plan members are required to contribute 1% of their annual covered salary and the Assessor is required to contribute an actuarially determined rate. The rate was 5.04 through September 1995 and changed to 5.04 in October 1995. Effective October 1996, the current rate is 5.04 of annual covered payroll. The contribution requirements of Plan members are established and may be amended by the System's Board of Trustees. The Assessor's contributions to the System for the years ended December 31, 1994, 1995 and 1996 were \$11,921, \$16,801 and \$16,807, respectively, equal to the required contributions for each year.

NOTES TO FINANCIAL STATEMENTS

Note 5. Cash, Cash Equivalents and Certificates of Deposit

The Assessor may invest in United States bonds, treasury notes, or certificates, or time certificates of deposit of state banks having their principal office in the State of Louisiana, or any other federally insured investment. The Assessor may also invest in shares of any mutual fund and building and loan association in any amount not exceeding the federally insured amount. The deposits at December 31, 1996 were secured as follows:

	Bank Balance	FDIC Insurance	Balance Insured
Checking	\$155,115	\$200,000	\$155,115
Certificates of deposit	<u>388,890</u>	<u>388,890</u>	<u>          </u>
	<u>\$544,005</u>	<u>\$588,890</u>	<u>\$155,115</u>
Securities pledged and held by the custodial bank in the name of the bank (Category 111)			<u>388,890</u>
Amount of FDIC insurance plus pledged securities over cash and certificates of deposit			<u>\$233,775</u>



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Booklet #4  
Booklet #5  
Booklet #6

### INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PREPARED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Russell S. Dewitt  
Acadia Parish Assessor  
Crownley, Louisiana

We have audited the general purpose financial statements of the Acadia Parish Assessor as of and for the two years ended December 31, 1996, and have issued our report thereon dated May 10, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of the Acadia Parish Assessor for the two years ended December 31, 1996, we considered the internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

The management of the Acadia Parish Assessor is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, actions 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 recorded 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 our 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.

## NOTES TO FINANCIAL STATEMENTS

### Budget practices:

The adopted budgets were made available for public inspection for the years ended December 31, 1986 and 1985. The proposed budgets were published in the official journal prior to the public hearing. Public hearings were held at the Assessor's office in order to obtain comments from the public. The budgets were then legally adopted by the Assessor. However, the above procedures were not conducted until the beginning of the year; state law requires that all necessary procedures to adopt a budget be completed prior to the beginning of the fiscal year. The budget is prepared on a basis consistent with generally accepted accounting principles (GAAP). All appropriations lapse at year-end.

During the year, actual revenues and expenditures are compared to budgeted revenues and expenditures. Expenditures may not legally exceed budgeted appropriations at the fund level. If actual revenues and/or expenditures in state plus projected revenues and/or expenditures for the remainder of the year exceed budgeted revenues and/or expenditures by five percent or more, the original budget is amended by the Assessor.

### Cash and cash equivalents:

For reporting purposes, cash includes noninterest and interest-bearing demand deposits. Under state law, the Acadia Parish Assessor may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States.

### Vacation and sick leave:

Employees of the Assessor's office earn three weeks of vacation leave yearly which lapses at the end of the year. The Assessor has no formal policy for sick leave. As December 31, 1986, there are no accumulated and vested benefits relating to vacation and sick leave.

### Total column on balance sheet:

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

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 J. Charles Gaudin, CPA  
 Kenneth R. Gaudin, CPA  
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 Thomas Gaudin, CPA  
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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED  
 ON AN AUDIT OF GENERAL PURPOSE FINANCIAL  
 STATEMENTS PERFORMED IN ACCORDANCE WITH  
 GOVERNMENT AUDITING STANDARDS**

The Honorable Russell L. Broussard  
 Acadia Parish Assessor  
 Crowley, Louisiana

We have audited the general purpose financial statements of the Acadia Parish Assessor as of and for the two years ended December 31, 1996, and have issued our report thereon dated May 13, 1997.

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

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

The results of our tests disclosed the following instances of non-compliance that are required to be reported herein under Government Auditing Standards.