

LEGISLATIVE AUDITOR

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ASCENSION PARISH ASSessor
Donaldsonville, Louisiana

General Purpose Financial Statements
and Auditor's Report
As of and for the Year Ended December 31, 1966

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 State House office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-28-96

ACACENTON PARISH ASSessor
Donaldsonville, Louisiana

General Purpose Financial Statements
As of and for the Year Ended December 31, 1965

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Conrad P. Bourque

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CERTIFIED PUBLIC ACCOUNTANT

MEMBER
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INDEPENDENT AUDITOR'S REPORT

TO THE HONORABLE GERALD M. MCCROW, JR.
ACCESSION PARISH ASSESSOR
Baldwinville, Louisiana

I have audited the accompanying general purpose financial statements of the Accession Parish Assessor as of December 31, 1998 and for the year then ended. These general purpose financial statements are the responsibility of the Accession Parish Assessor. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Accession Parish Assessor as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Gerrard, Louisiana
June 25, 1998

Conrad P. Bourque
Conrad P. Bourque, CPA

Conrad P. Bourque

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

RECEIVED
26 APR 81 10 59 AM
STATE OF LOUISIANA
COMPTROLLER GENERAL

TO THE HONORABLE GERALD M. McCRORY, JR.
ACCESSION PARISH ASSESSOR
Donaldsonville, Louisiana

I have audited the general purpose financial statements of the Accession Parish Assessor for the year ended December 31, 1981, and have issued my report thereon dated June 28, 1982.

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. Those 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.

The Accession 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 general purpose 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.

Respectfully Acknowledged
Legislator's Honor

By 

In planning and performing my audit of the general purpose financial statements of the Ascension Parish Assessor for the year ended December 31, 1998, 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 general purpose financial statements and not to provide an opinion 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 judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Findings:	The segregation of duties is inadequate to provide effective internal control.
Cause:	The condition is due to economic and space limitations.
Recommendation:	No action recommended.
Management's Response:	We concur with the finding.

A material weakness is a reportable 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 accounts 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.

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 none of the reportable conditions described above is a material weakness.

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

Conrad P. Bourque

Monroe, Louisiana
June 15, 1998

Conrad P. Bourque, CPA

Conrad P. Bourque

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

TO THE HONORABLE GERALD M. ROXBORO, JR.
ACCESSION PARISH ASSESSOR
Donaldsonville, Louisiana

I have audited the general purpose financial statements of the Accession Parish Assessor as of and for the year ended December 31, 1990, and have issued my report thereon dated June 23, 1991.

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 general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Accession 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. 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 for the information of the Accession Parish Assessor. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Conrad P. Bourque

Monroe, Louisiana
June 23, 1991

Conrad P. Bourque, CPA

ACACEMION PARISH ASSessor
Donaldsonville, Louisiana

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
December 31, 1993

	Governmental Fund Type General	Account Group General Fixed Assets	1993 Totals (Memorandum Only)
ASSETS			
Cash	\$581,377	\$ -	\$581,377
Assessor's compen- sation receivable	1,288	-	1,288
State rev. shar. rec.	55,353	-	55,353
Interest receivable	8,188	-	8,188
A/R roll preparation	1,922	-	1,922
Property & equipment	<u>0</u>	21,613	21,613
Total assets	\$628,028	\$ 21,613	\$720,788
LIABILITIES AND FUND EQUITY			
Liabilities			
Accrued exp. pay.	\$ 11,170	\$ -	\$ 11,170
Taxes payable	4,858	=	4,858
Total liabilities	\$ 16,028	\$ -	\$ 16,028
Fund Equity			
Investment in gen- eral fixed assets	-	21,613	21,613
Fund balance-Unre- served-undesign- ated	\$21,028	=	\$21,028
Total fund equity	\$21,028	\$ 21,613	\$724,688
Total liabilities and fund equity	\$428,088	\$ 21,613	\$720,788

See accompanying notes and accountant's report.
Statement A

ACACEDION PARISH ASSESSOR
Donaldsonville, Louisiana

GOVERNMENTAL FUND TYPE - GENERAL FUND (BALANCE)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE
Year Ended December 31, 1995

	<u>1995</u>
Revenues	
Intergovernmental	
Compensation from assessment district	\$ 503,800
Bolt preparation for municipalities	7,561
Interest	19,132
State revenue sharing	81,386
Other (vehicle sale)	1,200
Total revenues	\$ 613,079
Expenditures	
Current	
General government - taxation	
Salaries	\$ 330,473
Travel expense	
Assessor's expense allowance	8,876
supplies and services	
Office	53,983
Insurance	79,957
Mapping	49,376
Professional	1,400
Retirement	19,334
Capital outlay	18,271
Total expenditures	\$ 561,370
Excess of revenues over expenditures	110,529
Fund balance, beginning	502,447
Fund balance, ending	\$ 613,076

See accompanying notes and accountant's report.
Statement B

ASCENSION PARISH ASSessor
Broussardsville, Louisiana

GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE
BUDGET (GAAP BASIS) AND ACTUAL
Year Ended December 31, 1995

	General Fund		Variance- Favorable (Unfavorable)
	Budget	Actual	
Revenues			
Intergovernmental			
Compensation from			
Assessment District	\$561,712	\$562,000	\$ 288
Full preparation for			
municipalities	7,447	7,561	114
Interest	12,200	10,100	7,100
State revenue sharing	70,000	61,700	8,300
Other (vehicle sale)	2,100	1,200	11,900
Total revenues	\$653,459	\$642,561	\$ 10,898
Expenditures			
Current			
General government -			
taxation			
Salaries	\$334,304	338,073	\$ (3,769)
Travel expenses			
Assessor's expense			
allowance	4,825	5,076	(251)
Supplies and services			
Office	61,000	52,883	12,017
Insurance	87,000	78,987	8,013
Mapping	75,000	49,170	25,830
Professional	1,500	1,400	100
Retirement	12,000	10,134	12,666
Capital outlay	0	10,211	(10,211)
Total expenditures	\$580,629	\$546,774	\$ 33,855
Excess of revenues over			
expenditures	\$ 72,830	\$110,429	\$ 37,599
Fund balance, beginning	502,447	502,447	-
Fund balance, ending	\$575,277	\$612,876	\$ 37,599

See accompanying notes and accountant's Report
Statement C

ASCENSION PARISH ASSESSOR
Denham Springs, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 1995

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a four-year term. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provide assistance to the 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's office is located in the Ascension Parish Courthouse in Denham Springs, Louisiana. The assessor employs 11 employees, including 10 deputies. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

At December 31, 1995, there were 29,044 real property, movable property, and public service assessments totaling \$84,477,330, \$212,418,803, and \$28,829,860 respectively.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the Ascension Parish Assessor have been prepared in conformity with

ASSESSOR PARISH ASSESSOR
Bossieresville, Louisiana
Notes to the Financial Statements (Continued)

generally accepted accounting principles (GAAP) as applied to governmental units. This preparation of the financial statements in conformity with GAAP requires the use of management's estimates. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

For financial reporting purposes, in conformance with Section 2100 of the GASB codification of Governmental Accounting and Financial Reporting Standards (GASB codification), 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 include the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. 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 separate governmental reporting entity. 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 those of the parish assessor.

C. FUND ACCOUNTING

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

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account

ACCESSION PARISH ASSESSOR
Broussardsville, Louisiana
Notes to the Financial Statements (Continued)

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. Governmental funds of the assessor include:

General Fund--the General Fund, as provided by Louisiana Revised Statute 47:1208, is the principal fund of the assessor and accounts for the operation of the assessor's office. Compensation received from ad valorem tax revenue authorized by Act R.S. 43:1225.2 is accounted for in this fund. General operating expenditures are paid from this fund.

The General Fixed Assets Account Group is established to account for all fixed assets of the assessor.

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 generally are included on the balance sheet. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. All major revenues (assessment district and state revenue sharing) are susceptible to accrual.

ACCRETION PARISH ASSESSOR
Monroeville, Louisiana
Notes to the Financial Statements (Continued)

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Expenditures mainly include salaries, insurance, and office.

E. BUDGETS

Annually, the assessor adopts a budget on the General Fund. The budget practices include; publishing the budget in the official journal and making it available for public inspection no later than 15 days prior to the beginning of each fiscal year, holding a public hearing for the proposed budget December 31, 1994, and adopting the budget before the beginning of 1995. The budget is prepared on the modified accrual basis of accounting. Budget amounts included in the accompanying financial statements include original adopted budget amounts and all subsequent amendments. Individual amendments were not material in relation to the original appropriation.

F. ENCUMBRANCES

The assessor does not use encumbrance accounting.

G. CASH

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

At December 31, 1995, the carrying amount of the assessor's cash was \$563,337 and the bank balance was \$502,123. Of the bank balance (\$502,123 in demand deposits and \$521,194 in time deposits), \$262,123 was covered by federal depository insurance or the pledge of securities owned by the fiscal agent bank.

ACACISION PARISH ASSESSOR
Donaldsonville, Louisiana
Notes to the Financial Statements (Continued)

H. FIXED ASSETS

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

I. COMPENSATED ABSENCES

The assessor has the following policy relating to vacation and sick leave:

Employees of the assessor's office earn two to three weeks of vacation leave each year depending on length of service. Employees earn two weeks of sick leave each year. Vacation and sick leave cannot be accumulated and must be used in the year earned.

J. LONG-TERM LIABILITIES

The assessor has no long-term liabilities.

K. 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.

L. PROPERTY TAXES

The parish's ad valorem property tax is levied each October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the parish. The assessed value of the roll on January 1, 1998, upon which the levy for the 1998 calendar year was based, was \$348,828,380.

Taxes are due on October 1 and become delinquent by January 1 following the October 1 levy date.

ACACERSON PARISH ASSESSOR
Covington, Louisiana
Notes to the Financial Statements (Continued)

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in the general fixed assets account group follows:

	Balance January 1 1985	Additions	Reductions	Balance December 31 1985
Equipment	\$ 33,871	\$ 3,834	\$ 133	\$ 40,182
Vehicles	43,043	11,937	2,142	51,231
	\$ 84,914	\$15,771	\$ 8,472	\$ 91,613

4. PENSION PLAN

Substantially all employees of the Acacerson Parish Assessor's office are members of the Louisiana Assessors Retirement System ("System"), a multiple-employer, public employee retirement system (PERS), controlled and administered by a separate board of trustees. The total payroll for employees of the Acacerson Parish Assessor covered by the System for the year December 31, 1985 was \$310,872; the Acacerson Parish Assessor's total payroll was \$310,164. 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 creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 15 years of service and do not withdraw their employee contributions may retire at or after age 60 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

Contributions to the System include one-fourth of one per cent (one per cent for Orleans Parish) of the taxes

ACCESSION PARISH ASSESSOR
Donaldsonville, Louisiana
Notes to the Financial Statements (Continued)

shown to be collectible by the tax rolls of each parish. State statute requires covered employees to contribute 7.00 per cent of their salaries to the System and an employer contribution of 8.00 (changed to 5.00 in October, 1995) per cent of each member's salary. 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.

For the Accession Parish Assessor, the statutorily required contribution for the year ended December 31, 1995 was \$38,887, which consisted of \$19,184 due from covered employees and \$19,703 due as the employer contribution.

The pension benefit obligation is a standardized measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rated benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits, is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among PERC and employers. The pension benefit obligation at September 30, 1995, for the System as a whole, determined through actuarial valuation performed as of that date, was \$97.8 million. The System's net assets available for benefits on that date were \$62.8 million, leaving an unfunded pension benefit obligation of \$35.0 million.

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

6. OTHER POSTEMPLOYMENT BENEFITS

In addition to the pension benefits described in Note 4, the Assessor may provide postretirement healthcare insurance premiums to employees who retire from the assessor's office

ACADIAN PARISH ASSessor

Bossieresville, Louisiana

Notes to the Financial Statements (Continued)

on or after attaining age 55 with 12 or more years of service. For 1998, the cost of four retirees healthcare insurance premiums totaled \$13,894.

4. LITIGATION

There was no pending or threatened litigation which involved any potential monetary settlements against the assessor's office.

Conrad P. Bourque

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JUNE 20, 1998

DR. DANIEL G. KYLE, CPA
LEGISLATIVE AUDITOR
State of Louisiana
P.O. Box 94287
Baton Rouge, La. 70884-0287

Dear Dr. Kyle,

I want to inform you that no management letter was issued in connection with this audit report.

Conrad P. Bourque

Conrad P. Bourque, CPA