

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls are recorded in the year prepared. Interest income on time deposits is recorded when the time deposits have matured. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, all valorem taxes, state revenue sharing, and fees for preparing tax rolls have been treated as susceptible to accrual.

Expenditures

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

K. BUDGET PRACTICES

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditures. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the assessor. Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts.

used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The assessor's current operations require the use of only governmental funds (General Fund). Ad valorem tax revenue authorized by Act 234 of 1986 is accounted for in this fund. General operating expenditures are paid from this fund.

4. GENERAL FIXED ASSETS AND LONG-TERM DEBT

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 provided by the police jury are not recorded in the general fixed assets account group. Approximately 8 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 92 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. The 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. The account has no long-term debt at December 31, 1986.

B. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are 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. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are 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 assessor uses the following practices in recognizing and reporting revenues and expenditures:

Beauregard Parish Assessor

DeHickler, Louisiana

Notes to the Financial Statements (Continued)

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to express its will on that organization and/or;
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the assessor's office is located, the assessor was determined to be a component unit of the Beauregard Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by the police jury, or the other governmental units that comprise the financial reporting entity.

B. 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fund assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are

BEAUREGARD PARISH ASSessor
DeBidebe, Louisiana

Notes to the Financial Statements
As of and For the Year Ended December 31, 1996

I. 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 necessary for the efficient operation of his office and to 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.

The assessor's office is located in the Beauregard Parish Courthouse in DeBidebe, Louisiana. The assessor employs six 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 collecting and distributing taxes to the various taxing bodies.

At December 31, 1996, there are 18,290 real and movable property assessment listings totaling \$97,526,197 and \$75,896,698 respectively. This represents an increase of 250 assessment listings. The total assessed valuation increased by \$11,323,185.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Beauregard Parish Police Jury is the financial reporting entity for Beauregard Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Beauregard Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criterion includes:

HEAUREGARD PARISH ASSessor
 DeRidder, 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, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Taxes - ad valorem	\$400,000	\$404,771	5,771
Intergovernmental revenue - state revenue sharing	30,400	51,486	1,086
Use of money and property - interest earnings	45,000	44,508	(492)
Other revenue - preparing tax rolls, etc.	2,500	2,500	-
Total revenues	<u>\$483,900</u>	<u>\$503,265</u>	<u>2,365</u>
EXPENDITURES			
General government - salaries			
Personal services and related benefits	354,004	357,906	(3,902)
Operating services	34,425	34,293	132
Materials and supplies	185,300	189,380	(4,081)
Travel and other charges	8,500	17,104	(8,604)
Capital outlay	85,180	19,020	3,110
Total expenditures	<u>\$711,819</u>	<u>\$727,713</u>	<u>(15,901)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(227,919)	(224,448)	433
FUND BALANCE AT BEGINNING OF YEAR	1,012,625	1,037,834	(25,209)
FUND BALANCE AT END OF YEAR	<u>\$784,706</u>	<u>\$813,386</u>	<u>(28,680)</u>

The accompanying notes are an integral part of this statement.

BLAUCHARD PARISH ASSOCIATION
DeRidder, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 1986

	GOVERNMENTAL FUND TYPE - GENERAL FUNDS	ACCOUNT GROUP - GENERAL FUNDS - ASSETS	TOTAL (MEMBERWISE TOTAL)
ASSETS			
Cash and cash equivalents	\$500,491		\$500,491
Receivables	418,196		418,196
Office furnishings and equipment		98,760	98,760
TOTAL ASSETS	<u>\$907,687</u>	<u>\$98,760</u>	<u>\$1,006,447</u>
LIABILITIES AND FUND EQUITY			
Liabilities - accounts payable	\$1,179	NONE	\$1,179
Fund Equity:			
Investment in general fiscal assets		98,760	98,760
Fund balance - unreserved - undesignated	898,548		898,548
Total Fund Equity	<u>898,548</u>	<u>98,760</u>	<u>1,006,308</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$907,687</u>	<u>\$98,760</u>	<u>\$1,006,447</u>

The accompanying notes are an integral part of this statement.

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**



Independent Auditor's Report

HONORABLE MORRIS L. CUDDE, CLU
BOUQUIGRAND PARISH ASSESSOR
De Ridder, Louisiana

I have audited the general purpose financial statements of the Bouquigrand Parish Assessor, a component unit of the Bouquigrand Parish Police Jury, as of December 31, 1996, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Bouquigrand Parish Assessor's management. 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 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. 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Bouquigrand Parish Assessor as of December 31, 1996, and the results of operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued a report dated February 6, 1997 on my consideration of the Bouquigrand Parish Assessor's internal control structure and a report dated February 6, 1997 on its compliance with laws, regulations, contracts, and grants.


West Monroe, Louisiana
February 6, 1997

MISSISSIPPI GOVERNMENT
DEPARTMENT OF REVENUE &
PUBLIC ACCOUNTANCY
OFFICE OF CERTIFICATION
BOUQUIGRAND PARISH
ASSESSOR
BOUQUIGRAND PARISH
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MAURICHAUD PARISH ASSessor
De Ridder, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1998

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BEAUREGARD PARISH ASSessor
Bellefleur, Louisiana

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1986**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or his deputy, 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 _____

IBLA/BREGARD PARISH ASSOCIATION
Bellefleur, Louisiana
Independent Auditor's Report
on Compliance, Etc.
December 31, 1986

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



West Monroe, Louisiana
February 6, 1987



**Independent Auditor's Report on
Compliance With Laws and Regulations**

**HONORABLE ROBERT L. CLIDD, CLU
BEAUREGARD PARISH ASSessor
DeRidder, Louisiana**

I have audited the general purpose financial statements of the Beauregard Parish Assessor, a component unit of the Beauregard Parish Police Jury, as of December 31, 1996, and for the year then ended, and have issued my report thereon dated February 6, 1997.

I conducted my audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; and the Louisiana Governmental Audit Guide, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide 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 and regulations applicable to the Beauregard Parish Assessor is the responsibility of the Beauregard Parish Assessor's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Beauregard Parish Assessor's compliance with certain provisions of laws and regulations. However, the objective of my audit of the general purpose 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.

**HONORABLE ROBERT L. CLIDD, CLU
BEAUREGARD PARISH ASSessor
DeRidder, Louisiana**

**THE PROFESSIONAL FUND,
WALTON BRIDGE,
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1-800-881-8889
THE FUND GROUP**



**Independent Auditor's Report
on Internal Control Structure**

HONORABLE RONNY L. CUESS, CLU
BEAUREGARD PARISH ASSESSOR
Bakidien, Louisiana

I have audited the general purpose financial statements of the Beauregard Parish Assessor, a component unit of the Beauregard Parish Police Jury, as of December 31, 1996, and for the year then ended, and have issued my report thereon dated February 6, 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. 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 management of Beauregard 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 authorized use 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.

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**Independent Auditor's Reports Required
by Government Auditing Standards**

The following independent auditor's reports on internal control and compliance are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Code*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Beauregard Parish Assessor
DeRidder, Louisiana
Notes to the Financial Statements (Continued)

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 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the Beauregard Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 3.0 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 income sharing funds appropriated by the legislature. The contribution requirements of plan members and the Beauregard 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 Beauregard Parish Assessor's contributions to the System for the years ending December 31, 1996, 1995, and 1994, were \$14,345, \$14,500, and \$15,376, respectively, equal to the required contributions for each year.

6. LITIGATION AND CLAIMS

At December 31, 1996, the Beauregard Parish Assessor is not involved in any litigation nor is he aware of any unasserted claims.

**7. EXPENDITURES OF THE ASSESSOR'S
OFFICE PAID BY THE POLICE JURY**

The Beauregard Parish Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:6713, is paid by the Beauregard Parish Police Jury.

Boonegard Parish Assessor
Delhi, Louisiana

Notes to the Financial Statements (Continued)

3. RECEIVABLES

The General Fund receivables of \$618,196 at December 31, 1996, are as follows:

Class of Receivables	
All valuations taxes	\$285,608
State revenue sharing	332,588
Total	<u>\$618,196</u>

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in officers furnishings follows:

Balance at January 1, 1996	\$86,748
Additions	15,000
Deletions	(3,000)
Balance at December 31, 1996	<u>\$98,748</u>

5. PENSION PLAN

Substantially all employees of the Boonegard Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a multiple-employer trust sharing, defined benefit plan administered by a separate board of trustees.

All full-time employees who are under the age of 50 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 12 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 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 employer's average salary over the 36 consecutive or joint months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

G. EMERGENCY AND VACATION LEAVE

Employees of the assessor's office earn six days of emergency leave each year. Emergency leave is used for personal illness, family illness, and other personal problems. Unused emergency leave in the current year converts to vacation leave in the following year. Employees are not paid for unused emergency leave upon resignation or retirement. In addition to unused emergency leave, employees of the assessor's office earn vacation leave at varying rates, depending on their length of service. Vacation leave is not cumulative from year to year, and employees are not paid for unused vacation leave upon resignation or retirement. At December 31, 1996, there are no accumulated and vested benefits relating to emergency and vacation leave which require accrual or disclosure.

II. TOTAL COLUMN ON THE BALANCE SHEET

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

2. PRINCIPAL TAXPAYERS

The following are the principal taxpayers for the parish and their 1996 assessed valuation (amounts expressed in thousands):

	Assessed Valuation	
	Amount	Percent of Total
Boise Cascade	\$51,108	25.31%
Central Louisiana Electric	4,526	2.39%
Bossier Telecommunications	2,820	1.41%
Boise Southern	2,779	1.38%
Bienville Electric	2,721	1.36%
Transcontinental Gas Pipeline	2,630	1.30%
Texas Eastern Transmission	2,628	1.30%
Transline Gas Company	2,386	1.19%
Temple-Inland Forest Products	2,262	1.13%
Century Telephone	1,450	0.72%
Total	\$55,960	28.01%

F. CASH AND CASH EQUIVALENTS

Under state law, the 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. The assessor may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 1996, the assessor has cash and cash equivalents totaling \$659,491, as follows:

Demand deposits	569,491
Time deposits	90,000
Total	<u>\$659,491</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.

Cash and cash equivalents (bank balances) at December 31, 1996, are secured as follows:

Bank balances	\$599,981
Federal deposit insurance	\$299,981
Pledged securities (uncollateralized)	313,629
Total	<u>\$1,213,591</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the assessor, they are considered uncollateralized (Category 3) under the provisions of GASB Codification CSO 106; however, Louisiana Revised Statute 98:1229 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.