

**OFFICIAL
FILE COPY
DO NOT SEND OUT**

Please return this
copy and PLACE
BACK IN FILE

9990164
1054

**OUACHITA PARISH ASSESSOR
Monroe, Louisiana**

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
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 FEB 3 1999

**VERNON R
COON**
MEMBER LEGISLATIVE AUDITOR

ORLACHTA PARISH ASSessor
Monroe, Louisiana

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

CONTENTS

	Statement	Page No.
Independent Auditor's Report		3
General Purpose Financial Statements:		
Balance Sheet - All Fund Types and Account Groups	A	5
Governmental Fund Type - General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual	B	6
Notes to the Financial Statements		7
	Schedule	Page No.
Supplemental Information Schedule - Governmental Fund Type - General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual, by Departments	1	18
Independent Auditor's Reports Required by Government Auditing Standards:		
Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting		21
Schedule of Findings and Questioned Costs	2	23
Summary Schedule of Prior Audit Findings	3	24



Independent Auditor's Report

HONORABLE RICH BAILEY, CLA
OUACHITA PARISH ASSESSOR
Monroe, Louisiana

I have audited the general purpose financial statements of the Ouachita Parish Assessor, a component unit of the Ouachita Parish Police Jury, as of December 31, 1998, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Ouachita 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. 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 misstatements. 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 Ouachita 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.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedule listed in the table of contents is presented for the purpose of additional analysis and is not a required part of the general purpose financial statements of the Ouachita Parish Assessor. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

VERNON R. COON
MEMBER AMERICAN
INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS

MAURICE DE ARMENTIA
CERTIFIED PUBLIC
ACCOUNTANT

FRANK A. LEBLANC JR.
GOVERNMENT AUDIT
ACCOUNTING, MONROE
AND FINANCIAL REPORTING

1700 PINECREST DRIVE
MONROE, LOUISIANA 70001
PHONE 225-385-6200
FAX 225-385-6200
E-MAIL VRC@VRCOA.COM

HONORABLE RICH BAILEY, CIA
ORACHTA PARISH ASSESSOR
Monroe, Louisiana
Independent Auditor's Report,
December 31, 1998

In accordance with Government Auditing Standards, I have also issued a report dated January 29, 1999, on the Orachta Parish Assessor's compliance with laws, regulations, and contracts, and my consideration of the agency's internal control over financial reporting.



West Monroe, Louisiana
January 29, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

QUACHTA PARISH ASSessor
Monroe, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 1998

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FUND ASSETS	TOTAL (MINOR AND ONLY)
ASSETS			
Cash and cash equivalents	\$689,051		\$689,051
Receivables	918,688		918,688
Prepaid charges	1,253		1,253
Office furnishings and equipment		\$429,128	429,128
TOTAL ASSETS	<u>\$1,609,002</u>	<u>\$429,128</u>	<u>\$2,038,130</u>
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts payable	\$27,697		\$27,697
Due to tax collector	200		200
Total liabilities	<u>27,897</u>	<u>\$0.000</u>	<u>27,897</u>
Fund Equity			
Investment in general fund assets		\$429,128	429,128
Fund balance - unreserved - undesignated	1,581,013		1,581,013
Total Fund Equity	<u>1,581,013</u>	<u>429,128</u>	<u>2,010,140</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$1,609,002</u>	<u>\$429,128</u>	<u>\$2,038,130</u>

The accompanying notes are an integral part of this statement.

OUACHITA PARISH ASSessor
 Monroe, 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, 1998**

	BUDGET	ACTUAL	BALANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Ad valorem taxes	2850,137	2867,648	\$17,511
Intergovernmental revenue:			
Federal payments in lieu of taxes	300	398	(98)
State grant - state revenue sharing (net)	95,000	100,140	5,140
Local payments in lieu of taxes	4,455	4,199	(256)
Fees, charges & commissions	42,900	71,723	28,823
Use of money & property-increased earnings	15,000	43,721	28,721
Total revenues	<u>1,000,792</u>	<u>1,087,397</u>	<u>86,605</u>
EXPENDITURES			
General government - taxation:			
Current:			
Personal services and related benefits	845,200	845,660	(460)
Operating services	148,200	144,046	4,154
Materials and supplies	47,000	42,540	4,460
Travel and other charges	42,000	39,844	2,156
Capital outlay	32,000	14,381	17,619
Total expenditures	<u>1,112,000</u>	<u>1,086,471</u>	<u>25,529</u>
EXCESS OF (Deficiency) REVENUES OVER EXPENDITURES	(84,608)	1,326	85,934
FUND BALANCE AT BEGINNING OF YEAR	<u>1,420,977</u>	<u>1,379,885</u>	<u>158,092</u>
FUND BALANCE AT END OF YEAR	<u>\$1,336,369</u>	<u>\$1,581,211</u>	<u>\$244,842</u>

The accompanying notes are an integral part of this statement.

OUACHITA PARISH ASSessor
Monroe, Louisiana

Notes to the Financial Statements
As of and For the Year Ended December 31, 1998

1. 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 term of four years, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, 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 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 pecuniarily responsible for the actions of the deputies.

At December 31, 1998, there are 91,448 real, movable, and public service assessment listings totaling \$39,697,628, \$221,206,340, and \$68,967,860 respectively. This represents an increase of 469 assessment listings. The total assessed valuation increased by \$15,987,640.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Ouachita Parish Police Jury is the financial reporting entity for Ouachita 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 establishes criteria for determining which component units should be considered part of the Ouachita Parish Police Jury for financial reporting purposes. The basic criteria 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 criteria includes:

1. Appointing a voting majority of an organization's governing body, and;
 - a. The ability of the police jury to impose its will on that organization and/or;

QUACHITA PARISH ASSessor

Monroe, Louisiana

Notes to the Financial Statements (Continued)

- 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 Quachita 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 that governmental unit, 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 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

CALACHITA PARISH ASSessor

Monroe, Louisiana

Notes to the Financial Statements (Continued)

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 only the use of governmental funds (General Fund). Ad valorem tax revenue authorized by Act 17 of 1990 and intergovernmental revenues are accounted for in this fund. General operating expenditures are paid from this fund.

C. 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 recorded in the general fixed assets account group. Approximately 1 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 99 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. There is no long-term debt at December 31, 1988.

D. 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:

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

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 47:193 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, ad 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.

E. 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. The assessor is granted authority to amend categories within departments, however, the total of amendments cannot exceed 10 per cent of the total adopted budget. All other changes in the budget must be approved by the assessor.

Fundary budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amount and all subsequent amendments. Fund-accounting is not used by the assessor.

OUACHITA PARISH ASSESSOR

Monroe, Louisiana

Notes to the Financial Statements (Continued)

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, 1998, the assessor has cash and cash equivalents (bank balances) totaling \$689,051 as follows:

Demand deposits	\$189,051
Time deposits	<u>500,000</u>
Total	<u>\$689,051</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 deposits are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at December 31, 1998, are secured as follows:

Bank balances	<u>\$778,108</u>
Federal deposit insurance	\$200,000
Pledged securities (noncollateralized)	<u>1,042,382</u>
Total	<u>\$1,642,382</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 noncollateralized (Category 3) under the provisions of OASB Codification C30.106. However, Louisiana Revised Statute 38:1729 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 bank has failed to pay deposited funds upon demand. Further, LRS 38:1724 states that securities held by a third party shall be deemed to be held in the assessor's name.

OUACHITA PARISH ASSessor

Monroe, Louisiana

Notes to the Financial Statements (Continued)**4. VACATION AND SICK LEAVE**

Permanent full-time employees earn 10 to 30 days of noncumulative vacation leave and 12 to 18 days of sick leave each year, depending on length of service. Sick leave is cumulative to a maximum of 36 days, but all accumulated sick leave is forfeited upon retirement or resignation. At December 31, 1998, there are no benefits relating to vacation and sick leave that require accrual or disclosure.

II. RISK MANAGEMENT

The assessor is exposed to various risk of loss related to theft, theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the assessor maintains commercial insurance policies covering his automobile, workmen's compensation and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 1998.

I. TOTAL COLUMN ON THE BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only (over) less) 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.

2. PRINCIPAL TAXPAYERS

The following are the principal taxpayers for the parish and their 1998 assessed valuation (amounts expressed in thousands):

	1998 Assessed Valuation	Per cent of Total Assessed Valuation
Riverside International Corporation	\$4,088,347	0.64%
Louisiana Power and Light	3,020,969	0.47%
Koch Nitrogen	1,104,688	0.17%

DIACIETA PARISH ASSessor

Monroe, Louisiana

Notes to the Financial Statements (Continued)

	1998 Assessed Valuation	Percent of Total Assessed Valuation
State Farm Insurance	825,263	0.15%
Central Bank	308,584	0.11%
General Motors Corp.	304,515	0.11%
Bancroft Bag, Inc.	444,397	0.07%
Angus Chemical	170,413	0.06%
Walman Sausage, Inc.	163,106	0.06%
Bank One/Premier Bank	<u>317,631</u>	<u>0.05%</u>
Total	<u>\$1,932,888</u>	<u>1.82%</u>

3. RECEIVABLES

The General Fund receivables of \$978,698 at December 31, 1998, are as follows:

<u>Class of Receivables</u>	
Taxes - ad valorem	\$847,783
Intergovernmental revenues -	
Federal payments in lieu of taxes	232
State revenue sharing (net)	65,380
Local payments in lieu of taxes	4,455
Fees, charges, & commissions	<u>878</u>
Total	<u>\$918,698</u>

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment follows:

Balance at January 1, 1998	\$312,415
Additions	79,663
Deductions	<u>(163,990)</u>
Balance at December 31, 1998	<u>\$228,128</u>

The beginning balance has been restated by \$788 to reflect difference between estimated and actual amount of asset added in 1997. Additions to fixed assets also includes donations from the police jury totaling \$65,283.

COUACHITA PARISH ASSESSOR

Monroe, Louisiana

Notes to the Financial Statements (Continued)

5. PENSION PLAN

Substantially all employees of the Ouachita Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and 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 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 employee's average salary over the 35 consecutive or jointed 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 by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (504) 423-4446.

Plan members are required by state statute to contribute seven per cent of their annual covered salary and the Ouachita Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75 per cent of annual covered payroll. Contributions to the system include one-fourth of one per cent (one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Ouachita 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 Ouachita Parish Assessor's contributions to the system for the year ending December 31, 1996, 1997, 1998, were \$40,153, \$34,879 and \$30,879 respectively, equal to the required contributions for each year.

6. POST RETIREMENT BENEFITS

The Ouachita Parish Assessor provides certain continuing health care and life insurance benefits for its 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

OUACHITA PARISH ASSESSOR

Monroe, Louisiana

Notes to the Financial Statements (Continued)

paid jointly by the employee and the assessor. The assessor recognizes the cost of providing these benefits (assessor's cost of premiums) as an expenditure when the monthly premiums are paid. For the year ended December 31, 1998, the total amount of premiums paid was \$91,258, while the amounts paid for retirees totaled \$5,906.

7. OPERATING LEASES

On March 1, 1995, the assessor entered into a 36-month operating lease for a copier with monthly lease payments of \$245 each. Payments on the lease totaled \$489 during 1998.

On December 12, 1995, the assessor entered into a 36-month lease for an automobile to be used by the assessor's office. The lease requires 35 monthly payments of \$632 each beginning in January, 1996. Payments on the lease totaled \$6,379 during 1998.

On December 31, 1998, the assessor entered into a 36-month lease for an automobile to be used by the assessor's office. The lease required an initial payment of \$599 and 35 monthly payments of \$598 each beginning in December, 1998. Payments on the lease totaled \$1,198 during 1998.

The following is a summary of future minimum lease payments:

Year	Amount
1999	3,188
2000	3,188
2001	5,980
Total minimum lease payments	<u>\$22,366</u>

8. LITIGATION AND CLAIMS

At December 31, 1998, the Ouachita Parish Assessor is not involved in any litigation nor is he aware of any asserted claims.

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

The Ouachita Parish Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4713, is paid by the Ouachita Parish Police Jury and is not included in the accompanying financial statements. In addition, the police jury purchased equipment for the assessor's office in the amount of \$65,282 for the year ended December 31, 1998, which is included in fixed assets of the assessor's office.

OUACHITA PARISH ASSESSOR

Monroe, Louisiana

Notes to the Financial Statements (Continued)

18. YEAR 2000 ISSUE (Unaudited)

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The Ouachita Parish Assessor has completed an inventory of computer systems that may be affected by the year 2000 issue and that are critical to conducting operations of the assessor's office. The assessor has identified the following systems requiring 2000 remediation: a financial reporting system and; tax assessment system. All testing and validation of these two systems has been completed.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the assessor is or will be Year 2000 ready, that the assessor's remediation efforts will be successful in whole or part, or that parties with whom the assessor does business will be year 2000 ready.

SUPPLEMENTAL INFORMATION SCHEDULE

QUACHITA PARISH ASSessor
Monroe, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Schedule of Revenues, Expenditures, and
 Changes in Fund Balance -
 Budget (GAAP Basis) and Actual, by Departments
 For the Year Ended December 31, 1998

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Ad valorem taxes	\$250,137	\$267,648	\$17,511
Intergovernmental resources:			
Federal payments in lieu of taxes	300	304	(96)
State grant - state revenue sharing (net)	98,000	100,142	2,142
Local payments in lieu of taxes	4,435	4,139	(296)
Fees, charges & commissions	42,300	71,793	29,493
Use of money and property:			
Interest earnings	35,000	45,721	8,721
Total revenues	<u>1,000,392</u>	<u>1,082,397</u>	<u>82,005</u>
EXPENDITURES			
General government - various:			
Administration:			
Personal services and related benefits	185,000	178,880	6,120
Operating services	12,000	8,941	3,059
Materials and supplies	5,000	5,508	(508)
Travel and other charges	16,000	18,701	(2,701)
Total administration	<u>218,000</u>	<u>213,030</u>	<u>4,969</u>
Property Assessment - Personal:			
Personal services and related benefits	68,500	65,693	2,807
Operating services	500	260	240
Travel and other charges	500	420	80
Total property assessment - personal	<u>69,500</u>	<u>66,373</u>	<u>3,127</u>
Property Assessment - Real Estate:			
Personal services and related benefits	399,000	398,560	(560)
Operating services	2,000	1,520	480
Materials and supplies	1,000	748	2,252
Travel and other charges	20,000	18,866	1,134
Total property assessment - real estate	<u>423,000</u>	<u>419,694</u>	<u>3,306</u>

(Continued)

QUAHERITA PARISH ASSessor

Monroe, Louisiana

GOVERNMENTAL FUND TYPE I - GENERAL FUND

Schedule of Revenues, Expenditures, and

Changes in Fund Balance - Budget

(GAAP Basis) and Actual, by Departments, etc.

	BUDGET	ACTUAL	VARIANCE PROGRAM & EXPENDABLE
EXPENDITURES (CONT'D.)			
General government - taxation (Cont'd.)			
Mapping:			
Personal services and related benefits	365,000	362,920	\$2,080
Operating services	73,000	76,621	(3,621)
Materials and supplies	4,000	1,995	2,005
Travel & other charges	1,000		1,000
Total mapping	<u>443,000</u>	<u>441,536</u>	<u>1,464</u>
Property Transfer:			
Personal services and related benefits	150,000	139,607	(1,607)
Operating services	1,000	995	405
Travel & other charges	4,000	3,747	793
Total property transfer	<u>155,000</u>	<u>143,949</u>	<u>(1,442)</u>
Miscellaneous:			
Operating services	60,000	55,099	4,901
Materials and supplies	35,000	34,302	698
Total miscellaneous	<u>95,000</u>	<u>89,401</u>	<u>5,599</u>
Capital outlay			
Total expenditures	<u>1,115,000</u>	<u>1,096,471</u>	<u>28,529</u>
EXCESS OF (Deficiency) REVENUES OVER EXPENDITURES			
	(64,600)	1,126	85,734
FUND BALANCE AT BEGINNING OF YEAR			
	<u>1,470,013</u>	<u>1,570,886</u>	<u>158,863</u>
FUND BALANCE AT END OF YEAR			
	<u>\$1,356,315</u>	<u>\$1,581,012</u>	<u>\$244,697</u>

(Continued)

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

The following independent auditor's reports on compliance with laws and regulations and internal control 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 Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting

CHAUCHITA PARISH ASSessor
Monroe, Louisiana

MEMBER SERVICES
MEMBERSHIP AND SERVICES
PUBLIC SERVICES
QUALITY OF ASSURANCE
SERVICES PUBLIC
ACCOUNTANTS
PROFESSIONAL SOCIETY OF THE
GOVERNMENTAL
ACCOUNTING
AND FINANCIAL REPORTING

I have audited the general purpose financial statements of the Chauchita Parish Assessor as of and for the year ended December 31, 1998 and have issued my report thereon dated January 29, 1999. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance:

As part of obtaining reasonable assurance about whether the Chauchita Parish Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with these provisions was not an objective of my audit and, 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.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Chauchita Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

THE FIRM'S OFFICE IS LOCATED AT:
1001 PINE BLVD., SUITE 2000
MONROE, LA 70002-1001
PHONE (504) 281-1001
FAX (504) 281-1000

OUACHITA PARISH ASSESSOR

Monroe, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

December 31, 1998

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



West Monroe, Louisiana

January 29, 1999

OUACHITA PARISH ASSESSOR
Monroe, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 1998

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of Ouachita Parish Assessor.
2. No instances of noncompliance material to the financial statements of Ouachita Parish Assessor were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

ORLACHITA PARISH ASSESSOR
Monroe, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 1998

There were no audit findings reported in the audit for the year ended December 31, 1997.