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CLAYBORNE PARISH ASSESSOR
Homer, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the clerk and other responsible public officials. This report is available for public inspection at the Parish Board office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date **APR 1 2 2000**

**VERNON R
COON**
LEGISLATIVE AUDITOR
STATE OF LOUISIANA

CLABRIENE PARISH ASSessor
Homer, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1999

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Independent Auditor's Report

HONORABLE CLYDE C. HIGHTOWER, CLM
CLAIBORNE PARISH ASSOCIATION
Homer, Louisiana

Member Services
Insurance or Government
Pensions/Accounts

Retiree or Survivors
Government Pensions
Accounts

**Personal Loans to
Government**
Accounts, Audits
and Financial Statements

I have audited the general purpose financial statements of the Claiborne Parish Assessor, a component unit of the Claiborne Parish Police Jury, as of December 31, 1999, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Claiborne 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 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 statements 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 Claiborne Parish Assessor as of December 31, 1999, 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 reports dated February 24, 2000, on my consideration of the Claiborne Parish Assessor's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.


Wynn Monroe, Louisiana
February 24, 2000

115 Progressway Drive,
Wynn Monroe,
Louisiana 70570
Tel: 225-233-1000
225-233-1100
Fax: 225-233-0100
Email: monroer@wmonroe.com

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

CLAIBORNE PARISH ASSessor
Houma, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 1999

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FUND	TOTAL AMOUNT
ASSETS			
Cash and cash equivalents	\$315,480		\$315,480
Receivable - ad valorem	248,375		248,375
Office furnishings and equipment		\$74,902	74,902
TOTAL ASSETS	<u>\$563,855</u>	<u>\$74,902</u>	<u>\$638,757</u>
LIABILITIES AND FUND EQUITY			
Liabilities - accounts payable	\$306		\$306
Fund Equity:			
Investment in general fund assets		\$74,902	74,902
Fund balance - unreserved - undesignated	563,549		563,549
Total Fund Equity	563,549	74,902	638,451
TOTAL LIABILITIES AND FUND EQUITY	<u>\$563,855</u>	<u>\$74,902</u>	<u>\$638,757</u>

The accompanying notes are an integral part of this statement.

CLAIBORNE PARISH ASSessor
 Haunoy, 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, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE: FAVORABLE/ UNFAVORABLE</u>
REVENUES			
Ad valorem taxes		\$268,389	\$268,389
Intergovernmental revenue:			
State revenue sharing		8,025	8,025
Compensation from taxing bodies	\$180,000	151,288	28,712
Fees, charges, and commissions for services	2,000	2,638	38
Use of money and property - interest earnings	8,500	7,258	1,242
Other revenue:		883	883
Total revenues	<u>188,100</u>	<u>538,347</u>	<u>350,247</u>
EXPENDITURES			
General government - taxation:			
Personal services and related benefits	195,000	198,291	(3,291)
Operating services	18,000	15,448	2,552
Materials and supplies	6,000	4,259	1,741
Travel and other charges	15,600	12,773	2,827
Capital outlay		119	(119)
Total expenditures	<u>239,600</u>	<u>239,886</u>	<u>214</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(48,500)</u>	<u>298,461</u>	<u>346,961</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>268,000</u>	<u>273,448</u>	<u>(5,448)</u>
FUND BALANCE AT END OF YEAR	<u>\$219,500</u>	<u>\$571,909</u>	<u>\$352,409</u>

The accompanying notes are an integral part of this statement.

CLABORNE PARISH ASSESSOR
Bossier, Louisiana

Notes to the Financial Statements
As of and For the Year Ended December 31, 1997

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 24 of the Louisiana Constitution of 1958, 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, 1997, there are 40,962 real, movable and public service assessment listings totaling \$80,951,668. This represents an increase of 3,380 assessment listings. The total assessed valuation increased by \$5,438,580.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Claborne Parish Police Jury is the financial reporting entity for Claborne 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 Claborne 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 the criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and;

CLAIBORNE PARISH ASSESSOR

Houma, Louisiana

Notes to the Financial Statements (Continued)

- a. The ability of the police jury to impose its will on that organization and/or;
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the 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 Claiborne 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 fixed 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.

CLABORNE PARISH ASSessor
Houma, Louisiana
Notes to the Financial Statements (Continued)

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 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). Compensation received from the various taxing bodies, prescribed by Enactments in Louisiana Revised Statutes 47:1900-1908, is 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 not recorded in the general fixed assets account group. All fixed assets are valued at actual historical costs. Donated fixed assets are valued at their estimated fair market value on the date received. No depreciation has been provided on general fixed assets.

The costs of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives are not capitalized but are only recognized as a normal current expenditure of the governmental funds. No depreciation has been provided on general fixed assets. The assessor has no long-term debt at December 31, 1999.

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

CLAYBORNE PARISH ASSessor

Bossier, Louisiana

Notes to the Financial Statements (Continued)

recognizable 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:

Revenues

Ad valorem taxes and compensation from taxing bodies is recorded in the year they are assessed. Ad valorem taxes are assessed on a calendar year basis, become due when the tax roll is filed with the recorder of mortgages, and become delinquent on December 31. Ad valorem taxes are generally collected in November and December of the current year and January and February of the ensuing year. The compensation is generally collected in December of the current year and January 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 and the income is available. 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, compensation from taxing bodies and fees for preparing tax rolls have been treated as recognizable to accrual.

Expenditures

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

B. 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

CLAIBORNE PARISH ASSessor
Homer, Louisiana
Notes to the Financial Statements (Continued)

reappropriated for the following year to be expended. All changes in the budget must be approved by the assessor. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts.

F. CASH

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, 1999, the assessor has cash and cash equivalents totaling \$315,440, as follows:

Demand deposits	\$85,440
Time deposits	<u>230,000</u>
Total	<u>\$315,440</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash (bank balances) at December 31, 1999, are secured as follows:

Bank balances	<u>\$325,600</u>
Federal deposit insurance	\$195,600
Pledged securities (noncollateralized)	<u>180,000</u>
Total	<u>\$701,200</u>

G. VACATION AND SICK LEAVE

All employees are granted ten to fifteen days of noncumulative vacation leave each year, depending on length of service. Annual leave must be taken in the year earned and cannot be carried forward to future years. Employees carry ten days of sick leave each

CLAYBORNE PARISH, MISSISSIPPI
Honey, Louisiana
Notes to the Financial Statements (Continued)

year which may be accumulated to a maximum of thirty days. Employees are not paid for accumulated sick leave upon termination of employment. At December 31, 1999, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure.

The cost of leave privileges, computed in accordance with GASB Codification Section 209, is recognized as a current year expenditure in the General Fund when leave is actually taken.

III. RISK MANAGEMENT

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets and errors and omissions. To handle such risk of loss, the assessor maintains commercial insurance policies covering his automobile 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, 1999.

I. TOTAL COLUMN ON THE BALANCE SHEET

The total column on the balance sheet is captioned *Members 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 1999 assessed valuations:

	1999 Assessed Valuation	Per cent of Total Assessed Valuation
Marathon Oil Company	53,799,150	4.64%
Texas Gas Transmission Corp.	4,185,520	5.17%
Leather Corporation	3,582,890	4.79%

CLAIBORNE PARISH ASSESSOR

Houma, Louisiana

Notes to the Financial Statements (Continued)

	1999 Assessed Valuation	Per cent of Total Assessed Valuation
Duke Energy Field Services, Inc.	\$1,957,190	2.42%
Energy Louisiana, Inc.	1,965,050	1.00%
Illion Oil Company	1,377,210	1.70%
BellSouth Telecommunications	1,581,780	1.59%
Reliant Energy Transmission	1,453,070	1.80%
Hess Producing Company, Inc.	1,300,000	1.61%
Claiborne Electric Co-op., Inc.	1,279,850	1.58%
Total	<u>\$23,281,750</u>	<u>28.73%</u>

A. CHANGES IN GENERAL FIXED ASSETS

The following presents changes in general fixed assets (office furnishings and equipment) for the year ended December 31, 1999:

Balance at January 1, 1999	\$74,929
Additions	179
Deletions	<u>(146)</u>
Balance at December 31, 1999	<u>\$74,962</u>

d. PENSION PLAN

Substantially all employees of the Claiborne Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a multiple-employer (cost-sharing), public employer 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 36 consecutive or jointed months that produce the highest average. Employees who accumulate with at least 12 years of service and do not withdraw their employee contributions may retire

CLAIBORNE PARISH ASSESSOR

Bossier, Louisiana

Notes to the Financial Statements (Continued)

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. This 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) 425-6146.

Plan members are required by state statute to contribute 7.00 per cent of their annual covered salary and the Claiborne Parish Assessor is required to contribute at an actuarially determined rate. The rate was 7.00 per cent of 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 Claiborne 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 Claiborne Parish Assessor's contributions to the system for the years ending December 31, 1999, 1998, 1997, were \$8,535, \$7,842, and \$7,429, respectively, equal to the required contributions for each year.

9. POST RETIREMENT BENEFITS

The Claiborne 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 paid jointly by the employer and the assessor. The assessor recognizes the cost of providing the benefits (assessor's cost of premiums) as an expenditure when the monthly premiums are paid. For the year ended December 31, 1999, the total amount of premiums paid was \$48,282, while the amount paid for retirees totaled \$10,642.

6. LITIGATION AND CLAIMS

At December 31, 1999, the Claiborne Parish Assessor is involved in one lawsuit however, the suit does not state any monetary damages.

CLAYBORNE PARISH ASSESSOR

Homer, Louisiana

Notes to the Financial Statements (Continued)

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

The Clayborne 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 Clayborne Parish Police Jury.

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

The following independent auditor's reports on compliance with laws and regulations, and internal control over financial reporting 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

CLAIBORNE PARISH ASSessor

Houma, Louisiana

Mean of Services

Accounting or Chartered
Public Accountant

State or Louisiana

Chartered Public or
Accountant

Practice Limited to

Government,
Accounting, Assurance
and Financial Reporting

I have audited the general purpose financial statements of the Claiborne Parish Assessor as of and for the year ended December 31, 1999 and have issued my report thereon dated February 24, 2000. 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 Claiborne 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 Claiborne 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.

115 PROVISIONS, Dept.

Wet Weather

Louisiana rule

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Date: 02/24/2000

CLAIBORNE PARISH ASSessor

Houma, Louisiana

Independent Auditor's Report on Compliance
And Internal Control Over Financial Reporting, etc.
December 31, 1999

This report is intended solely for the information and use of the Claiborne Parish Assessor and management of the assessor's office and is not intended to be and should not be used by anyone other than these specified parties.



West Monroe, Louisiana

February 24, 2000

Clatsop County Parish Assessor
Homer, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 1999

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Clatsop County Parish Assessor.
2. No instances of noncompliance material to the financial statements of the Clatsop County 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 Over Financial Reporting.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

Claborn Parish Assessor
Homer, 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, 1998.