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JAMES G. DEGAN, ASSESSOR
OF THE MUNICIPAL DISTRICT, PARISH OF ORLEANS
NEW ORLEANS, LOUISIANA
GENERAL PURPOSE FINANCIAL STATEMENTS
(Compiled)
YEAR ENDED DECEMBER 31, 1997

Under provisions of state law, this report is a public document. A copy of this report has been submitted to the P.C.M.D., its members, entity and other responsible public officials. This 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 MAY 13 1998

JANICE D. DEJAN, ASSESSOR
8TH MUNICIPAL DISTRICT, PARISH OF ORLEANS
NEW ORLEANS, LOUISIANA

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INDEPENDENT ACCOUNTANT'S REPORT

Sanjoo B. Degan, Assessor
4th Municipal District, Parish of Orleans
New Orleans, Louisiana

We have compiled the accompanying general purpose financial statements, as listed in the table of contents, of the Assessor's Office, 4th Municipal District, Parish of Orleans, New Orleans, Louisiana as of and for the year ended December 31, 1997 as required by Louisiana Revised Statute 24:513, and in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting information that is the representation of management in the form of financial statements. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion on them.

Management has elected to omit substantially all financial statement disclosures. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Assessor's financial condition. Accordingly, these financial statements are not designed for those who are not informed about such matters.

April 30, 1998



JAYCEE D. DEGRA, ASSISTANT
 CITY MUNICIPAL DISTRICT, PARISH OF ORLEANS
 NEW ORLEANS, LOUISIANA
 COMBINED BALANCE SHEET
 GOVERNMENTAL FUND TYPE AND ACCOUNT GROUP
 DECEMBER 31, 1997
 See Accountants' Compilation Report

	<u>Governmental Fund Type General Fund</u>	<u>Account Group General Fixed Assets</u>	<u>Totals (Memorandum Only)</u>
ASSETS			
Cash and cash equivalents	\$ 94,848	\$ --	\$ 94,848
Fixed assets:			
Transportation equipment	--	18,888	18,888
Office furniture and equipment	<u>--</u>	<u>26,456</u>	<u>26,456</u>
Total assets	\$ <u>94,848</u>	\$ <u>45,344</u>	\$ <u>97,188</u>
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts Payable	\$ 1,052	\$ --	\$ 1,052
Total liabilities	\$ <u>1,052</u>	\$ <u>--</u>	\$ <u>1,052</u>
Fund Equity			
Investment in general fixed assets	\$ --	\$ 43,344	\$ 43,344
Fund balance - Unreserved - undesignated	<u>52,788</u>	<u>--</u>	<u>52,788</u>
Total fund equity	\$ <u>52,788</u>	\$ <u>43,344</u>	\$ <u>96,132</u>
Total liabilities and fund equity	\$ <u>94,848</u>	\$ <u>43,344</u>	\$ <u>97,188</u>

JAYCEE D. DEGAN, ASSessor
 6TH MUNICIPAL DISTRICT, PARISH OF ORLEANS
 NEW ORLEANS, LOUISIANA
 STATEMENT OF REVENUES, EXPENDITURES, AND
 CHANGES IN FUND BALANCE
 BUDGET (GRAP BASIS) AND ACTUAL
 - GOVERNMENTAL FUND TYPE
 For the Year Ended December 31, 1997
 See Accountants' Compilation Report

	<u>General Fund</u>		Variance Favorable (Unfavorable)
	<u>Budget</u>	<u>Actual</u>	
Revenues:			
Intergovernmental revenues:			
Compensation from taxing bodies	\$157,100	\$152,914	\$ (4,186)
Interest income	3,100	2,555	555
Other income	<u>1,400</u>	<u>866</u>	<u>534</u>
Total revenues	\$161,600	\$156,335	\$ (5,265)
Expenditures:			
General government-taxation:			
Personal services and related benefits	\$119,900	\$121,922	\$ (2,022)
Materials and supplies	2,800	3,593	793
Other services and charges	10,300	13,911	(3,611)
Travel and other charges	9,500	12,363	(2,863)
Miscellaneous	12,400	12,862	462
Capital outlay	<u>3,800</u>	<u>782</u>	<u>3,018</u>
Total expenditures	\$158,700	\$165,333	\$ (6,633)
Excess revenues (expenditures)	\$ 2,900	\$ (4,698)	\$ (7,598)
Fund balance, beginning of year	<u>48,850</u>	<u>48,854</u>	<u>4</u>
Fund balance, end of year	\$ 48,850	\$ 43,738	\$ (5,112)

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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Jaryon D. Dezan, Assessor
8th Municipal District, Parish of Orleans
New Orleans, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Assessor's Office, 8th Municipal District, Parish of Orleans and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Assessor's Office, 8th Municipal District, Parish of Orleans compliance with certain laws and regulations during the year ended December 31, 1997 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PUBLIC BID LAW

1. Select all expenditures made during the year for material and supplies exceeding \$5,000 or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS38:2211-2251 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$5,000 or public works exceeding \$50,000.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-PS42:1101-1124 (the code of ethics) and a list of outside business interests of all board members and employees, as well as their immediate families.

There are no board members. Management furnished us with a statement that none of the employees or their immediate families had any outside business interest.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management (agreed-upon procedure (3)) appeared on the list provided by management in agreed-upon procedure (2).

BUDGETING

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with copies of the original and amended budgets.

6. Trace the budget adoption and amendments to the minute book.

Due to the size of the office, there are no board members therefore this question does not apply.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceeded budgeted amounts by more than 5%.

Actual revenues and expenditures did not exceed budgeted amounts by more than 5%.

ACCOUNTING AND REPORTING

9. Randomly select 6 disbursements made during the period under examination and:
- (a) Trace payments to supporting documentation as to proper amount and payee.

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.
 - (b) Determine if payments were properly coded to the correct fund and general ledger account.

All of the payments were properly coded to the correct fund and general ledger account.
 - (c) Determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals by the Assessor.

MEETINGS

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-MSA:1 through 42:12 (the open meetings law).

This office does not contain or require board members therefore this requirement does not apply to this office.

DEBT

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

ADVANCES AND BONUSES

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances or gifts.

As stated in item 6 above there are no minutes. We inspected payroll records for the year and noted no instances which would indicate payments of bonuses, advances or gifts to employees.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



April 20, 1998