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ADMINISTRATIVE OFFICE, FIFTH MUNICIPAL DISTRICT

OFFICE OF CLERK, NEW ORLEANS, LOUISIANA

CIRCULATION REPORT AND
GENERAL FINANCIAL STATEMENTS

APRIL 20, 1948

Under provisions of state law, this report is a public document. A copy of the report has been admitted to the public, as required, entity and other appropriate public officials. The report is available to public inspectors of the Bureau of Finance of the Legislative Council and, where appropriate, at the office of the parish clerk of court.

NOV 9 1948

Release Date

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LOUISIANA ATTENTION CERTIFICATION

PEPPERMAN, EMBOLLAS, SCHWARTZ & TODARO
L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

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J. JOHN EMBOLLAS
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ACCOUNTANT'S COMPILATION REPORT

Mr. THOMAS L. ARNOID, ASSessor
Assessor's Office, Fifth Municipal District
Parish Of Orleans, New Orleans, Louisiana

We have compiled the accompanying general purpose financial statements of the ASSessor's OFFICE, FIFTH MUNICIPAL DISTRICT, PARISH OF ORLEANS, NEW ORLEANS, LOUISIANA, as of April 30, 1998, 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 in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Pepperman, Embollas, Schwartz & Todaro, L.L.C.

Metairie, Louisiana
October 26, 1998

THOMAS L. ARNOID
FIFTH MUNICIPAL DISTRICT
PARISH OF ORLEANS
NEW ORLEANS, LOUISIANA

15- APR 19 1988
COMM-2 4/19/88

ANNUAL GENERAL PURPOSE FINANCIAL STATEMENTS
AS OF and for the year ended April 30, 1988

Required by R.S. 24:514 to be filed with the
Office of the Legislative Auditor within 90
days after the close of the fiscal year.

A P P E A R S

Personally came and appeared before the undersigned authority, Thomas L. Arnold, Assessor, Fifth Municipal District, Parish Of Orleans, New Orleans, Louisiana, who is duly sworn, deposes and says, that the financial statements herewith given present fairly the financial position of the Assessor's Office, Fifth Municipal District, Parish Of Orleans, New Orleans, Louisiana, as of April 30, 1988 and the results of operations for the years then ended, in accordance with generally accepted accounting principles.



Sworn to and subscribed before me, this 21st day of October
1988.


LAWRENCE A. (MOULLAS) MURRAY FUGOT
CLERK OF COURSE
STATE OF LOUISIANA
BY CLERK OF COURSE IN HIS OFFICE

Assessor Thomas L. Arnold
Address 4811 City Hall
1008 Poydras Street
New Orleans, LA 70112
Phone No. 584-7083

COMBINED BALANCE SHEET -
ALL FUND TYPES AND ACCOUNT GROUPS
APRIL 30, 1978

	GOVERNMENTAL FUND TYPE		ACCOUNT GROUPS		TOTAL \$\$\$\$\$\$ (\$K.)
	GENERAL FUND	DEBT SERVICE FUND	GENERAL FUND RESERVE	GENERAL LONG-TERM DEBT	
ASSETS AND OTHER DEBITS:					
Cash	\$ ---	\$ 2,778	\$ ---	\$ ---	\$ 2,778
Equipment, All Cost	---	---	48,784	---	48,784
Other Debits - Amounts Reserved For Long- Term Debt	---	---	---	2,778	2,778
Total Assets And Other Debits	\$ -----	\$ 2,778	\$ 48,784	\$ 2,778	\$ 54,340
LIABILITIES, FUND EQUITY AND OTHER CREDIT:					
Liabilities:					
Cash Overdraft	\$ 2,274	\$ ---	\$ ---	\$ ---	\$ 2,274
Accounts Payable	2,480	---	---	---	2,480
Payroll Liabilities	---	---	---	---	---
Payable	---	---	---	---	---
Notes Payable	---	---	---	2,778	2,778
Total Liabilities	\$ 4,754	\$ ---	\$ ---	\$ 2,778	\$ 7,532
Fund Equity And Other credits:					
Investment In General Fund Assets	\$ ---	\$ ---	\$ 48,784	\$ ---	\$ 48,784
Fund Balance (Deficit):					
Unassigned -					
Reserved For Debt Service	\$ 4,850	---	---	---	\$ 4,850
Total Fund Equity (Deficit) And Other Credits	\$ 4,850	\$ 2,778	\$ 48,784	\$ ---	\$ 56,412
Total Liabilities, Fund Equity And Other Credits	\$ -----	\$ 2,778	\$ 48,784	\$ 2,778	\$ 54,340

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - ALL GOVERNMENTAL FUNDS TOGETHER
FOR THE YEAR ENDED APRIL 30, 1998

	GENERAL FUND	DEBT SERVICE FUND	TOTAL GOVERNMENTAL FUNDS
REVENUES:			
Intergovernmental Revenues:			
Compensation from Testing Bodies	\$221,700	\$ ---	\$221,700
Miscellaneous	3,584	---	3,584
Total Revenues	\$225,284	\$ ---	\$225,284
EXPENDITURES:			
General Government - Totalities:			
Personnel Services and Related Benefits	\$ 82,860	\$ ---	\$ 82,860
Operating Services	3,780	---	3,780
Materials And Supplies	7,800	---	7,800
Travel And Other Charges	22,351	---	22,351
Miscellaneous	25,890	---	25,890
Debt Services:			
Principal Payments	---	3,840	3,840
Interest And Charges	---	470	470
Total Expenditures	\$138,881	\$ 4,310	\$143,191
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 86,403	\$ -4,310	\$ 82,093
OTHER FINANCING SOURCES (USES):			
Transfers In From:			
Debt Service Fund	10,400	\$ 400	\$ ---
General Fund Assets Account Group	1,8421	---	1,8421
Total Other Financing Sources (Uses)	\$ 11,801	\$ 400	\$ 12,201
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING OVER EXPENDITURES AND OTHER USES	\$ 98,204	\$ -3,910	\$ 94,294
FUND BALANCE (DEFICIT) AT BEGINNING OF YEAR	1,2261	4,710	6,371
FUND BALANCE (DEFICIT) AT END OF YEAR	\$ 1,221	\$ 8,620	\$ 9,841

See Accompanying Notes And Enclosures's Report

STATEMENT OF REVENUES, RECEIVABLES AND
CHARGES IN FUND BALANCE - BUDGET AND ACTUAL -
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED APRIL 30, 1988

	GENERAL FUND		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
Intergovernmental Revenues:			
Commission From Taxing Entities	\$124,000	\$123,700	\$ 300
Miscellaneous	3,200	3,480	(200)
Total Revenue	\$127,200	\$127,180	\$ 200
EXPENDITURES:			
General Government - Functions:			
Personnel Services And Related Benefits	\$ 83,000	\$ 82,800	\$ 200
Operating Services	1,700	1,700	---
Materials And Supplies	7,000	7,000	---
Travel And Other Charges	20,000	19,900	100
Miscellaneous Charges	18,300	18,800	(500)
Total Expenditures	\$128,000	\$128,200	\$ 200
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 10,800	\$ 9,980	\$ 820
OTHER FINANCING SOURCES (USES):			
Transfers From:			
State Service Fund	\$ ---	\$ 800	\$ 800
General Fund Assets Account Group	(2,700)	(2,400)	300
Total Other Financing Sources (Uses)	\$ 2,700	\$ 400	\$ 2,300
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	\$ 13,500	\$ 10,380	\$ 3,120
FUND BALANCE (DEFICIENCY) AT BEGINNING OF YEAR	(2,800)	(2,800)	---
FUND BALANCE (DEFICIENCY) AT END OF YEAR	\$ 10,700	\$ 7,580	\$ 3,120

Assessor's Office, Fifth Municipal District
Parish Of Orleans, New Orleans, Louisiana

REPORT TO THE FINANCIAL STATESMEN

PERIOD: 12, 1999

NOTE 1 - INTRODUCTION AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES:

INTRODUCTION:

As provided by Article VII, Section 14 of the Louisiana Constitution of 1974, there shall be seven assessors in New Orleans who shall compose the Board of Assessors for Orleans Parish. One shall be elected from each municipal district of New Orleans, and each shall be a resident of the district from which he is elected. The assessors shall be elected at the same time as the municipal officers of New Orleans, for terms of four years each. In the event a vacancy occurs in any one of the seven assessors' office, the Board of Assessors shall appoint an interim assessor for the unexpired term.

The assessor assesses all real and movable property in his municipal district subject to all valuations exceptions. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and to provide assistance to the taxpayers in his district. 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 Orleans Parish City Hall in New Orleans, Louisiana. The assessor employs three (3) employees, including three (3) deputies. In accordance with Louisiana law, the assessor assesses real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distributing of taxes to the various taxing bodies.

At December 31, 1999, there were 45,858 real property and movable property assessments totaling \$131,895,089 and \$17,748,439, respectively. This represents an increase of 4,923 in the total number of assessments. Total tax assessments increased \$4,528,804 over the prior year, caused primarily by the increasing number of new businesses and houses in real estate in the district during the year.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A) BASIS OF PRESENTATION:

The accompanying financial statements of the Assessor's Office, Fifth Municipal District, Parish Of Orleans, have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

80. **REPORTING ENTITY:**

For financial reporting purposes, the Assessor includes all funds, account groups, activities, et cetera, that are controlled by the Assessor as an independently elected parish official. The activities of other independently elected parish officials and municipal level governments are not included within the accompanying financial statements, as they are considered autonomous governments. These units of government issue financial statements separate from that of the parish assessor.

81. **FUND ACCOUNTING:**

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

A fund is a separate accounting entity with a self-balancing set of accounts. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not reported in the funds because they do not directly affect net expendable available financial resources.

Funds of the Assessor's office are classified as governmental funds. Governmental fund accounts for the Assessor's general activities, including the collection and disbursement of monies or legally restricted monies and the acquisition of general fixed assets. Governmental funds of the Assessor's office include:

Governmental Fund Types:
General Fund:

The General Fund is the general operating fund of the Assessor's office. All financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund.

Debt Service Fund:

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt including capital lease obligations, principal, interest and related costs.

Account Groups:
General Fixed Assets:

Fixed assets are accounted for in the General Fixed Assets Account Group rather than in the governmental funds. No depreciation has been provided on fixed assets. Fixed assets are valued at historical costs.

C1 FUND ACCOUNTING (Continued)

General Long-Term Debt:

Long-term obligations reported to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the governmental funds.

The long account groups are not funds. They are reviewed only with the measurement of financial position and do not involve measurement of results of operations.

C2 BASIS OF ACCOUNTING:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types 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 of these funds present increases and decreases in net current assets.

The Accountant's records are maintained on the cash basis of accounting. However, the funds reported in the accompanying financial statements have been converted to a modified accrual basis of accounting utilizing the following practices in recording revenues and expenditures:

Revenues:

Revenues are recorded as received in cash.

Expenditures:

Expenditures are recorded on the accrual basis.

Other Financing Sources (Uses):

Transfers between funds that are not reported to be repaid are accounted for as other financing sources (uses).

E1 BUDGETARY PRACTICES:

Included in the annual budget of the Accountant's Office, Fifth Municipal District, Parish of Orleans, proposed expenditures for the year ending April 30, 1978 were less than 250,000 and, therefore, public inspection privileges and public hearings do not apply. However, the budget is available for public inspection at the Accountant's Office.

Formal budgetary integration is not employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the originally adopted budgeted amounts. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

81 BUDGET PREPARATION: (Continued)

The assessor utilizes the traditional budget preparation method of budgeting for his financial plan. Revenues projected for the year ended April 30, 1978 were estimated based on millage collections allocated to the Board of Assessors. A portion of these revenues is allocated to the Fifth Municipal District for its salary and expense fund. Modifications of prior years are considered when preparing the budget for the current year.

Budget appropriations for all budgeted funds lapse at year end.

A budget is not required to be adopted for the Debt Service Fund, it is excluded from the budget-actual comparison shown in Exhibit "C" of the financial statements.

82 ENCUMBRANCES:

Encumbrance accounting, under which commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not used by the Assessor's Office because it is considered not necessary to assure effective budgetary control or to facilitate efficient cash planning and control. Therefore, there were no outstanding encumbrances at April 30, 1978.

83 CASH AND CASH EQUIVALENTS:

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. The Assessor's Office considers all highly liquid debt instruments, time deposits and those investments with original maturities of 90 days or less to be cash equivalents. Under state law, the assessor may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with terms being organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the assessor may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days. However, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are valued at cost.

84 GENERAL FIXED ASSETS:

General fixed assets are recorded as expenditures at the time purchased, and the related assets are accounted for in the General Fixed Assets Account Group. No depreciation has been provided on general fixed assets. All general fixed assets are valued at historical cost.

NOTE 2 - INFORMATION AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES: (Continued)

2) GENERAL LONG-TERM DEBT:

Long-term obligations expected to be financed from the General Fund are reported in the General Long-Term Debt Account Group. Expenditures for principal and interest payments for long-term obligations are recognized in the Debt Service Fund when due.

3) COMPENSATED ABSENCES:

The Kansas's office does not employ a formal sick leave policy. Employees are entitled to two weeks paid vacation after one year of employment. There is no accumulation or vesting of leave or vacation.

It is impracticable to estimate the amount of compensation for future absences and, accordingly, no liability has been recorded in the accompanying financial statements. The Kansas's policy is to recognize the costs of compensated absences when actually paid to employees.

4) USE OF ESTIMATES IN PREPARATION OF FINANCIAL STATEMENTS:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

5) TOTAL COLUMN ON THE STATEMENTS - CHECKS:

The total column on the financial statements are captioned "Balances Only" to indicate that it is presented only to facilitate financial analysis. Due to this nature does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a reconciliation.

NOTE 3 - CASH:

The following is a summary of cash at April 30, 1998.

	GENERAL FUND	DEBT SERVICE FUND	TOTAL BALANCE APRIL 30, 1998
Demand Deposits - FUND	<u>\$ 2,329</u>	<u>\$ 2,778</u>	<u>\$ 5,107</u>

NOTE 2 - CASH (Continued)

These deposits are stated at cost which approximates market. Under state law, these deposits for the resulting bank balances must be insured 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 deposits with the fiscal agent. These pledged securities are held in the name of the pledging fiscal agent bank in a collateral bank that is mutually acceptable to the parties involved. At April 30, 1998 there were no uninsured deposits.

NOTE 3 - GENERAL FIXED ASSETS - EQUIPMENT GROUP:

The following is a summary of the changes in General Fixed Assets Equipment Group:

	ACQUISITIVE	OFFICE EQUIPMENT	TOTAL
Balance, May 1, 1997	\$ 31,789	\$ 46,812	\$ 78,601
Purchases	---	8,812	8,812
Balance, April 30, 1998	<u>\$ 31,789</u>	<u>\$ 55,624</u>	<u>\$ 87,413</u>

NOTE 4 - NOTES PAYABLE:

During the year ended April 30, 1998, the Auditor's Office financed the purchase of automotive equipment with the First National Bank of Commerce. This note is payable in monthly installments of \$213, including interest at 5.5% due on January 5, 1999, secured by the equipment. The balance at April 30, 1998 amounted to \$3,738.

NOTE 5 - GENERAL LONG-TERM OBLIGATIONS:

The following is a summary of the long-term obligation transactions during the year:

	OFFICE LEASES	NOTES PAYABLE BANK	TOTAL
Long-Term Obligations			
Payable As May 1, 1997	\$ 287	\$ 2,282	\$ 2,569
Additions	---	---	---
Reductions	(---)	(2,422)	(2,422)
Long-Term Obligations			
Payable As April 30, 1998	<u>\$ ---</u>	<u>\$ 2,338</u>	<u>\$ 2,338</u>

NOTE 2 - GENERAL LONG-TERM OBLIGATIONS: Continued

Maturities of long-term obligations are as follows:

April 15, 1999

NOTE
TABLE
2000

12,778

NOTE 3 - FUND SERVICES:

At April 15, 1999 the General Fund had a deficit balance of (\$6,837). Management plans to eliminate this deficit by the increase of revenue through the Assessor's participation in state revenue sharing and by reducing operating expenses.

NOTE 4 - PENSION PLAN:

RISK DESCRIPTION

Substantially all employees of the Assessor's office, with Municipal District are members of the Louisiana Assessors' Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan 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 10 years of credited service or at or after age 58 with at least 20 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 300 percent of their final-average salary. Final-average salary is the employee's average salary over the 60 consecutive or joined months that produce the highest average. Employees who terminate with at least 10 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.

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 3704, Thibodaux, Louisiana 71486-1704, or by calling (225) 425-4466.

Pension Policy

Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the Assessor's Office, Fifth Municipal District is required to contribute an amount actuarially determined rate. The current rate is 8.75 percent of annual covered payroll. Contributions to the System also include one percent 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 Assessor's Office, Fifth Municipal District are established and may be amended by state statute. As provided by Louisiana Revised Statute 22:183, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Assessor's Office, Fifth Municipal District contributions to the System for the years ending April 30, 1996, 1997 and 1998 were \$4,848, \$5,684 and \$5,887, respectively, equal to the required contributions for each year.

PEPPERMAN, EMBICULAS, SCHWARTZ & TOBARD
L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

LOUISIANA, MISSISSIPPI

WILLIAM C. ORLAND, JR.

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WILLIAM W. ORLAND

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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING SOURCEBOOK PROCEDURES

Thomas L. Arnold, Assessor

Assessor's Office, Fifth Municipal District

Parish of Orleans, New Orleans, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and annexed below, which were agreed to by the management of the Assessor's Office, Fifth Municipal District, Parish of Orleans, and the Legislative Auditor, State of Louisiana, solely to assist the same in evaluating management's assertions about the Assessor's Office compliance with certain laws and regulations during the year ended April 30, 1999 included in the accompanying Louisiana Assessor's 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 to satisfy the responsibility of the specified users of the report, consequently, we make no representation regarding the sufficiency of the procedures described herein 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 materials and supplies exceeding \$5,000, or public works exceeding \$25,000, and determine whether such payments were made in accordance with LA-SP 18-1211-1213 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$5,000. Additionally, there were no expenditures made for public works exceeding \$25,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of the Assessor as defined by LA-SP 42:1503-1528 (The Code of Ethics), and a list of outside business interests of the Assessor and employees, as well as their immediate families.

Management provided us with the required list including the stated information.

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 (10) 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 in agreed-upon procedure (10) 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 a copy of the original budget. There were no amendments to the budget during the year.

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

We traced the adoption of the original budget to the letter from the Assessor dated April 18, 1997 which officially authorizes the implementation of the adopted budget of the Assessor's Office. No amendments were made to the budget during the year.

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

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures did not exceed budgeted amounts by more than 5% for the year.

Accounting And Reporting

8. Randomly select six (6) disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and date;

We examined supporting documentation for each of the six (6) 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; and

We examined supporting documentation for each of the six (6) selected disbursements and found that all 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 (6) selected disbursements indicated approvals from the Assessor.

Meetings

9. Examine evidence indicating that agendas for meetings were posted or advertised as required by MR-80 4113 through 4114 (the open meetings law).

The Assessor's Office, Fifth Municipal District, is comprised of the Assessor, an independently elected official and his employees. The Assessor's Office provides an administrative function only and holds no meetings to deliberate or set open policy making decisions. Management has asserted that the Assessor's Office has complied with the provisions of the open meetings law. However, our deputy indicated that there were no meetings held. As the public body subject to the open meetings law consists of the Assessor alone.

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 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 Returns

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

We inspected payroll records for the year and noted no payments which would indicate payments to employees which would constitute bonuses, advances, or gifts.

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 of the Assessor's office, Fifth Municipal District and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and take responsibility for the sufficiency of the procedures for their purposes. Notwithstanding, this report is a matter of public record and its distribution is not limited.

Apparatus, Incubator, Laboratory of Texas, LLC.

Metairie, Louisiana
December 29, 1999

LOUISIANA ATTESTATION QUESTIONNAIRE

June 30, 1998 Date

Popperman, Robinson, Schwartz & Pedone, P.C.
2552 North Armand Road
Metairie, Louisiana 70001

(Auditor)

In connection with your compilation of our financial statements as of April 30, 1998 and for the period then ended, and as required by Louisiana Revised Statute 28:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. These representations are based on the information available to us as of April 30, 1998.

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1107-1124.

Yes No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1110.

Yes No **State Laws Relating to Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 36:1301-14) or the budget requirements of LSA-RS 36:43.

Yes No **Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:21, and 44:28.

Yes No

We have filed our annual financial statements in accordance with LSA-RS 28:514, 28:483, and/or 28:52, as applicable.

Yes No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes No

Louisiana Government Audit Guide

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes No

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1878 Louisiana Constitution, Article VI, Section 33 of the 1874 Louisiana Constitution, and LSA-RS 47:1418-55.

Yes No

Payments

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1878 Louisiana Constitution, LSA-RS 14:128, and Adj opinion 79-129.

Yes No

We accept responsibility for our compliance with the foregoing matters, as well as our responsibility for the controls over compliance. The foregoing representations are made to you based upon our evaluation of our activities as of 6/30/98, and for the year then ended, as well as the controls relating to the compliance issues.

The previous responses have been made to the best of our belief and knowledge.

Secretary _____ Date

Treasurer _____ Date

President June 30, 1998 Date

THOMAS J. ARNOUD, ATTORNEY

Note: Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contract with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.

PEPPERMAN, ENBOULAS, SCHWARTZ & TODARO

INCORPORATED IN THE STATE OF CALIFORNIA

CERTIFIED PUBLIC ACCOUNTANTS

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October 29, 1988

To Thomas L. Arnold, Auditor,
Fifth Municipal District, Parish Of Orleans
New Orleans, Louisiana

In planning and performing our compilation of the general purpose financial statements of the Assessor's Office, Fifth Municipal District, Parish of Orleans, New Orleans, Louisiana, for the year ended April 30, 1988, we considered its internal control structure in order to determine our compilation procedures and not to provide assurance on the internal control structure.

During our compilation we did not become aware of any matters that would be significant for strengthening internal controls and operating efficiency. Additionally, we reviewed our prior years management letter and determined that there were no findings that no corrective action plan was required.

We will review the status of those comments during our next engagement.