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**ST. HELENA PARISH ASSESSOR**  
Greensburg, Louisiana

**GENERAL PURPOSE FINANCIAL STATEMENTS  
AND  
AUDITOR'S REPORTS**

December 31, 1996

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the council, or reviewed, orally and given 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.

Revised Date - ~~2007-07-2008~~

ST. HELENA PARISH  
ASSESSOR  
GREENSBURG, LA  
12/31/96

ST. HELENA PARISH ASSessor  
Greensburg, Louisiana

GENERAL PURPOSE FINANCIAL STATEMENTS  
AND AUDITOR'S REPORTS

For the Year Ended December 31, 1990

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INDEPENDENT AUDITOR'S REPORT


Honorable Wesley Blades  
Assessor  
St. Helena Parish  
P.O. Box 607  
Crescent, Louisiana 70441

We have audited the accompanying general purpose financial statements of St. Helena Parish Assessor, Crescent, Louisiana, a component unit of St. Helena Parish Police Jury, as of and for the year ended December 31, 1996, as listed in the table of contents. These general purpose financial statements are the responsibility of the St. Helena Parish Assessor. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. These standards require that we 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. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements, referred to above, present fairly, in all material respects, the financial position of St. Helena Parish Assessor's office as of December 31, 1996, and the results of its operations for the years then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 24, 1997 on our consideration of St. Helena Parish Assessor's internal control structure, and a report dated November 24, 1997 on its compliance with laws and regulations.



Jessie Trundy-Gill  
Barringer, Louisiana  
November 24, 1997

**INDEPENDENT AUDITOR'S REPORT**

**ON INTERNAL CONTROL STRUCTURE BASED ON AN  
AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT ACCOUNTING STANDARDS**

Honorable Wesley Blakes  
Assessor  
St. Helena Parish  
P. O. Box 697  
Greensburg, Louisiana 70441

We have audited the general purpose financial statements of the St. Helena Parish Assessor, Greensburg, Louisiana, a component unit of St. Helena Parish Police Jury, as of and for the year ended December 31, 1986, and have issued our report thereon dated November 24, 1987.

We have conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of St. Helena Parish Assessor is responsible for establishing and maintaining internal control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control policies and procedures. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control design, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of internal control to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of St. Helena Parish Assessor, for the year ended December 31, 1990, we obtained an understanding of internal control. With respect to internal control, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on internal control. Accordingly, we do not express such an opinion.

We noted certain matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

The St. Helena Parish Assessor's office did not have an adequate overall internal control design. As part of this inadequate control, the following items of deficiency were noted:

#### **Finding**

There was an absence of appropriate segregation of duties consistent with appropriate control objectives. Management did not exercise physical control over assets, including cash, from access to the books and records.

#### **Recommendation**

Although the office staff is limited, certain basic internal control rely could be established to insure some degree of safeguard of assets. The receipt and disbursement of cash should be segregated from the recording activities, and the Chief Deputy and/or Assessor should exercise a review and approval function of all clerical activity.

#### **Response**

We agree with the recommendation. With the recent election of a new Assessor, we are reviewing our procedures with our auditors and are in the process of establishing some basic segregation of duties, as our limited staff will allow.

#### **Finding**

Certain expenditures by the Assessor were not properly documented. Credit card, telephone, and travel disbursements did not always have detailed documents on file to validate the expenditures as appropriate to the operations of the St. Helena Parish Assessor's office.

### **Recommendation**

All expenditures should have detailed documents on file to validate the expenditure as necessary and appropriate to the operations of the Assessor's office. No monetary statement should be paid without detailed invoices or other documents to verify the expenditures. Any expenditures for travel or meals should be specifically documented to comply with generally accepted accounting principles, as well as IRS requirements.

### **Response**

We agree with the recommendation and have already established changes in these procedures.

### **Finding**

There is a general lack of documentation or understanding of the duties and responsibilities of certain employees and independent contractors employed by the Assessor's office.

### **Recommendation**

All staff, whether employees or contract, should have written job descriptions, with a detail of duties to be performed and hours to be worked. Contract employees should submit hours worked and a detail of work performed to document payment made to them. Job descriptions, policies, and procedures should be documented and maintained in a file or binder.

### **Response**

We agree and are in the process of writing job descriptions and procedures, and have set up a policies and procedures binder to maintain applicable documents in an orderly manner.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control elements does not reflect to a relatively low level the risk that errors or irregularities in accounts that would be material in relation to the general purpose 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.

Our consideration of internal control would not necessarily disclose all matters in internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we noted the following matters involving internal control and its operation that we consider to be material weaknesses as defined above. These conditions were considered in determining the nature, timing, and extent of the procedures to be performed in our audit of the financial statements of St. Helena Parish Assessor for the year ended December 31, 1996.

In our consideration of internal control we believe the reportable conditions, detailed above, present an overall material weakness in the internal control of the St. Helens Parish Assessor's office. We believe the safeguard of assets, including cash, to be in jeopardy. Even with limited staff, some basic control procedures and policies can be maintained.

#### **Status of Prior Findings**

The status of prior findings have been detailed in a separate report, *Status of Prior Findings - Investigative Audit, Louisiana Legislative Auditor*, dated November 24, 1997.

This report is intended for the information of the St. Helens Parish Assessor and the Louisiana Legislative Auditor. However, this report is a matter of public record, and its distribution is not limited.



James Earl Bell  
Bossier, Louisiana  
November 24, 1997

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT ACCOUNTING STANDARDS

Honorable Wesley Bladen  
Assessor  
St. Helena Parish Assessor  
P.O. Box 687  
Greensburg, Louisiana 70441

We have audited the general purpose financial statements of St. Helena Parish Assessor, Greensburg, Louisiana, a component unit of St. Helena Parish Police Jury, as of and for the year ended December 31, 1996, and have issued our report thereon dated November 24, 1997.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to St. Helena Parish Assessor, is the responsibility of the St. Helena Parish Assessor's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the St. Helena Parish Assessor's compliance with certain provisions of laws, regulations, and contracts. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed the following instances of noncompliance that are required to be reported under Government Auditing Standards.

**Finding**

The two per cent (2%) "expense" allowance supplement of the Assessor was not properly included in gross taxable wages as required by Internal Revenue Service, code section 274. The 10% "expense" allowance is considered a salary supplement by the State of Louisiana, as confirmed in Act 831 of the 1995 Louisiana Legislative session, and an accountability of "expenses" is required by the State, nor is any accountability made. As such, this supplement should be taxable income.



#### **Recommendation**

The Assessor's "expense" allowance supplement should be included in gross taxable wages, and properly taxed as required by federal and state law.

#### **Response**

We agree and the matter was corrected during the year ended December 31, 1997.

#### **Finding**

Travel and business expenses incurred by the Assessor were paid under several methods: per diem travel advances, reimbursements of cash receipts, and payment of credit card statements. The credit card statements were paid from a summary statement, with no documentation, explanation, or details of the amounts paid. This was not in accordance with IRS Code Section 134.

#### **Recommendation**

Per diem travel payments or reimbursement of actual expenses are allowable if proper documentation exists to substantiate the amount, time, place, and business purpose of the expenditure paid or incurred in traveling away from home (IRS code sec. 134). Any credit card charge submitted for reimbursement should be detailed as to the nature of the expenditure, and to verify that the expenditure is ordinary and necessary to the operations of the Assessor's office. Any "excess" per diem payments, above the amounts allowed by federal guidelines, should be included in taxable income. The Assessor, or a staff member, should be paid per diem for travel or be reimbursed for travel expenses. To use both methods of travel payments is confusing and promotes duplication of travel expenditures.

#### **Response**

We agree and have initiated our compliance.

#### **Finding**

Contracted employees did not have proper documentation on file to determine if they complied with the IRS guidelines for "independent contractor," versus "employee."

#### **Recommendation**

Contracted services should meet IRS guidelines for independent contractors or the work performed should be taxed in accordance with state and federal guidelines for part-time employees. Also, independent contractors should be paid from a submitted invoice detailing their hours and work performed.

**Response**

We agree and will comply with the recommendation.

**Status of Prior Findings**

The status of prior findings have been detailed in a separate report, "Status of Prior Findings- Investigative Audit, Louisiana Legislative Auditor," dated November 24, 1997.

This report is intended for the information of St. Helena Parish Assessor and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.



Robert J. Galt  
Kenner, Louisiana  
November 24, 1997

**INDEPENDENT AUDITOR'S REPORT  
STATUS OF PRIOR FINDINGS - INVESTIGATIVE AUDIT REPORT  
LOUISIANA LEGISLATIVE AUDITOR**

Honorable Wesley Bledsoe  
Assessor  
St. Helena Parish  
P. O. Box 607  
Crescent, Louisiana 70444

We have audited the accompanying general purpose financial statements of St. Helena Parish Assessor, Crescent, Louisiana, a component unit of St. Helena Parish Police Jury, as of and for the year ended December 31, 1990, as listed in the table of contents. These general purpose financial statements are the responsibility of the St. Helena Parish Assessor. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

We have reported on the internal control and the compliance within the St. Helena Parish Assessor's office, as of December 31, 1989, and have included findings and recommendations for management, in reports dated November 24, 1997. Because the prior findings by the Louisiana Legislative Auditor included both internal control and compliance findings, we have made a separate report to address only the status of those prior findings. The Louisiana Legislative Auditor's Investigative Audit Report was dated April 25, 1997.

**Prior Findings** Mr. Emerson Newman was carried on the payroll of the St. Helena Assessor's Office for ten months during 1989, and paid a total of \$8,000. No one in the Assessor's office was aware of duties performed by Mr. Newman. The net amount of these checks, after tax deductions, amounted to \$4,738, of which all was posted as credits to Mr. Chaney Phillips', former St. Helena Parish Assessor, personal accounts at Mr. Newman's hardware store.

**Status:** Mr. Newman is no longer employed by the Assessor's office. Job descriptions and procedures have been recommended in other reports to help prevent this in the future. There is still dispute concerning the credits made to Mr. Phillips account at the hardware store.

**Prior Finding:** Personal clothing from Royal Oak clothing store was paid for with funds belonging to the assessor's office.

**Status:** Mr. Chauncy Phillips deposited to the Assessor's general fund a total of \$4,797.19, on October 7, 1996, for personal expenses previously paid for with public funds. This included \$340 for personal clothing purchased with public funds.

**Prior Finding:** On February 20, 1994, the St. Helena Parish Assessor's MasterCard was used at Casino Magic in Bay St. Louis, Mississippi, to obtain a \$1,800 cash advance. No business purpose was provided for this transaction.

**Status:** Mr. Phillips deposited to the Assessor's general fund a total \$4,797.19, on October 7, 1996, which included \$486 for the balance owed on the MasterCard charge at Casino Magic. New procedures for handling credit card charges were recommended by this auditor, and have been put in place by current management.

**Prior Finding:** Mr. Phillips used public funds to pay Mr. Jean Newman for services that were not provided.

**Status:** Job descriptions and procedures were addressed, and recommendations were made in a separate report on internal control dated November 24, 1997. Current management has agreed to comply with the recommendations.

**Prior Finding:** Mr. Phillips used public funds to pay for personal use of his cellular telephone, in the amount of \$115, over a two month period.

**Status:** Five internal control procedures have been recommended by this auditor, and have been put in place by current management. Included in the October 7, 1996 deposit of \$4,797.19, made by Mr. Phillips, was an estimated amount of personal cellular phone charges for three years in the amount of \$2,870.

**Prior Finding:** Mr. Phillips paid Mr. Lewis Unglesby, an attorney, \$10,000 from the assessor's office account; however, the assessor's office does not have any documentation in its files to support the purpose of this payment.

**Status:** The St. Helena Parish Assessor's office was reimbursed the \$18,800 during October, 1997, as follows: \$8,499.00, from Chaney Phillips, on October 17, 1997, and \$1,540.98, from Lewis G. Unglesby, on October 26, 1997.

The following is an "Explanation of Reimbursement," from Mr. Chaney Phillips as it appears in the investigative audit report, for the \$4,797.19 deposit made by him to the assessor's office general fund on October 7, 1996:

Cellular phone charges (\$115 from two months x 3 years)	\$2,070
Balance for report claims owed for clothes	840
Balance owed MasterCard for Casino Magic charge	490
Gasoline possibly used for personal travel	—490
Total	\$3,750

"Based on these figures, I have overpaid the sum of \$1,000. However, this could be applied to any missed reimbursements which might be owed or returned to me after the final conclusion of the audit."

This report is intended for the information of the St. Helena Parish Assessor and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not

limited.



James Earl Galt  
Bossier Parish, Louisiana  
November 24, 1997

BALANCE SHEET -  
ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1990  
(With comparative totals for December 31, 1989)

	Governmental Fund - General Fund	Account Group - General Fixed Assets	Total (Memorandum Only)	
			1990	1989
<b>ASSETS</b>				
Cash and cash equivalents	\$50,007	--	\$50,007	\$41,105
Investments, at cost	--	--	--	180,000
Ad valorem taxes receivable	187,434	--	187,434	150,910
Other receivables	10,000	--	10,000	--
Lease deposit	1,000	--	1,000	1,000
Office furnishings and equipment	--	\$71,329	71,329	67,505
<b>TOTAL ASSETS</b>	<b>\$251,431</b>	<b>\$71,329</b>	<b>\$322,760</b>	<b>\$309,525</b>
<b>LIABILITIES AND EQUITY</b>				
<b>Liabilities:</b>				
Accounts payable	\$819	--	\$819	\$1,500
Commodity payable	--	--	--	500
Note payable - short term	--	--	--	40,000
<b>Total Liabilities</b>	<b>\$819</b>	<b>--</b>	<b>\$819</b>	<b>41,000</b>
<b>Equity:</b>				
Investment in general fixed assets	--	71,329	71,329	67,500
Fund Balance - Unreserved - Undesignated	268,612	--	268,612	269,200
<b>Total Equity</b>	<b>268,612</b>	<b>71,329</b>	<b>\$341,941</b>	<b>307,950</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$261,431</b>	<b>\$71,329</b>	<b>\$332,760</b>	<b>\$309,525</b>

See accompanying notes to financial statements.

STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUND TYPE

For the Year Ended December 31, 1995  
(With comparative totals for December 31, 1994)

	General Fund	
	1995	1994
<b>REVENUES</b>		
Ad valorem taxes	\$109,360	\$101,281
Governmental resources:		
State revenue sharing	26,152	26,151
Preparation of tax receipts	238	1,231
Use of property and money - interest earnings	5,415	6,481
Miscellaneous	65	-
<b>Total Revenues</b>	<b>201,900</b>	<b>225,244</b>
<b>EXPENDITURES</b>		
General government:		
Personnel services and related benefits	180,194	180,610
Materials and supplies	20,131	25,552
Operating services	22,547	28,441
Travel and other charges	4,344	6,204
Capital outlay	3,624	8,147
<b>Total Expenditures</b>	<b>221,040</b>	<b>269,144</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>260</b>	<b>(40,260)</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>200,352</b>	<b>300,617</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$200,612</b>	<b>\$200,352</b>

See accompanying notes to financial statements.

STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

GENERAL FUND

For the Year Ended December 31, 1998

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Ad valorem taxes	\$193,000	\$198,290	\$5,290
Governmental revenues:			
State revenue sharing	20,180	28,100	7
Preparation of tax receipts	1,240	298	(1,800)
Use of property and money - interest earnings	5,480	5,415	15
Miscellaneous	80	65	15
<b>Total Revenues</b>	<b>225,980</b>	<b>231,568</b>	<b>5,420</b>
<b>EXPENDITURES</b>			
General government:			
Personnel services and related benefits	180,540	180,184	3,350
Materials and supplies	21,700	25,151	340
Operating services	22,700	22,547	150
Travel and other charges	5,850	4,344	1,500
Capital outlay	-	3,824	(3,824)
<b>Total Expenditures</b>	<b>230,790</b>	<b>236,050</b>	<b>5,260</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(10,110)</b>	<b>260</b>	<b>\$10,370</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>260,352</b>	<b>260,352</b>	<b>-</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$247,242</b>	<b>\$260,612</b>	<b>(\$13,370)</b>

See accompanying notes to financial statements.



**ST. HELENA PARISH ASSESSOR**  
Greensburg, Louisiana

**NOTES TO THE FINANCIAL STATEMENTS**  
December 31, 1990

**INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a four-year term. The assessor assesses all real and movable property in the parish subject to ad valorem taxation. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and 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.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying financial statements of the St. Helena parish Assessor 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.

**B. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the St. Helena Parish Police Jury is the financial reporting entity for St. Helena Parish. The financial reporting entity consists of the (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which 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.

## ST. HELENA PARISH ASSESSOR

Greensburg, Louisiana

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

GASB Statement No. 14 established criteria for determining which component units should be considered part of the St. Helena Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The St. Helena Parish Assessor is financially independent, other than certain immaterial operating expenditures of the Assessor's office that are paid or provided by the parish police jury. Also, the St. Helena Parish Assessor is an independently elected parish official, who is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds.

The financial statements of the St. Helena Parish Police Jury will not be misleading if the data of the St. Helena Assessor is not included. Accordingly, 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 within the parish.

#### C. 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 relating to certain government functions or activities.

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

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

## ST. HELENA PARISH ASSESSOR

Greensburg, Louisiana

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### General Fund

The General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the assessor and accounts for the operation of the assessor's office. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1907-1908, and ad valorem tax revenue authorized by Act 954 of 1989, is accounted for in this fund. General operating expenditures are paid from this fund.

#### General Fixed Assets Account Group

Fixed assets used in governmental fund operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the governmental fund. Fixed assets are valued at historical cost or estimated historical cost if historical cost is not available. No depreciation has been provided on general fixed assets.

The account group is not a fund. It is concerned only with the measurement of financial position and does not involve measurement of results of operations.

#### D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

##### Revenues

Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. They are recorded when assessed.

## ST. HELENA PARISH ASSESSOR

Greensburg, Louisiana

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

Compensation from taxing bodies for preparation of tax rolls and notices is recorded in the year ad valorem taxes are assessed. The compensation is generally received in January and February of the ensuing year.

State Revenue Sharing authorized by Act 37 of 1994, is disbursed by the State Treasurer to the parish sheriff for distribution to the eligible taxing authorities. The Sheriff disburses the monies in three annual payments to the Assessor and because no due date exists for receipt of those payments from the Sheriff, they are recorded when received.

Interest income on demand deposits is recorded when the interest is earned and credited by the bank.

#### Expenditures

Expenditures, including all salaries, office supplies and capital outlay are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

#### E. BUDGET

The assessor prepares a budget at the beginning of each calendar/fiscal year based upon prior year expenditures and anticipated revenues for the budget year. The proposed budget was prepared on the modified accrual basis (GAAP) of accounting and was made available for public inspection. The budget of 1996 was formally adopted by the Assessor on December 15, 1995. The amended budget was formally adopted on December 29, 1996. All appropriations lapse at year end.

Fiscal budget integration (within the accounting system) is not employed as a management control device. During the fiscal year, actual revenues and expenditures are compared to budgeted revenues and expenditures by the assessor. If actual revenues are falling short of budgeted revenues by five percent or more or if actual expenditures to date plus projected expenditures for the remainder of the year exceed the budgeted expenditures by five percent or more, the original budget is amended by the assessor. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

## ST. HELENA PARISH ASSESSOR

Greensburg, Louisiana

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

#### F. CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Under state law, the assessor may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks 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 stated at cost.

#### G. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are reported in the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

#### H. COMPENSATED ABSENCES

The assessor has the following policy relating to vacation and sick leave:

All full-time employees of the assessor's office earn from 10 to 15 days of vacation leave each year, depending on their length of service. Vacation leave cannot be accumulated. All full-time employees earn 12 days of sick leave each year, not to exceed a cumulative total of 30 days. Sick leave lapses at termination of employment. At December 31, 1999, there is no unused vacation leave.

The cost of current leave privileges, computed in accordance with GASB codification Section 690, is recognized as a current year expenditure in the General Fund when leave is actually taken.

**ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

**NOTES TO THE FINANCIAL STATEMENTS (Continued)****I. TOTAL COLUMNS ON STATEMENTS**

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**2. TAXABLE PROPERTIES AND LEVIED TAXES**

Total taxable property valuation was \$25,899,100 for the year ended December 31, 1990, an increase of \$3,364,970 of property value from 1985. The authorized millage of 7.40 was levied in 1990, a decrease of 1.13 mills from 1995. The following are the principal taxpayers for the parish (amounts expressed in thousands):

<u>Taxpayer</u>	<u>Type of Business</u>	<u>1990 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Transcontinental Gas Pipe Line Corporation	Public Utility	\$ 3,001	8.1
Century Telephone	Public Utility	2,106	8.5
Duke Electric Membership Corp.	Public Utility	1,813	4.7
Florida Gas Transmission	Public Utility	1,767	4.8
Energy Gulf States Utilities	Public Utility	1,651	4.3
Densmore Associates	Timber Company	1,567	4.3
Capline System	Public Utility	1,298	3.4
Cascadian Forest Industries	Timber Company	847	3.2
Coys Energy Co.	Energy Company	705	3.1
Bank of Greensburg	Bank	800	2.1
		<u>\$ 15,715</u>	<u>41.2</u>

**3. CASH AND CASH EQUIVALENTS**

At December 31, 1990, the assessor has cash and cash equivalents (book balances) totaling \$63,907, as follows:

Demand deposits	\$ 9,192
Interest-bearing demand deposits	43,815
Total	<u>\$63,007</u>

## ST. HELENA PARISH ASSESSOR

Greensburg, Louisiana

### NOTES TO THE FINANCIAL STATEMENTS (Continued)

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 securities owned by the fiscal agent bank. The market value of the pledge 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. At December 31, 1995, the assessor has \$90,178 in collected bank balances. These deposits are secured from risk by \$100,000 of federal deposit insurance, and pledged securities of \$200,000 held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the assessor that the fiscal agent has failed to pay deposited funds upon demand.

#### 4. OTHER RECEIVABLES

At December 31, 1995, the assessor, Mr. Phillips, owed the General Fund \$10,000 for a payment he made to Lewis Unglesby for legal services.

#### 5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (office furnishings and equipment) follows:

Balance, January 1, 1995	\$97,506
Additions	3,824
Deletions	<u>        </u>
Balance, December 31, 1995	<u>\$111,329</u>

#### 6. PENSION PLAN

Substantially all employees of the St. Helena Parish Assessor's office are members of the Louisiana Assessors' Retirement System (System), a multiple-employer (cost-sharing) public employee retirement system (PERS), controlled and administered by a separate board of trustees.

**ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**8. EXPENDITURES NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The St. Helena Parish Police Jury pays all utility expenses for the Assessor's office and these expenses are not included in the accompanying financial statements. The St. Helena Parish Assessor has determined this amount to be immaterial to the operation of the assessor's office.

**9. LITIGATION**

There is no obligation pending against the assessor's office at December 31, 1993.