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**GRANT PARISH ASSESSOR
COLFAX, LOUISIANA**

Annual Financial Report

For the Year Ended December 31, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date JUN 02 1999

ROZIER, HARRINGTON & MCKAY

**Certified Public Accountants
Alexandria, Louisiana**

**GRANT PARISH ASSESSOR
COLFAX, LOUISIANA**

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For the Year Ended December 31, 1998

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ROZIER, HARRINGTON & McKAY
CERTIFIED PUBLIC ACCOUNTANTS

1407 PETERMAN DRIVE
ALEXANDRIA, LOUISIANA 71301

JOHN S. ROZIER, IV, C.P.A.
M. DALE HARRINGTON, C.P.A.
MARK S. MCKAY, C.P.A.

LEE W. WILLIS, C.P.A.
LAWRENCE E. MAYEAUX, C.P.A.

MAILING ADDRESS
POST OFFICE BOX 12178
ALEXANDRIA, LOUISIANA 71315-2178

TELEPHONE (318) 442-1608
TELECOPIER (318) 487-2027

May 13, 1999

The Honorable Richard M. Newton
Grant Parish Assessor
Colfax, Louisiana

We have compiled the accompanying balance sheet of Grant Parish Assessor as of December 31, 1998, and the related statements of revenues, expenditures, and changes in fund balance for the year then ended, 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 financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Grant Parish Assessor's financial position and the results of operations. Accordingly, these financial statements are not designed for those who are not informed about such matters.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a reported dated May 4, 1999, on the results of our agreed-upon procedures.



ROZIER, HARRINGTON, & McKAY
Certified Public Accountants

-Members-

American Institute of Certified Public Accountants • Society of Louisiana, CPAs

GRANT PARISH ASSESSOR
 Combined Balance Sheet - All Fund Types and Account Groups
 December 31, 1998

	Governmental Fund Type General Fund	Account Group General Fixed Assets	Total (Memorandum Only)
<u>Assets:</u>			
Cash and Cash Equivalents	\$ 482,477	\$ -	\$ 482,477
Accounts Receivable	190,259	-	190,259
Property and Equipment	-	67,612	67,612
	<hr/>	<hr/>	<hr/>
Total Assets	\$ 672,736	\$ 67,612	\$ 740,348
	<hr/>	<hr/>	<hr/>
<u>Liabilities and Fund Equity:</u>			
Liabilities:			
Payroll Taxes Accrued and Withheld	\$ 58	\$ -	\$ 58
	<hr/>	<hr/>	<hr/>
Total Liabilities	58	-	58
	<hr/>	<hr/>	<hr/>
Fund Equity:			
Investment in General Fixed Assets	-	67,612	67,612
Unreserved Fund Balance	672,678	-	672,678
	<hr/>	<hr/>	<hr/>
Total Fund Equity	672,678	67,612	740,290
	<hr/>	<hr/>	<hr/>
Total Liabilities & Fund Equity	\$ 672,736	\$ 67,612	\$ 740,348
	<hr/>	<hr/>	<hr/>

See the accompanying accountants' report.

GRANT PARISH ASSESSOR

Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Fund Types
For the Year Ended December 31, 1998

	<u>General Fund</u>
<u>Revenues:</u>	
Ad Valorem Taxes	\$ 204,825
State Revenue Sharing	31,813
Interest	21,992
Other	<u>2,326</u>
 Total Revenues	 <u>260,956</u>
<u>Expenditures:</u>	
Salaries, Payroll Taxes and Benefits	172,474
Operating Services	21,873
Materials and Supplies	10,566
Travel and Other	3,333
Capital Expenditures	<u>2,675</u>
 Total Expenditures	 <u>210,921</u>
 Excess (Deficiency) of Revenues Over Expenditures	 50,035
 Fund Balance at Beginning of Year	 <u>622,643</u>
 Fund Balance at End of Year	 <u>\$ 672,678</u>

See the accompanying accountants' report.

GRANT PARISH ASSESSOR
Statement of Revenue, Expenditures and Changes in Fund Balance
Budget and Actual
For the Year Ended December 31, 1998

	Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>			
Ad Valorem Taxes	\$ 197,000	\$ 204,825	\$ 7,825
State Revenue Sharing	31,700	31,813	113
Interest	20,000	21,992	1,992
Other	2,000	2,326	326
Total Revenues	250,700	260,956	10,256
<u>Expenditures:</u>			
Salaries, Payroll Taxes and Benefits	180,000	172,474	7,526
Operating Services	27,000	21,873	5,127
Materials and Supplies	14,000	10,566	3,434
Travel and Other	6,000	3,333	2,667
Capital Expenditures	3,000	2,675	325
Total Expenditures	230,000	210,921	19,079
Excess (Deficiency) of Revenues Over Expenditures	20,700	50,035	29,335
Fund Balance at Beginning of Year	622,643	622,643	-
Fund Balance at End of Year	\$ 643,343	\$ 672,678	\$ 29,335

See the accompanying accountants' report.

ROZIER, HARRINGTON & MCKAY
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May 13, 1999

INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES

The Honorable Richard M. Newton
Grant Parish Assessor
Colfax, 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 Grant Parish Assessor and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Grant Parish Assessor's compliance with certain laws and regulations during the year ended December 31, 1998, included in the *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 \$7,500, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$7,500 and no expenditures were made for public works exceeding \$100,000.

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 LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of Assessor and employees, as well as their immediate families.

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

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

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Management provided us with all payroll records.

4. Determine whether any of those employees included in the records 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 in agreed-upon procedure (3) appeared on the reports provided by management in agreed-upon procedure (2).

BUDGETING

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

Management provided us with a copy of the budget.

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

Not Applicable:

The Grant Parish Assessor is an independently elected official; therefore, no meetings or minutes are necessary to adopt the budget.

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. Variances did not exceed five percent (5%).

ACCOUNTING AND REPORTING

8. Randomly select six 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 that each check was signed by the proper official. No further approval was required.

MEETINGS

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

Not Applicable:

The Grant Parish Assessor is an independently elected official; therefore, no meetings are required.

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 the cash receipts journal 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, advance, or gifts.

We inspected payroll records for the year and noted no instances 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 Grant Parish Assessor 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.



ROZIER, HARRINGTON & MCKAY
CERTIFIED PUBLIC ACCOUNTANTS

**GRANT PARISH ASSESSOR
MANAGEMENT'S CORRECTIVE ACTION PLAN**

For the Year Ended December 31, 1998

SECTION I COMPILATION REPORT	
N/A -- No findings of this nature were reported.	Response -- N/A
SECTION II ATTESTATION REPORT	
N/A -- No findings of this nature were reported.	Response -- N/A
SECTION III MANAGEMENT LETTER	
N/A -- No findings of this nature were reported.	Response -- N/A

**GRANT PARISH ASSESSOR
SCHEDULE OF PRIOR YEAR FINDINGS**

For the Year Ended December 31, 1998

SECTION I COMPILATION REPORT	
N/A – No findings of this nature were reported.	Response – N/A
SECTION II ATTESTATION REPORT	
N/A – No findings of this nature were reported.	Response – N/A
SECTION III MANAGEMENT LETTER	
N/A – No findings of this nature were reported.	Response – N/A

LOUISIANA ATTESTATION QUESTIONNAIRE
FOR THE YEAR ENDED DECEMBER 31, 1998

**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)**

May 4, 1999 (Date Transmitted)

Razier, Harrington & McKay
P.O. Box 12178
Alexandria, LA 71315

(Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes No []

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 42:1101-1124.

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 42:1119.

Yes No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

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, 44:31, and 44:36.

Yes No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes No []

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

Yes No []

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, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

K M Newton Assessor 5-13-99 Date