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Iberville Parish Assessor

Plaquemine, Louisiana

GENERAL PURPOSE FINANCIAL STATEMENTS

As of and 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 AUG 04 1999

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CALVIN L. ROBBINS, JR.

CERTIFIED PUBLIC ACCOUNTANT

(A PROFESSIONAL CORPORATION)

Independent Auditor's Report

To the Honorable James H. Dupont
Iberville Parish Assessor
Plaquemine, Louisiana

I have audited the general purpose financial statements of the Iberville Parish Assessor as of and for the year ended December 31, 1998, as listed in the foregoing table of contents. These financial statements are the responsibility of the Assessor. My responsibility is to express an opinion on these financial statements based on my audit.

Except as discussed in the following paragraph, I conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

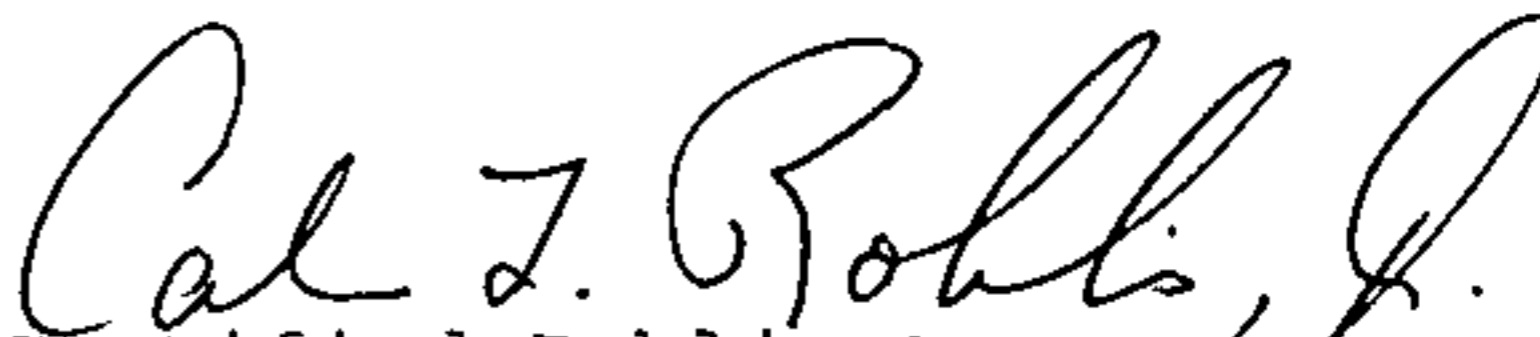
Governmental Accounting Standards Board Technical Bulletin 98-1, Disclosures about Year 2000 Issues, requires disclosures of certain matters regarding the year 2000 issue. The Iberville Parish Assessor has included such disclosures in Note 10. Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support the Iberville Parish Assessor's disclosures with respect to the year 2000 issue made in Note 10. Further, I do not provide assurance that the Iberville Parish Assessor is or will be year 2000 ready, that the Iberville Parish Assessor year 2000 remediation efforts will be successful in whole or in part, or that parties with which the Iberville Parish Assessor does business will be year 2000 ready.

In my opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had I been able to examine evidence regarding year 2000 disclosures, the general purpose financial statements referred to above present fairly the financial position of the Iberville Parish Assessor as of December 31, 1998, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

Iberville Parish Assessor

The financial information for the preceding year, which is included for comparative purposes, was taken from the financial report for that year in which I expressed an unqualified opinion on the general purpose financial statements of the Iberville Parish Assessor for the year ended December 31, 1997.

In accordance with Government Auditing Standards, I have also issued a report dated June 21, 1999 on my consideration of the Iberville Parish Assessor's internal control over financial reporting, and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.


Certified Public Accountant
(A Professional Corporation)

June 21, 1999
Baton Rouge, Louisiana

Iberville Parish Assessor
 Plaquemine, Louisiana

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1998

ASSETS AND OTHER DEBITS

	Governmental Fund General Fund	Account Groups		Totals (Memorandum Only)	
		General Fixed Assets	General Long-Term Debt	1998	1997
<u>Assets</u>					
Cash in checking and savings (See Note 2)	\$ 1,145,017	\$ -0-	\$ -0-	\$ 1,145,017	\$ 1,023,011
Revenues receivable (See Note 3)	486,975	-0-	-0-	486,975	486,058
Accrual interest receivable	6,603	-0-	-0-	6,603	4,322
Automated mapping equipment	-0-	54,248	-0-	54,248	54,248
Office equipment	-0-	141,761	-0-	141,761	141,761
Uniforms	-0-	5,390	-0-	5,390	5,390
<u>Other Debits</u>					
Amount to be provided for retirement of general long- term debt	-0-	-0-	1,227	1,227	6,842
Total Assets and Other Debits	\$ 1,638,595	\$ 201,399	\$ 1,227	\$ 1,841,221	\$ 1,721,632

LIABILITIES AND FUND EQUITY

<u>Liabilities</u>					
Accounts payable	\$ -0-	\$ -0-	\$ -0-	\$ -0-	175
Payroll deductions and benefits payable	9,094	-0-	-0-	9,094	8,828
General Long-Term Debt (See Note 4)	-0-	-0-	1,227	1,227	6,842
Total Liabilities	- 2,094	- 0-	- 1,227	- 10,321	- 15,845
<u>Fund Equity</u>					
Investment in general fixed assets	-0-	201,399	-0-	201,399	201,399
Fund balance - unreserved and undesignated	1,629,501	-0-	-0-	1,629,501	1,504,388
Total Fund Equity	1,629,501	201,399	-0-	1,830,900	1,705,787
Total Liabilities and Fund Equity	\$ 1,638,595	\$ 201,399	\$ 1,227	\$ 1,841,221	\$ 1,721,632

See accompanying notes to financial statements.

Iberville Parish Assessor
Plaquemine, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

GENERAL FUND

For the year ended December 31, 1998
With comparative actual amounts
for the year ended December 31, 1997

	<u>1998</u>	<u>1997</u>
<u>Revenues</u>		
Ad valorem tax	\$ 480,290	\$ 476,713
Intergovernmental revenues-		
Louisiana Revenue Sharing	36,518	37,198
Preparation of tax notices and		
assessment listings	6,580	7,770
Interest income	<u>40,514</u>	<u>33,819</u>
Total Revenues	- <u>563,902</u>	- <u>555,500</u>
<u>Expenditures</u>		
Current:		
Salaries	311,895	319,179
Office supplies and printing	13,675	15,699
Group insurance and retirement	50,474	51,719
Automobile expenses	8,140	8,140
Dues and subscriptions	4,755	2,684
Payroll taxes	3,232	8,190
Postage	3,296	2,989
Professional fees	10,374	9,205
Repairs and maintenance	1,179	1,140
Telephone expense	7,905	8,111
Travel and educational expense	13,769	14,401
Miscellaneous expense	2,425	340
Computer programming expense	489	709
Uncollectible amounts	923	4,901
Capital outlay	-0-	-0-
Debt Service:		
Principal retirement	5,615	3,305
Interest	<u>643</u>	<u>868</u>
Total Expenditures	- <u>438,789</u>	- <u>451,580</u>
Excess of Revenues over		
Expenditures	125,113	103,920
Fund Balance, Beginning of Year	<u>1,504,388</u>	<u>1,400,468</u>
Fund Balance, End of Year	\$ <u>1,629,501</u>	\$ <u>1,504,388</u>

See accompanying notes to financial statements.

Iberville Parish Assessor
Plaquemine, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

BUDGET (GAAP BASIS) AND ACTUAL

GENERAL FUND

For the year ended December 31, 1998

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
<u>Revenues</u>			
Ad valorem taxes	\$ 476,713	\$ 480,290	\$ 3,577
Louisiana Revenue Sharing	-0-	36,518	36,518
Preparation of tax notices and assessment listings	8,000	6,580	(1,420)
Interest income	<u>49,000</u>	<u>40,514</u>	<u>(8,486)</u>
Total Revenues	<u>533,713</u>	<u>563,902</u>	<u>30,189</u>
<u>Expenditures</u>			
Current:			
Salaries	400,000	311,895	88,105
Office supplies and printing	25,000	13,675	11,325
Group insurance and retirement	50,000	50,474	(474)
Automobile expenses	10,000	8,140	1,860
Dues and subscriptions	15,000	4,755	10,245
Payroll taxes	-0-	3,232	(3,232)
Postage	15,000	3,296	11,704
Professional fees	-0-	10,374	(10,374)
Repairs and maintenance	15,000	1,179	13,821
Telephone expense	15,000	7,905	7,095
Travel and educational expense	15,000	13,769	1,231
Miscellaneous expense	6,000	2,425	3,575
Computer programming expense	20,000	489	19,511
Uncollectible amounts	-0-	923	(923)
Capital outlay	400,000	-0-	400,000
Debt Service:			
Principal retirement	-0-	5,615	(5,615)
Interest	<u>-0-</u>	<u>643</u>	<u>(643)</u>
Total Expenditures	<u>986,000</u>	<u>438,789</u>	<u>547,211</u>
Excess of Revenues over Expenditures	\$ <u>(452,287)</u>	125,113	\$ <u>(517,022)</u>
Fund Balance, Beginning of Year		<u>1,504,388</u>	
Fund Balance, End of Year		\$ <u>1,629,501</u>	

See accompanying notes to financial statements.

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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 property, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission as prescribed by law. The assessor is authorized to appoint as many deputies as may be necessary for 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.

The accompanying financial statements of the Iberville Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The preparation of financial statements in conformity with GAAP requires management to make assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

Governmental Accounting Standards Board Statement 14 established criteria for determining the governmental reporting entity. The basic criterion to include a potential component unit within the reporting entity is financial accountability.

Based on that criterion the assessor has no component units. 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. As an independently elected parish official, the assessor is solely responsible for the operations of his office, which includes the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds.

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Other than certain operating expenditures of the assessor's office that are paid or provided by the parish council as required by Louisiana law, the assessor is financially independent. Accordingly, the assessor is a primary governmental reporting entity. The activities of the parish council, parish school board, 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 those of the parish assessor.

A. 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 governmental functions or activities.

A fund is a 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 fixed assets.

B. GENERAL FUND

The General Fund (Salary Fund), as provided by Louisiana Revised Statute 47:1906, is the principal fund of the assessor's office. Compensation received from the ad valorem tax authorized by Act 27 of 1990, are accounted for in this fund.

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

C. FIXED ASSETS AND LONG-TERM OBLIGATIONS

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in the General Fund. Fixed assets are recorded as expenditures, in the General Fund, at the time purchased, and the related assets are capitalized (reported) in the General Fixed Assets Account Group. No depreciation has been provided on fixed assets. All fixed assets are valued at historical cost.

Long-term obligations expected to be financed from governmental funds are accounted for in the General Long-Term Obligations account group, not in the General Fund.

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 assessor's records are maintained on the cash basis of accounting. However, the General Fund reported in the accompanying financial statements has been converted to the modified accrual basis of accounting using the following practices in recording revenues and expenditures:

Revenues

The assessor's primary source of revenue is an ad valorem tax levied by an assessment district. Ad valorem taxes are assessed for the calendar year and become due on November 15th of each year. The assessor recognizes the ad valorem tax in the year the taxes are assessed.

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

The assessor established an allowance for uncollectible taxes for the taxes that are estimated to be uncollectible.

Revenues from preparation of tax rolls and assessment listings are recorded when rolls and listings are delivered to the entity requesting them.

Louisiana Revenue Sharing is authorized by annual appropriation by the state legislature. Louisiana Revenue Sharing is a state grant originally designed to compensate taxing bodies for the loss of revenue caused by the Homestead Exemption. Revenue is recognized when appropriated by the state.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term obligations which are not recognized until due.

E. BUDGET PRACTICE

The proposed budget was made available for public inspection for the fiscal year beginning January 1, 1998, and ending December 31, 1998 beginning December 5, 1997. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal twelve days prior to the public hearing. A public hearing was held at the assessor's office on December 16, 1997 for comments from taxpayers. The proposed budget is legally adopted or amended by the assessor.

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

Formal budgetary integration was not employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts.

1. The assessor has the sole authority to make changes within various budget classifications.
2. The fund balance remaining at the close of the fiscal year is carried forward to the ensuing year. Encumbrances, if any, outstanding at year-end lapse and are not reported as reservations of fund balance.

F. COMPENSATED ABSENCES

Employees of the assessor's office are granted three weeks of vacation and sick leave each year, which cannot be accumulated.

G. CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and certificates of deposit. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. 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; and other forms of investment authorized by state statute. 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, when made, are stated at cost.

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (Cont'd)

H. TOTAL COLUMN OF COMBINED BALANCE SHEET

The total column on the combined balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

I. COMPARATIVE DATA

Comparative data for the prior year has been presented in the accompanying financial statements in order to provide an understanding of changes in the assessor's financial position and operations. However, complete comparative data (i.e., presentation of prior year totals by fund type in each of the statements) have not been presented.

J. RISK MANAGEMENT

The assessor's office is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The assessor's office purchases commercial insurance policies at levels which management believes is adequate to protect the assessor's office for some risks and self-insures others. Based on historical experience, no accrual has been made for unpaid claims in these financial statements. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 2. CASH

At December 31, 1998 the assessor had cash (book balance) of \$1,145,017 deposited with financial institutions (\$545,017 in interest-bearing demand deposits and \$600,000 in time deposits). These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1998, the assessor has \$1,157,320 in deposits (collected bank balances). These deposits are secured from risk by \$600,000 of federal deposit insurance and \$1,800,000 of pledged securities held by a custodial bank in the name of the fiscal agent banks (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) 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.

NOTE 3. REVENUES RECEIVABLE

Revenues receivable at December 31, 1998 were as follows:

Millage	\$ 472,128
Revenue sharing	24,310
Preparation of assessment listings	<u>5,037</u>
	501,475
Less allowance for uncollectible taxes	<u>14,500</u>
Total	\$ <u>486,975</u>

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 4. GENERAL LONG-TERM DEBT

During 1996, the assessor purchased a piece of equipment in a capital lease transaction. The cost of the equipment was \$13,958. A down payment of \$1,395 was made and a capital lease for \$12,563 was issued. The equipment was capitalized in the General Fixed Asset Account Group.

The following is a summary of assessor's general long-term debt transactions for the year ended December 31, 1998:

General long-term debt, January 1	\$	6,842
Principal repaid		<u>5,615</u>
General long-term debt, December 31	\$	<u>1,227</u>

General long-term debt payable at December 31, 1998 consisted of the following:

Capital Lease Payable, dated March 29, 1996 due in monthly installments of \$417.23 through March 28, 1999; 11.9% interest	\$	<u>1,227</u>
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The annual requirements to amortize the General long-term debt payable as of December 31, 1998 are as follows:

<u>Year Ending</u> <u>December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1999	<u>1,227</u>	<u>25</u>	<u>1,252</u>

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets is as follows:

Balance, January 1, 1998	\$ 201,399
Additions	-0-
Deductions	<u>-0-</u>
Balance, December 31, 1998	\$ <u>201,399</u>

NOTE 6. PENSION PLAN

Plan Description Substantially all employees of the Iberville Parish Assessor's office 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. Of the total salaries of \$311,895 paid by the Assessor, \$293,330 are covered salaries for retirement.

All full time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 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.

(CONTINUED)

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 6. PENSION PLAN - (Cont'd)

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 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Funding policy Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the Iberville Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Iberville Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Iberville Parish Assessor's contributions to the System for the years ending December 31, 1998, 1997, and 1996, were \$16,571, \$15,300, and \$13,095, respectively, equal to the required contributions for each year.

NOTE 7. LITIGATION

There is no litigation pending against the assessor's office at December 31, 1998.

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 8. EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

The assessor's office is located in the Iberville Parish courthouse. The upkeep and maintenance of the courthouse is paid by the Iberville Parish Council. The parish council also furnished the assessor with some office furniture and equipment.

NOTE 9. LEVIED TAXES

The assessor's primary source of revenue is a 2.06 mil ad valorem tax. The total assessed valuation subject to the tax is \$262,586,030. After reduction for homestead exemptions (\$29,436,060), the taxable value of assessed property is \$233,149,970.

The following are the principal taxpayers (over 1 percent of total assessed valuation) subject to the assessor's tax at December 31, 1998:

<u>Taxpayer</u>	<u>Assessed Valuation</u>	<u>Percent of Total</u>
Dow Chemical Company	\$ 50,898,070	19.38%
Entergy	37,995,340	14.47%
Ciba Geigy Corporation	16,368,580	6.23%
Georgia Gulf Corporation	14,871,460	5.66%
Cos Mar Company	10,495,730	4.00%
Pioneer Chlor Alkli	4,010,210	1.53%
Shell Oil Company	3,969,670	1.51%
Southern Natural Gas	3,446,620	1.31%
South Central Bell	3,352,910	1.28%
Arcadian Corp/P.S.C.	2,965,490	1.13%
Ashland Oil, Inc.	<u>2,740,050</u>	<u>1.04%</u>
Total	\$ <u>151,114,130</u>	<u>57.54%</u>

Iberville Parish Assessor
Plaquemine, Louisiana

NOTES TO FINANCIAL STATEMENTS - (Cont'd)

December 31, 1998

NOTE 10. YEAR 2000 READINESS

The Iberville Parish Assessor is currently addressing year 2000 issues. (The year 2000 issue refers to the fact that many computer programs use only the last two digits to refer to a year. Therefore, both 1900 and 2000 would be referred to as "00." Computer programs have to be adjusted to recognize the difference between those two years or the program will fail or create errors. Also, some programs may not be able to recognize that 2000 is a leap year. Further, the year 2000 issue could affect electronic equipment - such as environmental systems and vehicles containing computer chips that have date recognition features.)

In assessing the year 2000 issue, the Iberville Parish Assessor determined that its computer system and software were not year 2000 compliant. It is estimated it will cost the Assessor approximately \$5,300 to upgrade its computer system and software. The Iberville Parish Assessor is in the process of contacting its vendors to determine their year 2000 readiness.

* * * * *



CALVIN L. ROBBINS, JR.

CERTIFIED PUBLIC ACCOUNTANT
(A PROFESSIONAL CORPORATION)

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

To the Iberville Parish Assessor
Plaquemine, Louisiana

I have audited the financial statements of Iberville Parish Assessor, as of and for the year ended December 31, 1998, and have issued my report thereon dated June 21, 1999. I have conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

COMPLIANCE

As part of obtaining reasonable assurance about whether the Iberville Parish Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing my audit, I considered Iberville Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I considered to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgement, could adversely affect the

Iberville Parish Assessor's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the following paragraph

An important element in designing an internal accounting control system that safeguards assets and reasonably insures the reliability of the accounting records is the concept of segregation of responsibilities. No one person should be assigned duties that would allow that person to commit an error or perpetrate fraud and to conceal the error or fraud. For example, the same person should not be responsible for any two of the following functions:

- 1) Authorization of a transaction;
- 2) Recording of the transaction; and
- 3) Custody of assets involved in the transaction.

Due to the small size of the organization, a proper segregation of duties is not possible with respect to cash transactions. Management believes it is not practical or cost effective to correct this weakness. This is a repeat finding.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, I believe that the reportable condition disclosed above relating to lack of segregation of duties is a material weakness.

This report is intended for the information of management and members of the Iberville Parish Assessor. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



Certified Public Accountant
(A Professional Corporation)

June 21, 1999
Baton Rouge, Louisiana