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**REGISTRAR OF VOTERS  
OF THE  
PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA**

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 MAR 03 1999

**SPECIAL PURPOSE FINANCIAL STATEMENTS  
TOGETHER WITH INDEPENDENT AUDITORS' REPORT  
FOR THE YEAR ENDED JUNE 30, 1998**

**Bruno  
& Tervalon**

CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITORS' REPORT**

Mr. Louis Keller  
Registrar of Voters of the  
Parish of Orleans  
New Orleans, Louisiana 70112

We have audited the accompanying special purpose financial statements that do not include a statement of revenues, expenditures, and changes in fund balance-budget and actual, for the General Fund of the Registrar of Voters of the Parish of Orleans, New Orleans, Louisiana (the Registrar) as of June 30, 1998 and for the year then ended as listed in the Table of Contents. These special purpose financial statements are the responsibility of the Registrar's management. Our responsibility is to express an opinion on these special purpose financial statements based on our audit.

Except as discussed in the following paragraphs, 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 special purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the special purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall special purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in NOTE 2 to the financial statements, the Registrar adopted the General Fund budget on a calendar year basis for consideration by the City of New Orleans instead of on a fiscal year basis; therefore, a comparison of revenues and expenditures to budget is not included in the accompanying financial statements. In our opinion, presentation of such a statement for the General Fund, for which a budget was legally adopted, is required by generally accepted accounting principles.

**INDEPENDENT AUDITORS' REPORT**  
**(CONTINUED)**

Mr. Louis Keller  
Registrar of Voters of the  
Parish of Orleans  
Page 2

As described in NOTE 2, the accompanying financial statements of the Registrar of Voters of the Parish of Orleans are intended to present the financial position and results of operations arising from the Registrar's appropriations from the City of New Orleans (the City). As such, the accompanying financial statements present only that portion of the funds and account groups that are attributable to the transactions of the Registrar arising from the annual appropriation made by the City to the Registrar.

Governmental Accounting Standards Board Technical Bulletin 98-1, Disclosures about Year 2000 Issues, requires disclosure of certain matters regarding the year 2000 issue. The Registrar has included such disclosures in Note 6. 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 Registrar's disclosures with respect to the year 2000 issue made in Note 6. Further, we do not provide assurance that the Registrar is or will be year 2000 ready, that the Registrar's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the Registrar does business will be year 2000 ready.

In our opinion, except that the omission of the statement of revenues, expenditures, and changes in fund balance-budget and actual that results in an incomplete presentation, and except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding year 2000 disclosures, the accompanying special purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Registrar of Voters of the Parish of Orleans as of June 30, 1998 and the results of operations, and changes in its fund balance arising from the City's appropriations, for the year ended June 30, 1998, in conformity with generally accepted accounting principles.

**INDEPENDENT AUDITORS' REPORT**  
**(CONTINUED)**

Mr. Louis Keller  
Registrar of Voters of the  
Parish of Orleans  
Page 3

In accordance with Government Auditing Standards, we have also issued a report dated December 21, 1998, on our consideration of the Registrar of Voters of the Parish of Orleans' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

*Bruno & Tervalon*  
**BRUNO & TERVALON**  
**CERTIFIED PUBLIC ACCOUNTANTS**

December 21, 1998

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS**  
**NEW ORLEANS, LOUISIANA**  
**BALANCE SHEET**  
**JUNE 30, 1998**

	<u>Governmental</u> <u>Fund Type</u>	<u>Account Groups</u>		<u>Total</u> <u>(Memorandum</u> <u>Only)</u>
	<u>General</u> <u>Fund</u>	<u>General</u> <u>Fixed</u> <u>Assets</u>	<u>General</u> <u>Long-Term</u> <u>Debt</u>	
<b><u>ASSETS</u></b>				
Cash (NOTE 2)	\$ 7,500	\$ -0-	\$ -0-	\$ 7,500
Due from City of New Orleans	6,374	-0-	-0-	6,374
Furniture and fixtures (NOTES 2 and 4)	-0-	2,538	-0-	2,538
Amount to be provided for compensated absences (NOTES 2 and 5)	<u>-0-</u>	<u>-0-</u>	<u>18,465</u>	<u>18,465</u>
Total assets	<u>\$ 13,874</u>	<u>\$ 2,538</u>	<u>\$ 18,465</u>	<u>\$ 34,877</u>
<b><u>LIABILITIES AND FUND EQUITY</u></b>				
Liabilities:				
Accrued salaries	\$ 6,374	\$ -0-	\$ -0-	\$ 6,374
Compensated absences (NOTES 2 and 5)	<u>-0-</u>	<u>-0-</u>	<u>18,465</u>	<u>18,465</u>
Total liabilities	<u>6,374</u>	<u>-0-</u>	<u>18,465</u>	<u>24,839</u>
Fund Equity:				
Investment in general fixed assets	-0-	2,538	-0-	2,538
Fund balance- unreserved	<u>7,500</u>	<u>-0-</u>	<u>-0-</u>	<u>7,500</u>
Total fund equity	<u>7,500</u>	<u>2,538</u>	<u>-0-</u>	<u>10,038</u>
Total liabilities and fund equity	<u>\$ 13,874</u>	<u>\$ 2,538</u>	<u>\$ 18,465</u>	<u>\$ 34,877</u>

The accompanying notes are an integral part of these  
financial statements.

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES  
AND  
CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 1998**

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REVENUES

Appropriation-City of New Orleans (NOTE 2)	\$ <u>203,687</u>
Total revenues	<u>203,687</u>

EXPENDITURES

Expenditures paid by registrar:	
Salaries and wages	168,155
Expenditures paid by City of New Orleans:	
Operating expenses of the Office of the Registrar	<u>35,532</u>
Total expenditures	<u>203,687</u>
Excess of expenditures over revenues	-0-
Fund balance, beginning of year	<u>7,500</u>
Fund balance, end of year	\$ <u><u>7,500</u></u>

The accompanying notes are an integral part of these  
financial statements.

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS**

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**NOTE 1 - BACKGROUND**

The Registrar of Voters of the Parish of Orleans is a political subdivision of the State of Louisiana and is subject to the direction of the Commissioner of Elections. The Registrar is responsible for the registration of voters and for the administration and enforcement of the laws, rules, and regulations of the State of Louisiana and the Louisiana Civil Service Commission and after appointment can only be removed by majority vote of the State Board of Election Supervisors for conviction of a felony or specific types of conduct, as set forth in Louisiana Revised Statute 18:53.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

Basis of Accounting

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying statements have been prepared in accordance with such principles.

The basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. The basis of accounting also relates to the timing of the measurements made, regardless of the measurement focus applied.

The general fund uses the modified accrual basis of accounting. Its revenues are recognized when they become measurable and available as net current assets. All major revenues are susceptible to accrual.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.



**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
(CONTINUED)**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
CONTINUED**

Fund Accounting

The accounts of the Registrar are organized on the basis of governmental fund and account groups, each of which is considered a separate accounting entity. The operations of each fund and account groups are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in the governmental fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

General Fund

The General Fund, is the principal fund of the Registrar and is used to account for the operations of the Registrar's office.

General Fixed Assets and  
General Long-Term Obligations

Fixed assets are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the City of New Orleans are not recorded within the general fixed assets account group of the Registrar. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
(CONTINUED)**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
CONTINUED**

Fund Accounting, Continued

General Fixed Assets and  
General Long-Term Obligations, Continued

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.

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

Basis of Financial Statement Presentation

The accompanying financial statements include only the appropriations received by the Registrar of Voters of the Parish of Orleans from the City of New Orleans (the City). As provided by Louisiana Revised Statutes 18:55-59, the State pays, through the Commissioner of Elections, a portion of the salary of the Registrar, the Chief Deputy, and the Confidential Assistant, and one-half of the salaries of the regular employees for each year plus related retirement and other benefits; this compensation is paid directly by the State to the Registrar and to his employees and is not included in the accompanying financial statements. Also, not included in the accompanying financial statements are employees' contributions made to the Registrar of Voters Employees' Retirement System included in the benefits relating to salaries paid with the City appropriations. As such, the accompanying financial statements present only that portion of the funds and account groups that are attributable to the transactions arising from the City's appropriation to the Registrar.

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
(CONTINUED)**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
CONTINUED**

Operating Budget

The Registrar adopts a budget (appropriation request) on a calendar year basis for consideration by the City of New Orleans in the preparation of their operating budget of expenditures. The Registrar's budget is submitted to the City prior to November 1. The City advertises, holds hearings, and not later than December 1, the budget is legally enacted through passage of an ordinance. Appropriations for the Registrar's office are listed under the Judicial and Parochial Department as separate line items. Since the budget is on a calendar year basis and not comparable with the accompanying fiscal year financial statements, no budget comparison is presented.

Cash Account

Cash consists solely of demand deposits fully secured by Federal deposit insurance.

Vacation and Sick Leave

Employees of the Registrar earn and accumulate vacation and sick leave at varying rates according to their years of service. The amount of vacation and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused vacation leave at the employees' hourly rate of pay at the time of termination. Upon retirement, unused vacation leave in excess of 300 hours plus unused sick leave are used in computing retirement benefits. The liability for unused vacation leave payable at June 30, 1998, computed in accordance with GASB Codification Section C60, is \$18,465. Vacation leave payable is recorded in the general long-term obligations account group.

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
(CONTINUED)**

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**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,  
CONTINUED**

Total Columns on the Statements - Overview

The total column on the financial statements is captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in this column does not present the financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**NOTE 3 - PENSION PLAN**

Substantially all of the employees of the Registrar's office are members of the Registrars of Voters Employees' Retirement System ("System"), a cost-sharing multiple-employer defined benefit pension plan, controlled and administered by a separate board of trustees.

All regular employees under the age of 55 at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 60 with at least 10 years of creditable service, or at or after age 55 with at least 20 years of credited service, or at any age with at least 30 years of creditable service. Upon retirement, members are entitled to a basic retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent of their final-salary. If retirement occurs with less than 20 years of service, the basic benefit stated above is reduced 3 per cent for each year that retirement precedes age 65.

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
(CONTINUED)**

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**NOTE 3 - PENSION PLAN, CONTINUED**

Final-average salary is the employee's average salary over the 36 consecutive of joined months that produce the highest average. Employees who terminate with at least 12 years of service and who do not withdraw their employee contributions may retire at or after age 60, or at or after age 55 with at least 20 years of service at termination, and receive the benefit accrued to their date of termination, reduced as indicated if applicable. The system also provides death and disability benefits. Benefits are established by state statute. The System issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Registrar of Voters Employees' Retirement System of Louisiana, Post Office Box 57, Jennings, Louisiana 70546.

Contributions to the System include one-sixteenth of one per cent of the taxes shown to be collectible by the tax rolls of each parish. State statute requires covered employees to contribute 7 percent of their salary to the System. There is no direct employer contribution as a percentage of projected payroll.

The Registrar's contributions to System for the years ended June 30, 1998, 1997 and 1996 were \$11,580, \$11,561 and \$11,173, respectively, equal to the required contributions for each year.

**NOTE 4 - CHANGES IN GENERAL FIXED ASSETS:**

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

<u>Description</u>	<u>July 1, 1997</u>	<u>Additions</u>	<u>June 30, 1998</u>
Furniture and equipment	<u>\$2,538</u>	<u>\$-0-</u>	<u>\$2,538</u>

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
(CONTINUED)**

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**NOTE 5 - CHANGES IN GENERAL LONG-TERM DEBT:**

A summary of the changes in long-term debt is as follows:

<u>Description</u>	<u>July 1, 1997</u>	<u>Deletions</u>	<u>June 30, 1998</u>
Compensated absences	<u>\$18,608</u>	<u>\$(143)</u>	<u>\$18,465</u>

**NOTE 6 - YEAR 2000 (Y2K) ISSUE**

The Registrar recognizes the potential implications of the Y2K issue on systems that may contain date-related transactions, data, embedded chips, etc. The City of New Orleans (the City) along with the State of Louisiana (the State) are responsible for assessing the impact of the Y2K issue of the Registrar's operations and will renovate or replace, as necessary, the computer applications to provide for continued services in the new millennium. The City and State will also assess the preparedness of external entities that interface with the Registrar. There can be no assurance that there will not be a material adverse effect on the Registrar if the actions of the City and State and/or those of related third parties fail to address all significant issues in a timely manner.

The Registrar has not incurred any related expense in the 1998 fiscal year, and does not expect the costs of these efforts to be material to the Registrar's financial position or the results of its operations in the 1999 fiscal year.

Time and cost estimates are based on currently available information. Actual results could differ from those estimated.

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

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Mr. Louis Keller  
Registrar of Voters of the  
Parish of Orleans  
New Orleans, Louisiana 70112

We have audited the special purpose financial statements of the Registrar of Voters of the Parish of Orleans, New Orleans, Louisiana (the Registrar), as of and for the year ended June 30, 1998, and have issued our report thereon dated December 21, 1998. In our report, our opinion was qualified because a statement of revenues, expenditures, and changes in fund balance-budget and actual, for the general fund, for the year ended June 30, 1998 was not presented and because insufficient audit evidence exists to support the Registrar's disclosure with respect to the 2000 issue. Except as discussed in the preceding sentence, we conducted our 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 Registrar's financial statements are free of material misstatement, we 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 our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

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

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**(CONTINUED)**

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Registrar's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements 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. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

This report is intended solely for the use of management, the State of Louisiana, and the Legislative Auditor and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the Registrar, the State of Louisiana, and the Legislative Auditor is a matter of public record.

*Bruno & Tervalon*

**BRUNO & TERVALON  
CERTIFIED PUBLIC ACCOUNTANTS**

December 21, 1998



**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS  
NEW ORLEANS, LOUISIANA  
EXIT CONFERENCE**

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An exit conference was held at the office of the Registrar of Voters of the Parish of Orleans on December 30, 1998. Those present were:

**REGISTRAR OF VOTERS OF THE PARISH OF ORLEANS**

Mr. Louis Keller	- Registrar
Mr. Bobby E. Wilson	- Chief Deputy
Ms. Sherrall Petit	- Confidential Assistant

**BRUNO & TERVALON, CERTIFIED PUBLIC ACCOUNTANTS**

Mr. Lawrence Jones, CPA	-- Audit Supervisor
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*Bruno & Tervalon*  
**BRUNO & TERVALON  
CERTIFIED PUBLIC ACCOUNTANTS**

December 21, 1998