

RICHLAND PARISH ASSESSOR
Rayville, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Two Years Ended
December 31, 1998

RICHLAND PARISH ASSESSOR
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Independent Auditor's Report

HONORABLE KATHY HALLACK, CLA
RICHLAND PARISH ASSESSOR
Rayville, Louisiana

I have audited the general purpose financial statements of the Richland Parish Assessor, a component unit of the Richland Parish Police Jury, as of December 31, 1998, and for the two years then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Richland Parish Assessor's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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 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 statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Richland Parish Assessor as of December 31, 1998, and the results of operations for the two years then ended in conformity with generally accepted accounting principles.

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HONORABLE KATHY HALLACK, CLA
RICHLAND PARISH ASSESSOR

Rayville, Louisiana
Independent Auditor's Report,
December 31, 1998

In accordance with *Government Auditing Standards*, I have issued a report dated May 19, 1999 on the Richland Parish Assessor's compliance with laws, regulations, and contracts, and my consideration of the agency's internal control over financial reporting.

A handwritten signature in black ink, appearing to be 'V. ...', written in a cursive style.

West Monroe, Louisiana
May 19, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

RICHLAND PARISH ASSESSOR
Rayville, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 1998

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
ASSETS			
Cash	\$67,457		\$67,457
Receivable - ad valorem taxes	319,874		319,874
Office furnishings and equipment		\$55,384	55,384
TOTAL ASSETS	<u>\$387,331</u>	<u>\$55,384</u>	<u>\$442,715</u>
LIABILITIES AND FUND EQUITY			
Liabilities - accounts payable	<u>\$1,237</u>		<u>\$1,237</u>
Fund Equity:			
Investment in general fixed assets		\$55,384	55,384
Fund balance - unreserved - undesignated	<u>386,094</u>		<u>386,094</u>
Total Fund Equity	<u>386,094</u>	<u>55,384</u>	<u>441,478</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$386,094</u>	<u>\$55,384</u>	<u>\$441,478</u>

The accompanying notes are an integral part of this statement.

RICHLAND PARISH ASSESSOR
Rayville, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended December 31, 1998

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Taxes - ad valorem	\$320,000	\$323,301	\$3,301
Intergovernmental revenues - fire district fees	5,000	8,913	3,913
Fees, charges, and commissions for services	3,000	3,832	832
Use of money and property - interest earnings	4,000	5,063	1,063
Total revenues	<u>332,000</u>	<u>341,109</u>	<u>9,109</u>
EXPENDITURES			
General government - taxation:			
Current:			
Personal services and related benefits	269,000	240,726	28,274
Operating services	27,800	27,732	68
Materials and supplies	8,700	10,264	(1,564)
Travel and other charges	11,170	11,605	(435)
Capital outlay	5,000	2,768	2,232
Total expenditures	<u>321,670</u>	<u>293,095</u>	<u>28,575</u>
EXCESS OF REVENUES OVER EXPENDITURES	10,330	48,014	37,684
FUND BALANCE AT BEGINNING OF YEAR	<u>290,000</u>	<u>338,080</u>	<u>48,080</u>
FUND BALANCE AT END OF YEAR	<u><u>\$300,330</u></u>	<u><u>\$386,094</u></u>	<u><u>\$85,764</u></u>

The accompanying notes are an integral part of this statement.

RICHLAND PARISH ASSESSOR
Rayville, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended December 31, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Taxes - ad valorem	\$300,000	\$320,520	\$20,520
Intergovernmental revenues - fire district fees	5,000	7,256	2,256
Fees, charges, and commissions for services	3,000	3,705	705
Use of money and property - interest earnings	4,000	4,995	995
Total revenues	<u>312,000</u>	<u>336,476</u>	<u>24,476</u>
EXPENDITURES			
General government - taxation:			
Current:			
Personal services and related benefits	254,054	260,249	(6,195)
Operating services	29,650	24,918	4,732
Materials and supplies	8,650	9,323	(673)
Travel and other charges	7,425	13,116	(5,691)
Debt service	1,352	31	1,321
Capital outlay	4,000	302	3,698
Total expenditures	<u>305,131</u>	<u>307,939</u>	<u>(2,808)</u>
EXCESS OF REVENUES OVER EXPENDITURES	6,869	28,537	21,668
FUND BALANCE AT BEGINNING OF YEAR	<u>270,000</u>	<u>309,543</u>	<u>39,543</u>
FUND BALANCE AT END OF YEAR	<u>\$276,869</u>	<u>\$338,080</u>	<u>\$61,211</u>

The accompanying notes are an integral part of this statement.

RICHLAND PARISH ASSESSOR
Rayville, Louisiana

Notes to the Financial Statements
As of and For the Two Years Ended December 31, 1998

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 term of four years, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to 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.

At December 31, 1998, there are 34,610 real, movable and public service assessment listings totaling \$67,342,710. This represents a decrease of 2,115 assessment listings. The total assessed valuation increased by \$290,070.

A. REPORTING ENTITY

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

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes criteria for determining which component units should be considered part of the Richland Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body,
and;

RICHLAND PARISH ASSESSOR

Rayville, Louisiana

Notes to the Financial Statements (Continued)

- a. The ability of the police jury to impose its will on that organization and/or;
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
 3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the assessor's office is located, the assessor was determined to be a component unit of the Richland Parish Police Jury, the financial reporting entity. 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 that comprise the financial reporting entity.

B. 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are

RICHLAND PARISH ASSESSOR

Rayville, Louisiana

Notes to the Financial Statements (Continued)

used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The assessor's current operations require only the use of governmental funds (General Fund). Ad valorem tax revenue authorized by Act 17 of 1990 is accounted for in this fund. General operating expenditures are paid from this fund.

**C. GENERAL FIXED ASSETS AND
LONG-TERM DEBT**

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 provided by the police jury are not recorded in the general fixed assets account group. Approximately 90 per cent of fixed assets are valued at actual historical costs based on the actual costs of like items while the remaining 10 per cent are based on estimated historical costs. 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. The assessor has no long-term debt at December 31, 1998.

D. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The assessor uses the following practices in recognizing and reporting revenues and expenditures:

RICHLAND PARISH ASSESSOR
Rayville, Louisiana
Notes to the Financial Statements (Continued)

Revenues

Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls are recorded in the year prepared.

Interest income on time deposits is recorded when the time deposits have matured. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes and fees for preparing tax rolls have been treated as susceptible to accrual.

Expenditures

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

E. BUDGET PRACTICES

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the assessor.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts.

RICHLAND PARISH ASSESSOR
Rayville, Louisiana
Notes to the Financial Statements (Continued)

F. CASH

Under state law, the assessor may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The assessor may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 1998, the assessor has cash (book balances) totaling \$67,457.

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. Deposit balances (bank balances) at December 31, 1998, total \$74,679, and are fully secured by federal deposit insurance.

G. VACATION AND SICK LEAVE

After one year of service, employees of the assessor's office receive two weeks of vacation leave each year. Vacation leave must be taken in the year earned. Sick leave is granted on an individual basis at the discretion of the assessor. At December 31, 1998, there are no accumulated and vested benefits relating to vacation and sick leave.

II. RISK MANAGEMENT

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets and errors and omissions. To handle such risk of loss, the assessor maintains commercial insurance policies covering his automobile and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 1998.

**I. TOTAL COLUMN ON THE
BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column

RICHLAND PARISH ASSESSOR
Rayville, Louisiana
Notes to the Financial Statements (Continued)

does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

2. LEVIED TAXES

As provided by Louisiana Revised Statute 47:1925, the assessor is authorized to levy an ad valorem tax in lieu of pro rata deductions from ad valorem taxing authorities. The authorized millage should be an amount necessary to provide no less ad valorem taxes than that received by the assessor in the initial year. For the two years ended December 31, 1998, the Richland Parish Assessor levied 6.95 mills to provide funding for her office.

The following are the principal taxpayers for the parish and their 1998 assessed valuation:

	1998 Assessed Valuation	Per cent of Total Assessed Valuation
Entergy Louisiana, Inc	\$2,371,650	3.52%
Bellsouth Telecomm., Inc	2,074,460	3.08%
Noram Gas Trans., Co	2,009,210	2.98%
ANR Pipeline Co.	2,215,240	3.29%
Richland State Bank	1,352,240	2.01%
Tifton Aluminum Co.	1,517,970	2.25%
Tri-State Delta Chemicals Co.	946,680	1.41%
Thermo-Black Clawson, Co. Inc	938,050	1.39%
Centurytel of Central LA.	604,070	0.90%
Rayville Compress & Warehouse	823,900	1.22%
Total	<u>\$14,855,468</u>	<u>22.06%</u>

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in offices furnishings and equipment follows:

Balance at January 1, 1997	\$61,024
Additions	302
Deletions	<u>(6,398)</u>
Balance at January 1, 1998	54,928

RICHLAND PARISH ASSESSOR

Rayville, Louisiana

Notes to the Financial Statements (Continued)

Additions	\$2,768
Deletions	<u>(2,312)</u>
Balance at December 31, 1998	<u>\$55,384</u>

4. PENSION PLAN

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

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the system. Employees who retire at or after age 55 with at least 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 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent 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 by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Plan members are required by state statute to contribute 7.00 per cent of their annual covered salary and the Richland Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75 per cent of annual covered payroll. Contributions to the system include one-fourth of one per cent (one per cent 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 Richland 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 Richland Parish Assessor's contributions to the system for the years ending December 31, 1998, 1997, 1996, were \$10,859, \$11,514 and \$9,895 respectively, equal to the required contributions for each year.

RICHLAND PARISH ASSESSOR

Rayville, Louisiana

Notes to the Financial Statements (Continued)

5. LITIGATION AND CLAIMS

At December 31, 1998, the Richland Parish Assessor is involved in one lawsuit. The amount of potential liability can not be determined at this time, so therefore no liability has been included in the financial statements.

**6. EXPENDITURES OF THE ASSESSOR'S
OFFICE PAID BY THE POLICE JURY**

The Richland Parish Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4713, is paid by the Richland Parish Police Jury.

7. YEAR 2000 ISSUE (Unaudited)

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The Richland Parish Assessor has completed an inventory of computer systems that may be affected by the year 2000 issue and that are critical to conducting operations of the assessor's office. The assessor has identified the following system requiring 2000 remediation; a tax assessment system. All testing and validation of this system has not been completed as of December 31, 1998, however, in February, 1999 the system was updated at an approximate cost of \$22,864.

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. Management cannot assure that the assessor is or will be Year 2000 ready, that the assessor's remediation efforts will be successful in whole or part, or that parties with whom the assessor does business will be year 2000 ready.

**Independent Auditor's Report Required
by *Government Auditing Standards***

The following independent auditor's report on compliance with laws and regulations and internal control are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting

RICHLAND PARISH ASSESSOR
Rayville, Louisiana

I have audited the general purpose financial statements of the Richland Parish Assessor as of and for the two years ended December 31, 1998 and have issued my report thereon dated May 19, 1999. I 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 Richland 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 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 the Richland 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. My 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

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RICHLAND PARISH ASSESSOR
Rayville, Louisiana
Independent Auditor's Report on Compliance
And Internal Control Over Financial Reporting, etc.
December 31, 1998

This report is intended for the information of the Richland Parish Assessor and interested state agencies. This is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in black ink, appearing to be 'V. ...', written over a horizontal line.

West Monroe, Louisiana
May 19, 1999

RICHLAND PARISH ASSESSOR
Rayville, Louisiana

Schedule of Findings and Questioned Costs
For the Two Years Ended December 31, 1998

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of Rayville Parish Assessor.
2. No instances of noncompliance material to the financial statements of Richland Parish Assessor were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

RICHLAND PARISH ASSESSOR
Rayville, Louisiana

Summary Schedule of Prior Audit Findings
For the Two Years Ended December 31, 1998

There were no audit findings reported in the audit for the year ended December 31, 1996.