

APR 30 1999

ASSESSOR'S OFFICE, FIFTH MUNICIPAL DISTRICT

PARISH OF ORLEANS, NEW ORLEANS, LOUISIANA

COMPILATION REPORT AND  
GENERAL PURPOSE FINANCIAL STATEMENTS

APRIL 30, 1999

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 NOV 10 1999

Assessor's Office, Fifth Municipal District  
Parish Of Orleans, New Orleans, Louisiana

TABLE OF CONTENTS

ACCOUNTANT'S COMPILATION REPORT

FINANCIAL STATEMENTS:

EXHIBITS:

General Purpose Financial Statements:

- "A" Combined Balance Sheet - All  
Fund Types And Account Groups
- "B" Statement Of Revenues,  
Expenditures And Changes  
In Fund Balance - All  
Governmental Fund Types
- "C" Statement Of Revenues,  
Expenditures And Changes  
In Fund Balance - Budget  
And Actual - All Governmental  
Fund Types

NOTES TO FINANCIAL STATEMENTS

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

LOUISIANA ATTESTATION QUESTIONNAIRE

PEPPERMAN, EMBOULAS, SCHWARTZ & TODARO  
L.L.C.

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JACOB F. PEPPERMAN (1927-1990)  
WILFRED SCHWARTZ, RETIRED  
MICHAEL S. HOOK (1954-1997)

ACCOUNTANT'S COMPILATION REPORT

Mr. Thomas L. Arnold, Assessor  
Assessor's Office, Fifth Municipal District  
Parish Of Orleans, New Orleans, Louisiana

We have compiled the accompanying general purpose financial statements of the ASSESSOR'S OFFICE, FIFTH MUNICIPAL DISTRICT, PARISH OF ORLEANS, NEW ORLEANS, LOUISIANA, as of April 30, 1999, 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 general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

*Pepperman, Emboulas, Schwartz & Todaro, L.L.C.*

Metairie, Louisiana  
October 13, 1999

COMBINED BALANCE SHEET -  
 ALL FUND TYPES AND ACCOUNT GROUPS  
 APRIL 30, 1999

	<u>GOVERNMENTAL FUND TYPE</u>	<u>ACCOUNT GROUPS</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
	<u>GENERAL FUND</u>	<u>GENERAL FIXED ASSETS</u>	
<u>ASSETS AND OTHER DEBITS:</u>			
Cash	\$ 22,124	\$ ---	\$ 22,124
Prepaid Expenses	40	---	40
Fixed Assets	<u>---</u>	<u>67,340</u>	<u>67,340</u>
Total Assets	<u>\$ 22,164</u>	<u>\$ 67,340</u>	<u>\$ 89,504</u>
 <u>LIABILITIES, FUND EQUITY AND OTHER CREDITS:</u>			
Liabilities:			
Payroll Deductions Payable	<u>\$ 158</u>	<u>\$ ---</u>	<u>\$ 158</u>
Fund Equity:			
Investment In General Fixed Assets	\$ ---	\$ 67,340	\$ 67,340
Fund Balance: Unreserved - Undesignated	<u>22,006</u>	<u>---</u>	<u>22,006</u>
Total Fund Equity	<u>\$ 22,006</u>	<u>\$ 67,340</u>	<u>\$ 89,346</u>
Total Liabilities And Fund Equity	<u>\$ 22,164</u>	<u>\$ 67,340</u>	<u>\$ 89,504</u>

See Accompanying Notes And Accountant's Report

STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES  
 FOR THE YEAR ENDED APRIL 30, 1999

	<u>GENERAL FUND</u>	<u>DEBT SERVICE FUND</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
<u>REVENUES:</u>			
Intergovernmental Revenues:			
Compensation From Taxing Bodies	\$168,335	\$ ---	\$168,335
Miscellaneous	<u>2,118</u>	<u>---</u>	<u>2,118</u>
 Total Revenues	 <u>\$170,453</u>	 <u>\$ ---</u>	 <u>\$170,453</u>
 <u>EXPENDITURES:</u>			
General Government - Taxation:			
Personal Services And Related Benefits	\$ 89,581	\$ ---	\$ 89,581
Operating Services	1,700	---	1,700
Materials And Supplies	12,939	---	12,939
Travel And Other Charges	10,807	---	10,807
Miscellaneous	19,889	---	19,889
Debt Service:			
Principal Retirement	---	2,770	2,770
Interest And Charges	<u>---</u>	<u>108</u>	<u>108</u>
 Total Expenditures	 <u>\$134,916</u>	 <u>\$ 2,878</u>	 <u>\$137,794</u>
 <u>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</u>	 <u>\$ 35,537</u>	 <u>(\$ 2,878)</u>	 <u>\$ 32,659</u>
 <u>OTHER FINANCING SOURCES (USES):</u>			
Transfers (To) From:			
Debt Service Fund	(\$ 108)	\$ 108	\$ ---
General Fixed Assets Account Group:			
Trade-In Allowance	3,850	---	3,850
Purchases	<u>( 12,416)</u>	<u>---</u>	<u>( 12,416)</u>
 Total Other Financing Sources (Uses)	 <u>(\$ 8,674)</u>	 <u>\$ 108</u>	 <u>(\$ 8,566)</u>
 <u>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</u>	 <u>\$ 26,863</u>	 <u>(\$ 2,770)</u>	 <u>\$ 24,093</u>
 <u>FUND BALANCE (DEFICIT) AT BEGINNING OF YEAR</u>	 <u>( 4,857)</u>	 <u>2,770</u>	 <u>( 2,087)</u>
 <u>FUND BALANCE AT END OF YEAR</u>	 <u>\$ 22,006</u>	 <u>\$ ---</u>	 <u>\$ 22,006</u>

See Accompanying Notes And Accountant's Report

STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -  
 ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED APRIL 30, 1999

	<u>GENERAL FUND</u>		
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>REVENUES:</u>			
Intergovernmental Revenues:			
Compensation From Taxing Bodies	\$137,000	\$168,335	\$ 31,335
Miscellaneous	<u>5,000</u>	<u>2,118</u>	( <u>2,882</u> )
Total Revenues	<u>\$142,000</u>	<u>\$170,453</u>	<u>\$ 28,453</u>
<u>EXPENDITURES:</u>			
General Government - Taxation:			
Personal Services And Related Benefits	\$ 91,000	\$ 89,581	\$ 1,419
Operating Services	1,700	1,700	---
Materials And Supplies	12,400	12,939	( 539)
Travel And Other Charges	11,500	10,807	693
Miscellaneous Charges	<u>19,000</u>	<u>19,889</u>	( <u>889</u> )
Total Expenditures	<u>\$135,600</u>	<u>\$134,916</u>	<u>\$ 684</u>
<u>EXCESS OF REVENUES OVER EXPENDITURES</u>	<u>\$ 6,400</u>	<u>\$ 35,537</u>	<u>\$ 29,137</u>
<u>OTHER FINANCING SOURCES (USES):</u>			
Transfers (To) From:			
Debt Service Fund	\$ ---	(\$ 108)	(\$ 108)
General Fixed Assets Account Group:			
Trade-In Allowance	---	3,850	3,850
Purchases	<u>---</u>	<u>( 12,416)</u>	<u>( 12,416)</u>
Total Other Financing Sources (Uses)	<u>\$ ---</u>	<u>(\$ 8,674)</u>	<u>(\$ 8,674)</u>
<u>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</u>	<u>\$ 6,400</u>	<u>\$ 26,863</u>	<u>\$ 20,463</u>
<u>FUND BALANCE (DEFICIT) AT BEGINNING OF YEAR</u>	<u>( 4,857)</u>	<u>( 4,857)</u>	<u>---</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 1,543</u>	<u>\$ 22,006</u>	<u>\$ 20,463</u>

See Accompanying Notes And Accountant's Report

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 1999

NOTE 1 - INTRODUCTION AND SUMMARY OF  
SIGNIFICANT ACCOUNTING POLICIES:

INTRODUCTION:

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, there shall be seven assessors in New Orleans who shall compose the Board Of Assessors for Orleans Parish. One shall be elected from each municipal district of New Orleans, and each shall be a resident of the district from which he is elected. The assessor shall be elected at the same time as the municipal officers of New Orleans, for terms of four years each. In the event a vacancy occurs in any one of the seven assessors' office, the Board Of Assessors shall appoint an interim assessor for the unexpired term.

The assessor assesses all real and movable property in his municipal district subject to ad valorem taxation. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and to provide assistance to the taxpayers in his district. 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 Assessor's Office is located in the Orleans Parish City Hall in New Orleans, Louisiana. The assessor employs three (3) employees, including three (3) deputies. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distributing of taxes to the various taxing bodies.

At December 31, 1998, there were 45,799 real property and movable property assessments totaling \$135,179,045 and \$18,062,561, respectively. This represents a decrease of 59 in the total number of assessments. Total tax assessments increased \$4,510,128 over the prior year, caused primarily by the increasing number of new businesses and values in real estate in the district during the year.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A) BASIS OF PRESENTATION:

The accompanying financial statements of the Assessor's Office, Fifth Municipal District, Parish Of Orleans, have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

NOTE 1 - INTRODUCTION AND SUMMARY OF  
SIGNIFICANT ACCOUNTING POLICIES: (Continued)

B) REPORTING ENTITY:

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. The activities of 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 that of the parish assessors.

C) FUND ACCOUNTING:

The Assessor's office uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. 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's office 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. Governmental funds of the Assessor's office include:

Governmental Fund Types:

General Fund:

The General Fund is the general operating fund of the Assessor's Office. All financial resources, except those required to be accounted for in another fund, are accounted for in the General Fund.

Debt Service Fund:

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt including capital lease obligations, principal, interest and related costs.

Account Groups:

General Fixed Assets:

Fixed assets are accounted for in the General Fixed Assets Account Group rather than in the governmental funds. No depreciation has been provided on fixed assets. Fixed assets are valued at historical costs.



NOTE 1 - INTRODUCTION AND SUMMARY OF  
SIGNIFICANT ACCOUNTING POLICIES: (Continued)

C) FUND ACCOUNTING: (Continued)

General Long-Term Debt:

Long-term obligations expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the governmental funds.

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.

D) BASIS OF ACCOUNTING:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Fund types 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 of these funds present increases and decreases in net current assets.

The Assessor's records are maintained on the cash basis of accounting. However, the funds reported in the accompanying financial statements have been converted to a modified accrual basis of accounting utilizing the following practices in recording revenues and expenditures:

Revenues:

Revenues are recorded as received in cash.

Expenditures:

Expenditures are recorded on the accrual basis.

Other Financing Sources (Uses):

Transfers between funds that are not expected to be repaid are accounted for as Other Financing Sources (Uses).

E) BUDGET PRACTICES:

Included in the annual budget of the Assessor's Office, Fifth Municipal District, Parish Of Orleans, proposed expenditures for the year ending April 30, 1999 were less than \$250,000 and, therefore, public inspection privileges and public hearings do not apply. However, the budget is available for public inspection at the Assessor's Office.

Formal budgetary integration is not employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the originally adopted budgeted amounts. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

NOTE 1 - INTRODUCTION AND SUMMARY OF  
SIGNIFICANT ACCOUNTING POLICIES: (Continued)

E) BUDGET PRACTICES: (Continued)

The assessor utilizes the traditional budget preparation method of budgeting for his financial plan. Revenues projected for the year ended April 30, 1999 were estimated based on millage collections allocated to the Board Of Assessors. A portion of these revenues is allocated to the Fifth Municipal District for its salary and expense fund. Expenditures of prior years are considered when preparing the budget for the current year.

Unused appropriations for all budgeted funds lapse at year end.

A budget is not required to be adopted for the Debt Service Fund, it is excluded from the budget-actual comparison shown in Exhibit "C" of the financial statements.

F) ENCUMBRANCES:

Encumbrances accounting, under which commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not used by the Assessor's Office because it is considered not necessary to assure effective budgetary control or to facilitate effective cash planning and control. Therefore, there were no outstanding encumbrances at April 30, 1999.

G) CASH AND CASH EQUIVALENTS:

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. The Assessor's Office considers all highly liquid debt instruments, time deposits and those investments with original maturities of 90 days or less to be cash equivalents. Under state law, the assessor may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the assessor may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

H) GENERAL FIXED ASSETS:

General fixed assets are recorded as expenditures at the time purchased, and the related assets are accounted for in the General Fixed Assets Account Group. No depreciation has been provided on general fixed assets. All general fixed assets are valued at historical cost.

NOTE 1 - INTRODUCTION AND SUMMARY OF  
SIGNIFICANT ACCOUNTING POLICIES: (Continued)

I) GENERAL LONG-TERM DEBT:

Long-term obligations expected to be financed from the General Fund are reported in the General Long-Term Debt Account Group. Expenditures for principal and interest payments for long-term obligations are recognized in the Debt Service Fund when due.

J) COMPENSATED ABSENCES:

The Assessor's office does not employ a formal sick leave policy. Employees are entitled to two weeks paid vacation after one year of employment. There is no accumulation or vesting of leave or vacation.

It is impracticable to estimate the amount of compensation for future absences and, accordingly, no liability has been recorded in the accompanying financial statements. The Assessor's policy is to recognize the costs of compensated absences when actually paid to employees.

K) USE OF ESTIMATES IN PREPARATION OF FINANCIAL STATEMENTS:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

L) TOTAL COLUMNS ON THE STATEMENTS - OVERVIEW:

The total columns on the financial statements are 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.

NOTE 2 - CASH:

The following is a summary of cash at April 30, 1999.

	<u>GENERAL FUND</u>
Demand Deposits - Bank One, Louisiana, N.A.	<u>\$ 22,124</u>

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.

NOTE 2 - CASH: (Continued)

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 pledged securities are held in the name of the pledging fiscal agent bank in a custodial bank that is mutually acceptable to the parties involved. At April 30, 1999 there were no unsecured deposits.

NOTE 3 - GENERAL FIXED ASSETS - ACCOUNT GROUP:

The following is a summary of the changes in General Fixed Assets Account Group.

	<u>AUTOMOTIVE</u>	<u>OFFICE EQUIPMENT</u>	<u>TOTAL</u>
Balance, May 1, 1998	\$ 11,780	\$ 54,924	\$ 66,704
Purchases	10,850	1,566	12,416
(Deletions)	( 11,780)	---	( 11,780)
Balance, April 30, 1999	<u>\$ 10,850</u>	<u>\$ 56,490</u>	<u>\$ 67,340</u>

NOTE 4 - NOTES PAYABLE:

During the year ended April 30, 1996, the Assessor's Office financed the purchase of automotive equipment with the First National Bank of Commerce. This note is payable in monthly installments of \$323, including interest at 9.5%, due on January 2, 1999, secured by the equipment. This note was paid in full at April 30, 1999.

NOTE 5 - GENERAL LONG-TERM OBLIGATIONS:

The following is a summary of the long-term obligation transactions during the year:

	<u>NOTES PAYABLE BANK</u>
Long-Term Obligations Payable At May 1, 1998	\$ 2,770
Additions	---
(Deductions)	( 2,770)
Long-term Obligations Payable At April 30, 1999	<u>\$ ---</u>

NOTE 6 - PENSION PLAN:

Plan Description

Substantially all employees of the Assessor's Office, Fifth Municipal District 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.

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 employees 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.

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 Assessor's Office, Fifth Municipal District 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 percent 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 Assessor's Office, Fifth Municipal District 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 Assessor's Office, Fifth Municipal District contributions to the System for the years ending April 30, 1999, 1998 and 1997 were \$4,292, \$4,065 and \$3,644, respectively, equal to the required contributions for each year.

NOTE 7 - YEAR 2000 ISSUE (UNAUDITED):

The year 2000 issue is the result of shortcomings in electronic data processing systems and other electronic equipment that may adversely affect the Assessor's operations as early as fiscal year April 30, 2000.

NOTE 7 - YEAR 2000 ISSUE (UNAUDITED): (Continued)

The Assessor has completed an inventory of computer systems and other electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting the Assessor's operations. The Assessor has identified such as being information systems, financial reporting systems, property tax collection and distribution systems, and payroll systems.

The information system used to accumulate property tax assessments is owned and maintained by The City of New Orleans. The City of New Orleans is responsible for remediating deficiencies in the information system and is solely responsible for any costs associated with this project.

The financial reporting system is maintained on a personal computer. The assessor has undertaken to identify, and assess the reliability of the system for dates extending beyond the year 2000.

The City of New Orleans and the LA State Tax Commission handle tax collections allocated to the Assessor's Office. Therefore, The City of New Orleans and the LA State Tax Commission are responsible for remediating deficiencies in the tax collection and distribution system and are solely responsible for any costs associated with this project.

The payroll system is manual and therefore, not affected by the year 2000 issue.

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's Office is or will be year 2000 ready, that remediation efforts will be successful or that parties with whom the Assessor does business will be year 2000 ready.

PEPPERMAN, EMBOULAS, SCHWARTZ & TODARO  
L.L.C.

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

Thomas L. Arnold, Assessor

Assessor's Office, Fifth Municipal District

Parish Of Orleans, New Orleans, 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 Assessor's Office, Fifth Municipal District, Parish of Orleans, and the Legislative Auditor, State Of Louisiana, solely to assist the users in evaluating management's assertions about the Assessor's Office compliance with certain laws and regulations during the year ended April 30, 1999 included in the accompanying 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 materials and supplies exceeding \$15,000, 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 \$15,000. Additionally, there were no expenditures 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 the 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.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing 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 (agreed-upon procedures "3") appeared on the list 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 original budget. There were no amendments to the budget during the year.

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

We traced the adoption of the original budget to the letter from the Assessor dated April 17, 1998 which officially authorizes the implementation of the adopted budget of the Assessor's Office. No amendments were made to the budget during the year.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted revenues by 5% or more and actual expenditures did not exceed budgeted amounts by 5% or more for the year.

#### *Accounting And Reporting*

8. Randomly select six (6) 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 (6) 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; and

We examined supporting documentation for each of the six (6) selected disbursements and found that all 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 (6) selected disbursements indicated approvals from the Assessor.

#### *Meetings*

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

The Assessor's Office, Fifth Municipal District is comprised of the Assessor, an independently elected official and his employees. The Assessor's Office provides an administrative function only and held no meetings to deliberate or act upon policy making decisions. Management has asserted that the Assessor's Office has complied with the provisions of the open meetings law, however, our inquiry indicated that there were no meetings held, as the public body subject to the open meetings law consists of the Assessor alone.

#### *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 all bank deposits 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 for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, 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.

Our prior year report, dated October 29, 1998, did not include any comments or unresolved matters.

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 Assessor's Office, Fifth Municipal District 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.

*Pepperman, Emboulos, Schwartz & Todaro, L.L.C.*

Metairie, Louisiana  
October 13, 1999

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Government)**  
June 1, 1999 (Date Transmitted)

Pepperman, Emboulas, Schwartz & Todaro, LLC  
2332 N. Arnoult Road  
Metairie, LA 70001

\_\_\_\_\_ (Auditors)

In connection with your compilation of our financial statements as of April 30, 1999 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 June 1, 1999 (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 [ X ] 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 [ X ] 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 [ X ] 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 [ X ] 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 [ X ] No [ ]

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

Yes [ X ] No [ ]

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

Yes [ X ] No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [ X ] 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 [ X ] No [ ]

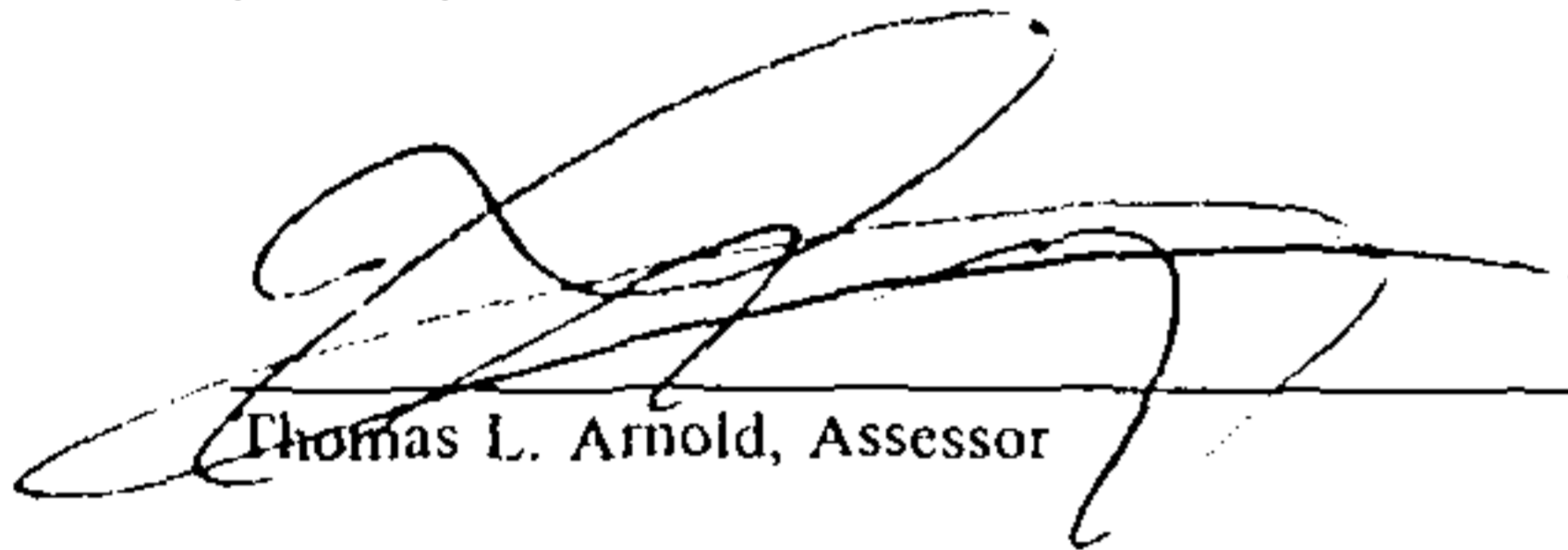
**Advances and Bonuses**

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 [ X ] 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.



Thomas L. Arnold, Assessor

President June 1, 1999 Date