

OFFICIAL  
FILE COPY

DO NOT SEND OUT

(Xerox necessary  
copies from this  
copy and PLACE  
BACK in FILE)

99701223  
1043  
19

**JACKSON PARISH ASSESSOR  
Jonesboro, Louisiana**

**General Purpose Financial Statements  
With Independent Auditor's Report  
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 FEB 03 1999

**VERNON R  
COON**

CERTIFIED PUBLIC ACCOUNTANT

JACKSON PARISH ASSESSOR  
Jonesboro, Louisiana

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

C O N T E N T S

	<u>Statement</u>	<u>Page No.</u>
<b>Independent Auditor's Report</b>		2
<b>General Purpose Financial Statements:</b>		
Balance Sheet - All Fund Types and Account Groups	A	4
Governmental Fund Type - General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual	B	5
Notes to the Financial Statements		6
<b>Independent Auditor's Reports Required by     <i>Government Auditing Standards:</i></b>		
Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting		15
Schedule of Findings and Questioned Costs	1	17
Summary Schedule of Prior Audit Findings	2	18



## Independent Auditor's Report

HONORABLE EDDIE G. GATLIN, CLA  
JACKSON PARISH ASSESSOR  
Jonesboro, Louisiana

I have audited the general purpose financial statements of the Jackson Parish Assessor, a component unit of the Jackson Parish Police Jury, as of December 31, 1998, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Jackson 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 Jackson Parish Assessor as of December 31, 1998, and the results of operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued a report dated January 13, 1999, on the Jackson Parish Assessor's compliance with laws, regulations, and contracts, and my consideration of the agency's internal control over financial reporting.

West Monroe, Louisiana  
January 13, 1999

MEMBER AMERICAN  
INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC  
ACCOUNTANTS  
  
PRACTICE LIMITED TO  
GOVERNMENTAL  
ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

116 PROFESSIONAL DRIVE,  
WEST MONROE,  
LOUISIANA 71291  
PHONE 318.325.2121  
TOLL FREE LOUISIANA  
1.800.541.5020  
FAX 318.324.1630

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

**JACKSON PARISH ASSESSOR**  
**Jonesboro, Louisiana**  
**ALL FUND TYPES AND ACCOUNT GROUPS**

Balance Sheet, December 31, 1998

	<u>GOVERNMENTAL FUND TYPE - GENERAL FUND</u>	<u>ACCOUNT GROUP - GENERAL FIXED ASSETS</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
<b>ASSETS</b>			
Cash	\$111,037		\$111,037
Receivable - compensation from taxing bodies	33		33
Office furnishings and equipment		<u>\$109,099</u>	<u>109,099</u>
<b>TOTAL ASSETS</b>	<u><u>\$111,070</u></u>	<u><u>\$109,099</u></u>	<u><u>\$220,169</u></u>
<b>LIABILITIES AND FUND EQUITY</b>			
Liabilities - accounts payable	<u>\$1,003</u>		<u>\$1,003</u>
Fund Equity:			
Investment in general fixed assets		\$109,099	109,099
Fund balance - unreserved - undesignated	<u>110,067</u>		<u>110,067</u>
Total Fund Equity	<u>110,067</u>	<u>109,099</u>	<u>219,166</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u><u>\$111,070</u></u>	<u><u>\$109,099</u></u>	<u><u>\$220,169</u></u>

The accompanying notes are an integral part of this statement.

JACKSON PARISH ASSESSOR  
Jonesboro, 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

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Intergovernmental - compensation from taxing bodies	\$174,200	\$174,200	
Fees, charges, and commissions for services	4,600	5,886	\$1,286
Use of money and property - interest earnings	3,000	2,721	(279)
Total revenues	181,800	182,807	1,007
<b>EXPENDITURES</b>			
General government - taxation:			
Current:			
Personal services and related benefits	167,000	166,354	646
Operating services	24,000	20,468	3,532
Materials and supplies	7,000	4,243	2,757
Travel and other charges	10,000	7,796	2,204
Capital outlay	40,000	25,692	14,308
Total expenditures	248,000	224,553	23,447
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>(66,200)</b>	<b>(41,746)</b>	<b>24,454</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>13,911</b>	<b>151,813</b>	<b>137,902</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>(\$52,289)</b>	<b>\$110,067</b>	<b>\$162,356</b>

The accompanying notes are an integral part of this statement.

**JACKSON PARISH ASSESSOR**  
Jonesboro, Louisiana

Notes to the Financial Statements  
As of and For the Year 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 24,939 real, movable, and public service assessment listings totaling \$27,327,410, \$20,233,400, and \$9,661,150, respectively. This represents an increase of 75 assessment listings. The total assessed valuation increased by \$911,040.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Jackson Parish Police Jury is the financial reporting entity for Jackson 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 Jackson 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;

JACKSON PARISH ASSESSOR  
Jonesboro, 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 Jackson 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.



JACKSON PARISH ASSESSOR  
Jonesboro, Louisiana  
Notes to the Financial Statements (Continued)

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are 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). Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1907-1908, 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 17 per cent of fixed assets are valued at estimated historical costs, based on the actual costs of like items, while the remaining 83 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. 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:

JACKSON PARISH ASSESSOR  
Jonesboro, Louisiana  
Notes to the Financial Statements (Continued)

**Revenues**

Compensation from taxing bodies is recorded in the year the ad valorem taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The compensation is generally collected in December of the current year and January of the ensuing year.

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

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

Based on the above criteria, compensation from taxing bodies 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. There were no budget amendments for the year ended December 31, 1998.

JACKSON PARISH ASSESSOR  
 Jonesboro, 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 demand deposits (book balance) totaling \$111,037.

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. Cash (bank balance) at December 31, 1998, is secured as follows:

Bank balance	<u>\$113,529</u>
Federal deposit insurance	\$100,000
Pledged securities (uncollateralized)	<u>130,000</u>
Total	<u>\$230,000</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the assessor, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106. However, 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 bank has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the assessor's name.

**G. VACATION AND SICK LEAVE**

All employees are granted from two to three weeks of noncumulative vacation leave each year, depending on length of service. Sick leave is granted on an individual basis with proper documentation of actual illness. At December 31, 1998, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure.

JACKSON PARISH ASSESSOR  
 Jonesboro, Louisiana  
 Notes to the Financial Statements (Continued)

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually taken.

**II. RISK MANAGEMENT**

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the assessor maintains commercial insurance policies covering his automobile, professional liability 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 does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**2. PRINCIPAL TAXPAYERS**

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

	1998 Assessed Valuation	Per cent of Total Assessed Valuation
Stone Container Corporation (Mill)	\$12,665,110	21.21 %
General Electric Rail Car	2,368,660	4.03 %
Louisiana Power and Light Company	2,143,410	3.64 %
Stone Container Corporation (Bag)	1,872,760	3.18 %
Willamette Industries	1,559,900	2.65 %
South Central Bell	1,244,800	2.12 %
Cavenham Forest Industries	1,088,890	1.85 %

JACKSON PARISH ASSESSOR  
 Jonesboro, Louisiana  
 Notes to the Financial Statements (Continued)

	1998 Assessed Valuation	Per cent of Total Assessed Valuation
United Gas Pipeline Company	976,200	1.66%
Crystal Oil Company	928,380	1.58%
Tenneco Pipeline Company	<u>921,610</u>	<u>1.54%</u>
Total	<u>\$25,769,720</u>	<u>43.46%</u>

**3. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in offices furnishings and equipment follows:

Balance at January 1, 1998	\$127,111
Additions	25,692
Deductions	<u>(43,704)</u>
Balance at December 31, 1998	<u>\$109,099</u>

**4. PENSION PLAN**

Substantially all employees of the Jackson 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

## **JACKSON PARISH ASSESSOR**

Jonesboro, Louisiana  
Notes to the Financial Statements (Continued)

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 Jackson 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 Jackson 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 Jackson Parish Assessor's contributions to the system for the years ending December 31, 1998, 1997, and 1996, were \$7,213, \$6,835, and \$5,341, respectively, equal to the required contributions for each year.

### **5. POST RETIREMENT BENEFITS**

The Jackson Parish Assessor provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the assessor's employees become eligible for these benefits if they reach normal retirement age while working for the assessor. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the assessor. The assessor recognizes the cost of providing these benefits (assessor's cost of premiums) as an expenditure when the monthly premiums are paid. For the year ended December 31, 1998, the total amount of premiums paid was \$27,233, while the amounts paid for retirees totaled \$5,710.

### **6. LITIGATION AND CLAIMS**

At December 31, 1998, the Jackson Parish Assessor is not involved in any litigation, nor is he aware of any unasserted claims.

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

The Jackson 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 Jackson Parish Police Jury.

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

The following independent auditor's report on compliance and internal control over financial reporting is 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

JACKSON PARISH ASSESSOR  
Jonesboro, Louisiana

I have audited the general purpose financial statements of the Jackson Parish Assessor as of and for the year ended December 31, 1998 ended and have issued my report thereon dated January 13, 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 Jackson 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 Jackson 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.

MEMBER AMERICAN  
INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC  
ACCOUNTANTS  
  
PRACTICE LIMITED TO  
GOVERNMENTAL  
ACCOUNTING, AUDITING  
AND FINANCIAL REPORTING

116 PROFESSIONAL DRIVE,  
WEST MONROE,  
LOUISIANA 71291  
PHONE 318.325.2121  
TOLL FREE LOUISIANA  
1.800.541.5020  
FAX 318.324.1630



JACKSON PARISH ASSESSOR

Jonesboro, 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 Jackson Parish Assessor. 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. Smith', written in a cursive style.

West Monroe, Louisiana

January 13, 1999

**JACKSON PARISH ASSESSOR**  
Jonesboro, Louisiana

Schedule of Findings and Questioned Costs  
For the Year 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 Jackson Parish Assessor.
2. No instances of noncompliance material to the financial statements of Jackson 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

JACKSON PARISH ASSESSOR  
Jonesboro, Louisiana

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

There were no audit findings reported in the audit for the year ended December 31, 1997.