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\* \* \* \* \*  
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\* MADISON PARISH ASSESSOR \*  
\*  
\* FINANCIAL STATEMENTS \*  
\*  
\* AS OF 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 7-21-99

MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
GENERAL PURPOSE FINANCIAL STATEMENT  
FOR THE YEAR ENDED DECEMBER 31, 1998

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Mr. Jim D. Sevier  
Madison Parish Assessor  
Tallulah, Louisiana 71282

I have audited the accompanying general purpose financial statements of Madison Parish Assessor as of December 31, 1998, and for the year then ended. These general purpose financial statements are the responsibility of Madison Parish Assessor. 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. 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 in the first paragraph present fairly, in all material respects, the financial position of Madison Parish Assessor, as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Tallulah, Louisiana  
June 15, 1999



MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
ALL FUND TYPES AND ACCOUNT GROUP  
BALANCE SHEET  
DECEMBER 31, 1998

	Govenmental Fund Type- General Fund (Salary)	Account Group General Fixed Assets	Total Memorandum (Only)	
			1998	1997
<b>ASSETS</b>				
Cash	\$ 19,695	\$	\$ 19,695	\$ 3,313
Ad valorem taxes receivable	216,391		216,391	176,517
Equipment		43,414	43,414	43,414
Total assets	<u>\$236,086</u>	<u>\$43,414</u>	<u>\$279,500</u>	<u>\$223,244</u>
<b>LIABILITIES</b>				
Liabilities - accounts payable	\$ 933	\$	\$ 933	\$ 7,688
Withheld and accrued payroll taxes				4,139
Total liabilities	<u>\$ 933</u>	<u>\$</u>	<u>\$ 933</u>	<u>\$ 11,827</u>
<b>FUND EQUITY</b>				
Investment in general fixed assets	\$	\$43,414	\$ 43,414	\$ 43,414
Fund balance - unreserved - undesignated	235,153		235,153	168,003
Total fund equity	<u>\$235,153</u>	<u>\$43,414</u>	<u>\$278,567</u>	<u>\$211,417</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$236,086</u>	<u>\$43,414</u>	<u>\$279,500</u>	<u>\$223,244</u>

The accompanying notes are an integral part of this statement.

MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
GOVERNMENTAL FUND TYPE - GENERAL FUND  
(SALARY FUND)

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEARS ENDED DECEMBER 31, 1998 AND 1997

	<u>1998</u>	<u>1997</u>
REVENUES		
Taxes - ad valorem	\$255,396	\$197,605
Preparing tax rolls for municipalities	5,326	5,292
Use of money	<u>1,304</u>	<u>1,365</u>
Total revenue	<u>\$262,026</u>	<u>\$204,262</u>
EXPENDITURES		
General Governmental:		
Salaries:		
Assessor	\$ 64,200	\$ 64,200
Deputies	61,500	60,250
Others	4,133	5,545
Employee benefits	40,675	33,717
Travel:		
Assessor's expense allowance	6,420	6,420
Other	1,851	2,298
Material and supplies:		
Office	6,322	14,665
Automobile	5,832	6,552
Other - supplies	3,943	4,925
Capital - outlay	<u>2,533</u>	<u>2,533</u>
Total expenditures	<u>\$194,876</u>	<u>\$201,105</u>
EXCESS OF REVENUES OVER EXPENDITURE	\$ 67,150	\$ 3,157
FUND BALANCE AT BEGINNING OF YEAR	<u>168,003</u>	<u>164,846</u>
FUND BALANCE AT END OF YEAR	<u>\$235,153</u>	<u>\$168,003</u>

The accompanying notes are an integral part of this statement.

MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
GOVERNMENT FUND TYPE - GENERAL FUND  
(SALARY FUND)

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 1998

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Taxes - ad valorem	\$253,400	\$255,396	\$1,996
Preparing tax rolls for municipalities	5,200	5,326	126
Use of money	<u>1,300</u>	<u>1,304</u>	<u>4</u>
Total revenues	<u>\$259,900</u>	<u>\$262,026</u>	<u>\$2,126</u>
<b>EXPENDITURES</b>			
Salaries:			
Assessor	\$ 64,200	\$ 64,200	\$
Deputies	60,250	61,500	( 1,250)
Other	4,500	4,133	367
Employee benefits	39,800	40,675	( 875)
Travel:			
Assessors's expense allowance	6,420	6,420	
Other	2,000	1,851	149
Material and supplies:			
Office	6,500	6,322	178
Automobile	6,000	5,832	168
Other supplies	<u>4,000</u>	<u>3,943</u>	<u>57</u>
Total expenditures	<u>\$193,670</u>	<u>\$194,876</u>	<u>(\$1,206)</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 66,230</b>	<b>\$ 67,150</b>	<b>\$ 920</b>
<b>FUND BALANCE - BEGINNING</b>	<u>168,003</u>	<u>168,003</u>	<u>    </u>
<b>FUND BALANCE - ENDING</b>	<u>\$234,233</u>	<u>\$235,153</u>	<u>\$ 920</u>

The accompanying notes are an integral part of this statement.

MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of each parish, Orleans Parish excepted, and serve terms of four years. The assessors assess property, prepare tax rolls, and submit the rolls to the Louisiana Tax Commission as prescribed by law.

In April of 1984, the Financial Accounting Foundation was established by 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. In November of 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification is recognized as generally accepted accounting principles for state and local governments.

For financial reporting purposes, in conformance with GASB Codification Section 2100, 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 the parish police jury, school board, other independently elected parish officials, and municipal level government are not included within the accompanying financial statements as they are considered autonomous governments. These units of governmental issue financial statements separate from that of the assessor.

A. FUND ACCOUNTING

The accounts of the assessor are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund 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 these individual funds 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 (Salary)

The General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the assessor and is used to account for the operation of the assessor's office.

Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statute 47:1908, is accounted for in this fund. General operating expenditures are paid from this fund.

Special Revenue Fund (Assessment)

In 1998, the Madison Parish Assessor did not have any special revenues.

MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. FIXED ASSETS AND LONG-TERM LIABILITIES

Fixed assets are used in governmental fund type operations (general 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 cost or estimated historical cost if historical cost is not available. (See Note 2 for the details on estimated cost.)

The account group is not a "fund". It is concerned only with the measurement of financial position. It does not involve measurement of results of operations.

There was no long-term liabilities at December 31, 1998.

C. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting is related to the timing of the measurements made, regardless of the measurement focus applied.

The assessor's records are maintained on a cash basis of accounting. However, the fund reported in the accompanying financial statements has been converted to a modified accrual basis of accounting utilizing the following practices:

Revenues

Ad valorem taxes are recorded in the year the taxes are assessed.

Revenues from preparing tax rolls for municipalities are recorded in the year in which the tax rolls are prepared.

All other revenues are recorded when received.

Expenditures

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

D. BUDGETARY ACCOUNTING

The Assessor prepares an annual operating budget and files it with the Legislative Auditor within the first ninety days of each year. He does not hold any public hearings or publish the budget in the local newspaper. However, the assessor's books are open for public inspection.

E. INVESTMENTS

None



MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. VACATION AND SICK LEAVE

The assessor allows two weeks per year in paid vacation and sick leave, however, this leave does not accrue. Since this leave policy does not provide for the accumulation and vesting of leave, no liability has been recorded in the financial statements.

G. TOTAL COLUMNS ON THE STATEMENTS

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

H. ENCUMBRANCES

None

NOTE 2 - CHANGES IN GENERAL FIXED ASSETS

The changes in general fixed assets were as follows:

Balance, January 1, 1998	\$43,414
Addition - equipment purchases	<u>          </u>
Balance, December 31, 1998	<u>\$43,414</u>

The assessor has maintained historical cost of all fixed assets purchased since January 1, 1982. These assets account for the total fixed assets included in the Account Group-General Fixed Assets on the balance sheet.

NOTE 3 - PENSION PLAN

Substantially all employees of the Madison Parish Assessor's office are members of the Louisiana Assessors Retirement System, a multiple-employer (cost-sharing), a Public Employee Retirement System (PERS), controlled and administered by a separate board of trustees.

All full-time employees who are under the age of 55 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 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.

MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS

NOTE 3 - PENSION PLAN (continued)

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 to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

Contributions to the System include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. State statute requires covered employees to contribute a percentage of their salaries to the System. 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 following provided certain disclosures for the assessor and the retirement system that are required by GASB codifications Section P20.129:

Contribution rates:	
Employees	<u>7.00%</u>
Employer	<u>5.75%</u>
Total current year payroll	<u>\$136,253</u>
Total current year covered payroll	<u>\$132,120</u>

	<u>Required By Statute</u>	<u>Per Cent</u>	<u>Amount</u>	<u>Actual</u>
Contributions:				
Employees		7.00%	\$ 9,248	\$ 9,248
Employer		<u>5.75%</u>	<u>7,597</u>	<u>7,597</u>
Total		<u>12.75%</u>	<u>\$16,845</u>	<u>\$16,845</u>

MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS

NOTE 3 - PENSION PLAN (continued)

The fiscal year of the System is from October 1 through September 30. The total payroll of all covered employees of the System for the year ended September 30, 1998.

Retirement System

Payroll for current year	<u>\$ 22,345,856</u>
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Actuarially required contribution for employers and employees: Dollar amount	<u>\$ 4,370,273</u>
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Net actuarially required employer contributions as a percent of projected payroll	<u>11.10%</u>
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Net assets	<u>\$ 91,984,065</u>
Pension benefit obligation	<u>\$126,021,888</u>

Unfunded pension benefit obligation	<u>\$ 34,037,823</u>
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The pension benefit obligation is a standardized measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rated benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits when due, and make comparisons among PERS and employers. The System does not make separate measurements of assets and pension benefit obligation for individual employers.

Historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is presented in the System's September 30, 1998 comprehensive annual financial report. The Madison Parish Assessor does not guarantee the benefits granted by the System.

NOTE 4 - LEASES

At December 31, 1998, the assessor did not have any capital leases, but he did have an operating lease on a 1998 Ford Explorer. This was a 36 month lease beginning October 13, 1998 and terminating October 13, 2001. The remaining minimum annual commitments under the lease are as follows:

1999	\$ 6,097
2000	6,097
2001	<u>5,589</u>
Total	<u>\$17,783</u>

MADISON PARISH ASSESSOR  
TALLULAH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS

NOTE 5 - RELATED PARTY TRANSACTIONS

None

NOTE 6 - LITIGATION AND CLAIMS

None

## INTERNAL CONTROL

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REPORT OF INDEPENDENT AUDITORS ON INTERNAL CONTROL  
STRUCTURE RELATED MATTERS NOTED IN A FINANCIAL  
STATEMENT AUDIT CONDUCTED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

Mr. Jim Sevier  
Madison Parish Assessor  
Tallulah, Louisiana 71282

I have audited the general purpose financial statements of Madison Parish Assessor for the year ended December 31, 1998, and have issued my report thereon dated June 15, 1999.

I conducted my audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-128, "Audits of State and Local Governments". Those standards and OMB Circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing my audit of the general purpose financial statements of Madison Parish Assessor for the year ended December 31, 1998, I considered the Madison Parish Assessor's internal control structure in order to determine my auditing procedures for the purpose of expressing my opinion on the Madison Parish Assessor's general purpose financial statements and not to provide assurance on the internal control structure.

The Assessor is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements by internal control structure policies and procedures. The objective of an internal control structure are to provide management with reasonable, but no absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

Mr. Jim Sevier  
Madison Parish Assessor

Page Two

For the purpose of this report, I have classified the significant internal control structure policies and procedures in the following categories:

Revenues/receipts  
Purchasing/disbursements  
Budgeting and budget reporting

For all of the control categories listed above, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected in a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control structure and its operation that I consider to be material weaknesses as defined above.

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

Tallulah, Louisiana  
June 15, 1999



DAVID Q. RICHARDSON

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REPORT OF INDEPENDENT AUDITORS ON COMPLIANCE WITH  
LAWS AND REGULATIONS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

Mr. Jim D. Sevier  
Madison Parish Assessor  
Tallulah, Louisiana 71282

I have audited the general purpose financial statements of Madison Parish Assessor as of and for the year ended December 31, 1998, and have issued my report thereon dated June 15, 1999.

I conducted my audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-128, "Audits of State and Local Governments". Those standards and OMB Circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Madison Parish Assessor, is the responsibility of the Assessor. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of Madison Parish Assessor's compliance with certain provisions of laws, regulations, contracts, and grants. However, my objective was not to provide an opinion on overall compliance with such provisions.

The results of my tests indicate that, with respect to the items tested, the Madison Parish Assessor, complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to my attention that caused me to believe that Madison Parish Assessor had not complied, in all material respects, with those provisions.

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

Tallulah, Louisiana  
June 15, 1999

