

**GRANT PARISH ASSESSOR
COLFAX, LOUISIANA**

Annual Financial Report

For the Year Ended December 31, 2003

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 6-16-04

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ROZIER, HARRINGTON & MCKAY

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May 27, 2004

The Honorable Richard M. Newton
Grant Parish Assessor
Colfax, Louisiana

We have compiled the accompanying balance sheet of the Grant Parish Assessor as of December 31, 2003, and the related statements of revenues, expenditures, and changes in fund balance for the year then ended, 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 financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated May 27, 2004, on the results of our agreed-upon procedures.



ROZIER, HARRINGTON, & MCKAY
Certified Public Accountants

-Members-

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GRANT PARISH ASSESSOR

Combined Balance Sheet - All Fund Types and Account Groups

December 31, 2003

	Governmental Fund Type <u>General Fund</u>	Account Group General <u>Fixed Assets</u>	Total (Memorandum Only) <u>Only</u>
Assets:			
Cash and Cash Equivalents	\$ 353,007	\$ -	\$ 353,007
Accounts Receivable	233,922	-	233,922
Property and Equipment	-	147,783	147,783
Total Assets	<u>\$ 586,929</u>	<u>\$ 147,783</u>	<u>\$ 734,712</u>
Liabilities and Fund Equity:			
Liabilities:			
Payroll Liability	<u>\$ 1,431</u>	<u>\$ -</u>	<u>\$ 1,431</u>
Total Liabilities	<u>1,431</u>	<u>-</u>	<u>1,431</u>
Fund Equity:			
Investment in General Fixed Assets	-	147,783	147,783
Unreserved Fund Balance	<u>585,498</u>	<u>-</u>	<u>585,498</u>
Total Fund Equity	<u>585,498</u>	<u>147,783</u>	<u>733,281</u>
Total Liabilities & Fund Equity	<u>\$ 586,929</u>	<u>\$ 147,783</u>	<u>\$ 734,712</u>

See the accompanying accountants' report.

GRANT PARISH ASSESSOR

Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Fund Types
December 31, 2003

	<u>General Fund</u>
<u>Revenues:</u>	
Ad Valorem Taxes	\$ 226,823
State Revenue Sharing	29,748
Interest	8,604
Other	<u>4,476</u>
 Total Revenues	 <u>269,651</u>
 <u>Expenditures:</u>	
Salaries, Payroll Taxes and Benefits	282,338
Operating Services	19,800
Travel and Other	2,662
Capital Expenditures	<u>-</u>
 Total Expenditures	 <u>304,800</u>
 Excess (Deficiency) of Revenues Over Expenditures	 (35,149)
 Fund Balance at Beginning of Year	 <u>620,647</u>
 Fund Balance at End of Year	 <u>\$ 585,498</u>

See the accompanying accountants' report.

GRANT PARISH ASSESSOR

Statement of Revenue, Expenditures and Changes in Fund Balance
Budget (GAAP Basis) and Actual
For the Year Ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<u>Revenues:</u>			
Ad Valorem Taxes	\$ 225,000	\$ 226,823	\$ 1,823
State Revenue Sharing	28,000	29,748	1,748
Interest	8,500	8,604	104
Other	2,000	4,476	2,476
Total Revenues	<u>263,500</u>	<u>269,651</u>	<u>6,151</u>
<u>Expenditures:</u>			
Salaries, Payroll Taxes and Benefits	285,000	282,338	2,662
Operating Services	28,000	19,800	8,200
Materials and Supplies	3,000	-	3,000
Travel and Other	4,500	2,662	1,838
Capital Expenditures	-	-	-
Total Expenditures	<u>320,500</u>	<u>304,800</u>	<u>15,700</u>
Excess (Deficiency) of Revenues Over Expenditures	(57,000)	(35,149)	21,851
Fund Balance at Beginning of Year	<u>620,647</u>	<u>620,647</u>	-
Fund Balance at End of Year	<u>\$ 563,647</u>	<u>\$ 585,498</u>	<u>\$ 21,851</u>

See the accompanying accountants' report.

Grant Parish Assessor

Notes to Financial Statements

December 31, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICES

The Assessor is elected by the voters of Grant Parish and serves a four year term. The Assessor's Office assesses real and movable property in the parish based on conditions that exist at January 1st of each year. The Assessor's Office prepares its financial statements in accordance with standards established by the Governmental Accounting Standards Board (GASB).

Reporting Entity

The assessor is an independently elected official; however, the assessor is fiscally dependent on the Grant Parish Police Jury. The police jury maintains and operates the parish courthouse in which the assessor's office is located and provides funds for equipment and furniture of the assessor's office. In addition, the police jury's general purpose financial statements would be incomplete or misleading *without inclusion of the assessor*. For these reasons, the assessor was determined to be a component unit of the Grant 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 compromise the financial reporting entity.

Fund Accounting

The accounts of the Assessor's Office are organized on the basis of a fund (General Fund) and an account group (General Fixed Assets). The operations of the General Fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. The General Fund is the general operating fund of the Assessor's Office and accounts for all financial resources.

Basis Of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The general fund utilizes the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Revenue is considered available if it is collected within 60 days of year end. Expenditures are recognized when the related fund liability is incurred, except for principal and interest on long-term debt, which is recognized in the period payment becomes due.

Compensated Absences:

Personnel policy adopted by the Assessor does not allow employees to carryover material amounts of vested leave. As a result, no provision for compensated absences is included in the accompanying financial statements.

Grant Parish Assessor

Notes to Financial Statements

December 31, 2003

Cash And Cash Equivalents:

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments.

General Fixed Assets

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, based on historical cost. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost including interest.

Budgetary Practices

The Assessor prepares a annual budget for the General Fund on the modified accrual basis of accounting. Unexpended appropriations of this fund lapse at the end of each fiscal year.

Encumbrance Accounting

Purchase orders, contracts, and other commitments to engage in future expenditures are referred to as encumbrances. Since encumbrances do not represent liabilities or current expenditures, encumbrances are not reported in the accompanying financial statements.

Total Column On Combined Balance Sheet

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

2. CASH AND CASH EQUIVALENTS

Deposits are stated at cost, which approximates market. Under state law, these deposits 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.

At December 31, 2003, the Assessor's Office has \$358,652 in deposits (collected bank balance). These deposits are secured by \$200,000 in FDIC insurance coverage and pledged securities with a market value of \$337,336.

3. AD VALOREM TAXES:

The Assessor serves as the ex officio chief executive officer of a special taxing district known as an assessment district. The assessment district encompasses all of Grant Parish and is authorized by State law to levy a tax on the assessed valuation of all taxable property appearing on the tax rolls. Proceeds of the tax levy are used exclusively to fund the operation of the Assessor's Office and the

Grant Parish Assessor

Notes to Financial Statements

December 31, 2003

amount levied is governed by statute. For the year ended December 31, 2003, the Assessment District was authorized to levy 8.02 mills.

4. RISK MANAGEMENT

The Assessor's Office is exposed to various risk of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Assessor's Office insures against these risks by purchasing commercial insurance. Settled claims resulting from these risk have not exceeded insurance coverage in any of the past three fiscal years.

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets, for the year ended December 31, 2003, follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Furniture, Fixtures & Equipment	\$ 147,783	\$ ---	\$ ----	\$ 147,783
Total	\$ 147,783	\$ ---	\$ ---	\$ 147,783

6. PENSION PLAN

Plan Description. Substantially all employees of the Assessor's office 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^{1/3}% of their final-average salary for each year of credited service, not to exceed 100% 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 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.

Grant Parish Assessor

Notes to Financial Statements

December 31, 2003

Funding Policy. Plan members are required by state statute to contribute 8.0% of their annual covered salary and the Assessor is required to contribute at an actuarially determined rate. Contributions to the System also include one-fourth of 1% (1% 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 Assessor are established and may be amended by state statute. As provided by R.S. 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.

ROZIER, HARRINGTON & MCKAY

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May 27, 2004

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Richard M. Newton
Grant Parish Assessor
Colfax, 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 Grant Parish Assessor and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Grant Parish Assessor's compliance with certain laws and regulations during the year ended December 31, 2003, included in the *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 material and supplies exceeding \$7,500, 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).

During the year, there were no expenditures meeting the scope of the public bid law.

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 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.

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Management provided us with all payroll records.

4. Determine whether any of those employees included in the records 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 in agreed-upon procedure (3) appeared on the reports 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 budget.

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

Not Applicable:

The Grant Parish Assessor is an independently elected official; therefore, no meetings or minutes are necessary to adopt the budget.

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

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Unfavorable variances did not exceed five percent (5%).

ACCOUNTING AND REPORTING

8. Randomly select six 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 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.

All of the payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

Grant Parish Assessor
May 27, 2004

Inspection of documentation supporting each of the six selected disbursements indicated that each check was signed by the proper official. No further approval was required.

MEETINGS

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

Not Applicable:

The Grant Parish Assessor is an independently elected official; therefore, no meetings are required.

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 the cash receipts journal 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 and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, 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.

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 Grant Parish Assessor 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.



ROZIER, HARRINGTON & MCKAY
CERTIFIED PUBLIC ACCOUNTANTS

**GRANT PARISH ASSESSOR
MANAGEMENT'S CORRECTIVE ACTION PLAN**

For the Year Ended December 31, 2003

<u>SECTION I</u> COMPILED REPORT	
N/A – No findings of this nature were reported.	Response – N/A
SECTION II ATTESTATION REPORT	
N/A – No findings of this nature were reported.	Response – N/A
SECTION III MANAGEMENT LETTER	
N/A – No findings of this nature were reported.	Response – N/A

**GRANT PARISH ASSESSOR
SCHEDULE OF PRIOR YEAR FINDINGS**

For the Year Ended December 31, 2003

SECTION I COMPILATION REPORT	
N/A – No findings of this nature were reported.	Response – N/A
SECTION II ATTESTATION REPORT	
N/A – No findings of this nature were reported.	Response – N/A
SECTION III MANAGEMENT LETTER	
N/A – No findings of this nature were reported.	Response – N/A

LOUISIANA ATTESTATION QUESTIONNAIRE
FOR THE YEAR ENDED DECEMBER 31, 2003

Appendix

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

_____ (Date Transmitted)

Rozier, Harrington & McKay
Post Office Box 12178
Alexandria, Louisiana 71315

In connection with your compilation of our financial statements as of **December 31, 2003** 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 the date transmitted as presented above.

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 [] 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 [] 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 [] 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 [] 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 [] No []

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

Yes [] No []

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

Yes [] No []

Meetings

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

Yes [] 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 [] 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 [] 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.



Assessor

4-26-2004 Date