

**RED RIVER PARISH ASSESSOR
COUSHATTA, LOUISIANA**

**ANNUAL FINANCIAL REPORT
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 10-16-04

Red River Parish Assessor
Coushatta, Louisiana

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ACCOUNTANTS' COMPILATION REPORT ON THE FINANCIAL STATEMENTS

Red River Parish Assessor
P. O. Box 509
Coushatta, LA 71019

We have compiled the accompanying financial statements of the governmental activities and major fund information of the Red River Parish Assessor, a component unit of the Red River Parish Police Jury, as of and for the year ended December 31, 2003, which collectively comprise the Assessor's basic financial statements as listed in the Table of Contents, 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.

The Management's Discussion and Analysis and budgetary comparison information on pages 2 through 5 and 24 through 26, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have compiled the supplementary information from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated March 23, 2004, on the results of our agreed-upon procedures.

Johnson, Thomas & Cunningham
Johnson, Thomas & Cunningham, CPA's

March 23, 2004
Natchitoches, Louisiana

RED RIVER PARISH ASSESSOR

**P. O. Box 509
Coushatta, LA 71019**

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34. As this is the first year the Assessor will be reporting under the new model, certain comparative information with the previous year, which is by design included in this model, will not be presented in the analysis, as permitted by GASB No. 34 with respect to first year reporting.

Financial Highlights

This annual report consists of a series of new financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Assessor as a whole and presents longer-term view of the Assessor's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending. The Assessor is a component unit of the Red River Police Jury. Its operations are conducted through a general fund.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Assets

ASSETS:

Assets	\$649,553
Capital assets, net of accumulated depreciation	<u>16,073</u>
Total Assets	<u>\$665,626</u>

LIABILITIES:

Payables	\$ <u>29,386</u>
Total Liabilities	\$ <u>29,386</u>

NET ASSETS \$636,240

NET ASSETS:

Investment in capital assets, net of related debt	\$ 16,073
Unrestricted net assets	<u>620,167</u>
NET ASSETS	<u>\$636,240</u>

Summary of Statement of Activities

REVENUES:

General Revenues:

Assessor compensation	\$214,390
Other	<u>12,638</u>
Total Revenues	<u>\$227,028</u>

EXPENSES:

Operating Services	\$ 27,255
General and Administration	258,469
Depreciation Expense	1,065
Travel and Other	<u>10,532</u>
Total Expenses	<u>\$297,321</u>
Change in Net Assets	<u>\$ (70,293)</u>

- The Parish Assessor's assets exceeded its liabilities by \$636,240 (net assets) for the year.
- Unreserved net assets of \$620,167 represents the portion available to maintain the Parish Assessor's obligation to both citizens and creditors.

General Fund Budgetary Highlights

The actual revenues were \$5,472 below the budgeted amount for the year. This was a result of decreased earnings on investments. Actual expenses were over the budgeted amount by \$17,252. The majority (\$14,464) was for computer equipment purchased late in the year.

Economic Factors And Next Year's Budget

The primary source of revenue for the Assessor's office is based on a proportionate share of the taxes levied by the different taxing bodies of the parish. In the short-term, this type of tax is not subject to the changes in the economy. However, in the long-term, significant increases/decreases in the tax base would be evident. The value of the Parishes' taxable property is not increasing as is evident in some of the surrounding parishes. The cost associated with maintaining a contemporary computer system and the rising cost of health and retirement benefits are contributing factors that may affect the Assessor's budget. However, the budget for FY 2004 should not change significantly from the FY 2003 budget.

Contacting The Assessor

This financial report is designed to provide our citizens, taxpayers and creditors with general overview of the Assessor's finances and to show the Assessor's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to Becky Craig at P. O. Box 509, Coushatta, LA 71019.

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

Red River Parish Assessor
Statement of Net Assets
December 31, 2003

	<u>Governmental Activities</u>
ASSETS:	
Current Assets:	
Cash & Cash Equivalents	\$648,545
Net Receivables	<u>1,008</u>
Total Current Assets	<u>\$649,553</u>
Non-current Assets:	
Net Capital Assets	\$ <u>16,073</u>
Total Non-current Assets	\$ <u>16,073</u>
Total Assets	<u>\$665,626</u>
LIABILITIES:	
Current Liabilities:	
Accounts Payable	\$ 26,753
Payroll Liabilities	<u>2,633</u>
Total Current Liabilities	<u>\$ 29,386</u>
NET ASSETS:	
Invested in Capital Assets	\$ 16,073
Unrestricted	<u>620,167</u>
Total Net Assets	<u>\$636,240</u>
Total Liabilities and Net Assets	<u>\$665,626</u>

See accountant's compilation report and notes to financial statements.

Red River Parish Assessor
Statement of Activities
December 31, 2003

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges</u>	<u>Operating Grants</u>	<u>Revenue and Changes</u>
		<u>for</u>	<u>and</u>	<u>in Net Assets</u>
		<u>Services</u>	<u>Contributions</u>	<u>Government Activities</u>
Governmental Activities:				
General Governmental-				
Personal Services	\$251,280	\$0	\$0	\$(251,280)
Operating Services	27,255	0	0	(27,255)
Materials & Supplies	7,189	0	0	(7,189)
Travel & Other Charges	10,532	0	0	(10,532)
Depreciation	<u>1,065</u>	<u>0</u>	<u>0</u>	<u>(1,065)</u>
 Total Governmental Activities	 <u>\$297,321</u>	 <u>\$0</u>	 <u>\$0</u>	 <u>\$(297,321)</u>
 General Revenues:				
				\$ 214,390
Taxing Bodies Per La. R. S. 47:1907-1908				<u>12,638</u>
Interest & Miscellaneous				
 Total General Revenues				 <u>\$ 227,028</u>
 Change in Net Assets				 \$ (70,293)
 Net Assets January 1, 2003 (Restated, see Note G)				 <u>706,533</u>
 Net Assets December 31, 2003				 <u>\$ 636,240</u>

See accountant's compilation report and notes to financial statements.

FUND FINANCIAL STATEMENTS (FFS)

Red River Parish Assessor
Balance Sheet-Governmental Fund
December 31, 2003

Assets:

Cash	\$648,545
Net Receivables	<u>1,008</u>
Total Assets	<u>\$649,553</u>

Liabilities:

Accounts Payable	\$ 26,753
Payroll Liabilities	<u>2,633</u>
Total Liabilities	\$ 29,386

Fund Balance:

Unreserved	<u>620,167</u>
Total Liabilities and Fund Balance	<u>\$649,553</u>

See accountant's compilation report and notes to financial statements.

Red River Parish Assessor
Reconciliation of the Governmental Fund
Balance Sheet to the Statement of Net Assets
December 31, 2003

Total Fund Balance for the Governmental Fund at December 31, 2003	\$620,167
Total Net Assets reported for Governmental Activities in the Statement of Net Assets is different because:	
Capital Assets used in Governmental Activities are not financial resources and, therefore, are not reported in the fund. Those assets consist of:	
Equipment, Furniture, and Fixtures, Net of Accumulated Depreciation	<u>16,073</u>
Total Assets of Governmental Activities at December 31, 2003	<u>\$636,240</u>

See accountant's compilation report and notes to financial statements.

Red River Parish Assessor
Statement of Revenues, Expenditures, and Changes in Fund Balance-
Governmental Fund
Year Ended December 31, 2003

	<u>Governmental Fund Type</u> <u>General Fund</u> <u>2003</u>
REVENUES:	
Intergovernmental	\$214,390
Miscellaneous	<u>12,638</u>
Total Revenues	<u>\$227,028</u>
EXPENDITURES:	
Current-	
Personal Services	\$251,280
Operating Services	27,255
Materials & Supplies	7,189
Travel & Other Charges	10,532
Capital Expenditures	<u>14,464</u>
Total Expenditures	<u>\$310,720</u>
Excess of Revenues Over Expenditures	\$ (83,692)
Fund Balance-Beginning of Year	<u>703,859</u>
Fund Balance-End of Year	<u>\$620,167</u>

See accountant's compilation report and notes to financial statements.

Red River Parish Assessor
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
for the Year Ended December 31, 2003

Total Net Change in Fund Balance at December 31, 2003 per Statement of Revenues, Expenditures and Changes in Fund Balance	\$(83,692)
The Change in Net Assets reported for Governmental Activities in the Statement of Activities is different because:	
ADD: Capital Outlay cost which are considered expenditures on Statement of Revenues, Expenditures and Changes in Fund Balances,	14,464
LESS: Depreciation expense for the year ended December 31, 2003	<u>(1,065)</u>
Total changes in Net Assets at December 31, 2003 per Statement of Activities	<u>\$(70,293)</u>

See accountant's compilation report and notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

Red River Parish Assessor
Notes to Financial Statements
December 31, 2003

1. Introduction:

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, Assessors are elected by the voters of each parish and serve terms of four years. The Assessors assess property, prepare tax rolls, and submit rolls to the Louisiana Tax Assessor.

The Assessor's office is located in the Red River Parish Courthouse in Coushatta, Louisiana. The Assessor employs 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 Assessor 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 collecting and distributing taxes to the various taxing bodies.

2. Summary of Significant Accounting Policies:

The accompanying financial statements of Red River Parish Assessor 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.

A. Reporting Entity-

As the governing authority of the parish, for reporting purposes, the Red River Parish Police Jury is the financial reporting entity for Red River 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 Statement No. 14 established criteria for determining which component units should be considered part of the Red River Parish Police Jury for financial reporting purposes. The basic criterion 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
 - 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.

Red River Parish Assessor
Notes to Financial Statements
December 31, 2003

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 of the significance of the relationship.

Since the Assessor is fiscally dependent on the Police Jury, the Assessor has been determined to be a component unit of the Red River Parish Police Jury. 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 reporting entity.

B. Basis of Presentation-

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

C. Fund Accounting-

The accounts of the Assessor are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

Red River Parish Assessor
Notes to Financial Statements
December 31, 2003

The Assessor maintains only one fund. It is categorized as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the Assessor is described below:

Governmental Fund-

General Fund

The General Fund is the general operating fund of the Assessor. It is used to account for all financial resources except those required to be accounted for in another fund.

D. Measurement Focus/Basis of Accounting-

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus-

On the Government-Wide Statement of Net Assets and the Statement of Activities, governmental activities are presented using the economic resources measurement focus as defined in item b. below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement is used as appropriate.

- a. The governmental fund utilizes a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on the balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Red River Parish Assessor
Notes to Financial Statements
December 31, 2003

- b. The government-wide financial statement utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost of recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net assets.

Basis of Accounting-

In the government-wide Statement of Assets and Statement of Activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic assets used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

E. Assets, Liabilities And Equity-

Cash and Interest-Bearing Deposits-

For purposes of the Statement of Net Assets, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of the Assessor.

Capital Assets-

Capital assets, which include property, plant and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Red River Parish Assessor
Notes to Financial Statements
December 31, 2003

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Furniture, fixtures and equipment	5-10 years
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Compensated absences-

Employees of the Red River Parish Assessor do not accrue or "carry forward" any type of leave from year to year. Therefore, no entry is made to record compensated absences.

Equity Classification-

In the government-wide statements, equity is classified as net assets and displayed in three components:

- a. Invested in capital assets, net of related debt—Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets—Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net assets—All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt".

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

F. Budget-

Prior to the beginning of each fiscal year, the Red River Parish Assessor adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

Red River Parish Assessor
Notes to Financial Statements
December 31, 2003

G. Changes in Accounting Principles-

For the year ended December 31, 2003, the Assessor has implemented GASB Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. GASB No. 34 creates new basic financial statements for reporting on the Assessor's financial activities. The financial statements now include government-wide financial statements prepared on the accrual basis of accounting, and fund financial statements which present information for individual major funds rather than by fund type which has been the mode of presentation in previously issued financial statements.

The implementation of GASB No. 34 caused the opening fund balance at December 31, 2002 to be restated in terms of "net assets" as follows:

Total fund balance-Governmental Fund at December 31, 2002		\$703,859
Add: Cost of capital assets at December 31, 2002	\$ 49,194	
Less: Accumulated Depreciation At December 31, 2002	(46,520)	<u>2,674</u>
Net Assets at December 31, 2002		<u>\$706,533</u>

H. Cash And Cash Equivalents-

For reporting purposes, cash and cash equivalents include cash, demand deposits, time deposits, and certificates of deposit. At December 31, 2003, the Red River Parish Assessor has cash and cash equivalents (collected bank balances) totaling \$648,720. Cash and cash equivalents 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 bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These pledged securities are held in the name of the pledging bank in a holding or custodial bank in the form of safekeeping receipts held by the Assessor. The deposits at December 31, 2003 were secured as follows:

Demand Deposits	\$ 23,720
Time Deposits	<u>625,000</u>
Total	<u>\$648,720</u>

Red River Parish Assessor
Notes to Financial Statements
December 31, 2003

Federal Deposit Insurance	\$ 23,720
Pledged Securities (Category 3)	<u>625,000</u>
Total	<u>\$648,720</u>

Even though the pledged securities are considered uncollateralized (Category 3), 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 has failed to pay deposited funds upon demand.

I. Capital Assets-

Capital asset balances and activity for the year ended December 31, 2003 is as follows:

Governmental Activities	Balance <u>01-01-03</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>12-31-03</u>
Capital Assets:				
Equipment, Furniture, and Fixtures	\$49,194	\$14,464	\$0	\$63,658
Less, accumulated depreciation:				
Equipment, Furniture, and Fixtures	<u>46,520</u>	<u>1,065</u>	<u>0</u>	<u>47,585</u>
Net Capital Assets	<u>\$ 2,674</u>	<u>\$13,399</u>	<u>\$0</u>	<u>\$16,073</u>

Depreciation expense of \$1,065 was charged to the general government function.

J. Employee Retirement System-

Substantially all employees of the Red River Parish Assessor's office are members of the Louisiana Assessor's 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

Red River Parish Assessor
Notes to Financial Statements
December 31, 2003

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, P. O. Box 1786, Shreveport, Louisiana, 71166-1786, or by calling (318) 425-4446.

Funding Policy. Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the Red River Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 14.0 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one percent 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 Red River 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 Red River Parish Assessor's contributions to the System for the years ending December 31, 2003, 2002, and 2001, were \$24,482, \$17,528, and \$10,192, respectively, equal to the required contributions for each year.

K. Expenses Paid by the Red River Parish Police Jury-

Certain expenses of the Assessor's office are paid by the Red River Parish Police Jury. In addition to furnishing the building where the Assessor's office is located, the Police Jury pays all utility bills, most insurance, and furnishes some of the equipment in the Assessor's office.

L. Leases-

The Red River Parish Assessor is a party to an operating lease of a vehicle through GMAC. The terms of the lease call for a security deposit of \$575.00 and payments of \$567.62 for 30 months with payments beginning May 2002.

**OTHER REQUIRED
SUPPLEMENTARY INFORMATION**

Red River Parish Assessor
Statement of Revenues, Expenditures and Changes in Fund Balance-
Budget (GAAP Basis) and Actual-
Governmental Fund Type
General Fund
Year Ended December 31, 2003

	2003			Variance Favorable (Unfavorable)
	Budget		Actual	
	Original	Final		
REVENUES:				
Intergovernmental-				
Assessor's Compensation	\$206,900	\$206,900	\$214,390	\$ 7,490
Interest	<u>25,600</u>	<u>25,600</u>	<u>12,638</u>	<u>(12,962)</u>
Total Revenues	<u>\$232,500</u>	<u>\$232,500</u>	<u>\$227,028</u>	<u>\$ (5,472)</u>
EXPENDITURES:				
General Government:				
Personnel Services-				
Assessor Expense Allowance	\$ 7,490	\$ 7,490	\$ 8,239	\$ (749)
Salaries	164,900	164,900	171,478	(6,578)
Retirement	25,000	25,000	24,482	518
Insurance	50,000	50,000	45,489	4,511
Medicare	1,500	1,500	1,159	341
Social Security	<u>200</u>	<u>200</u>	<u>433</u>	<u>(233)</u>
Total Expenditures	<u>\$249,090</u>	<u>\$249,090</u>	<u>\$251,280</u>	<u>\$ (2,190)</u>
Operating Services-				
Insurance, Surety Bond	\$ 1,100	\$ 1,100	\$ 2,301	\$ (1,201)
Dues and Subscriptions	2,350	2,350	1,987	363
Vehicle	5,000	5,000	0	5,000
Postage	500	500	528	(28)
Telephone	2,500	2,500	2,195	305
Maintenance of Equipment	8,900	8,900	7,835	1,065
Professional Services	6,000	6,000	5,597	403
Leases	<u>7,000</u>	<u>7,000</u>	<u>6,812</u>	<u>188</u>
Total Operating Services	<u>\$ 33,350</u>	<u>\$ 33,350</u>	<u>\$ 27,255</u>	<u>\$ 6,095</u>
Materials and Supplies-				
Office Supplies	\$ 6,000	\$ 6,000	\$ 7,189	\$ (1,189)
Total Materials and Supplies	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 7,189</u>	<u>\$ (1,189)</u>
Travel and Other Charges-				
Travel	\$ 2,500	\$ 2,500	\$ 3,470	\$ (970)
Other	<u>7,000</u>	<u>7,000</u>	<u>7,062</u>	<u>(62)</u>
Total Travel and Other Charges	<u>\$ 9,500</u>	<u>\$ 9,500</u>	<u>\$ 10,532</u>	<u>\$ (1,032)</u>
Capital Outlay-				
Capital Outlay-Computer Equipment	\$ 1,000	\$ 1,000	\$ 14,464	\$(13,464)
Total Capital Outlay	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 14,464</u>	<u>\$(13,464)</u>
Total Expenditures	<u>\$298,940</u>	<u>\$298,940</u>	<u>\$310,720</u>	<u>\$(11,780)</u>

Continued next page

Red River Parish Assessor
 Governmental Fund Type-General Fund
 Statement of Revenues, Expenditures and Changes in Fund Balance-
 Budget (GAAP Basis) and Actual-
 Governmental Fund Type
 General Fund
 Year Ended December 31, 2003
 With Comparative Amounts from Year Ended December 31, 2002
 (Continued)

	2003			Variance Favorable (Unfavorable)
	Budget		Actual	
	<u>Original</u>	<u>Final</u>		
Excess (Deficiency) of Revenues Over Expenditures	\$ (66,440)	\$ (66,440)	\$ (83,692)	\$(17,252)
Fund Balance-Beginning of Year	<u>703,859</u>	<u>703,859</u>	<u>703,859</u>	<u>0</u>
Fund Balance-End of Year	<u>\$637,419</u>	<u>\$637,419</u>	<u>\$620,167</u>	<u>\$(17,252)</u>

Johnson, Thomas & Cunningham

Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1962-1996)

Mark D. Thomas, CPA – A Professional Corporation
Roger M. Cunningham, CPA – A Professional Corporation

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Red River Parish Assessor
P. O. Box 509
Coushatta, LA 71019

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Red River Parish Assessor and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Red River Parish Assessor's compliance with certain laws and regulations during the year ended December 31, 2003 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 material 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 capital expenditures exceeding the above dollar amounts.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members 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 procedures (3) were also included on the listing obtained from management in agreed-upon procedures (2) as immediate family members.

Upon review, we found no instances that would fall under the above circumstances.

BUDGETING

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget.

6. Trace the budget adoption to the minute book.

The Assessor signed the approved budget, and it was published in the local newspaper.

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. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

ACCOUNTING AND REPORTING

8. Randomly select 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 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:

Each disbursement appeared to be coded correctly.

- (c) determine whether payments received approval from proper authorities:

Inspection of supporting documentation showed written approval.

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.

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 any other indebtedness which have not been approved by the State Bond Assessor.

We inspected copies of all bank deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds or other 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.

Upon review, we found no additional payments to employees which would constitute a violation of the above procedure.

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 Red River 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.

Johnson, Thomas & Cunningham

Johnson, Thomas & Cunningham, CPA's

March 23, 2004

Natchitoches, Louisiana

RED RIVER PARISH ASSESSOR

LOUISIANA ATTESTATION QUESTIONNAIRE

Johnson, Thomas & Cunningham, CPA's
321 Bienville Street
Natchitoches, LA 71457

In connection with your compilation of our financial statements as of December 31, 2003 and for the period 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 regulations 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 December 31, 2003.

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 39:43.

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, 33:453, 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 47:1410.60.

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 72-729.

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.*

Assessor Becky Craig Date December 31, 2003

Note - Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contact with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.