

BEAUREGARD PARISH ASSESSOR
DeRidder, Louisiana

Notes to the Financial Statements
As of and For the Year Ended December 31, 1997

I. 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 four-year term. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation. 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.

The assessor's office is located in the Beauregard Parish Courthouse in DeRidder, Louisiana. The assessor employs seven deputies. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 1997, there are 18,635 real and movable property assessment listings totaling \$61,491,383 and \$78,135,208 respectively. This represents an increase of 345 assessment listings. The total assessed valuation increased by \$7,194,894.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Beauregard Parish Police Jury is the financial reporting entity for Beauregard 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 established criteria for determining which component units should be considered part of the Beauregard 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:

BLAUSIEGARD PARISH ASSessor
 De Ridder, 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, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u> <u>FAVORABLE</u> <u>(UNFAVORABLE)</u>
REVENUES			
Taxes - ad valorem	\$201,000	\$207,953	\$6,953
Intergovernmental revenue - state revenue sharing	25,400	24,777	(623)
Use of money and property - interest earnings	30,000	29,529	(471)
Other income - preparing tax rolls, etc.	<u>2,581</u>	<u>2,528</u>	<u>(53)</u>
Total revenues	<u>259,981</u>	<u>264,787</u>	<u>4,806</u>
EXPENDITURES			
General government - taxation:			
Personal services and related benefits	381,000	384,280	3,280
Operating services	27,800	25,436	2,364
Materials and supplies	21,000	25,357	(4,357)
Travel and other charges	16,500	18,424	(1,924)
Capital outlay	<u>45,000</u>	<u>25,222</u>	<u>19,777</u>
Total expenditures	<u>491,300</u>	<u>478,720</u>	<u>12,580</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(231,319)	(183,940)	14,364
FUND BALANCE AT BEGINNING OF YEAR	<u>596,548</u>	<u>586,248</u>	
FUND BALANCE AT END OF YEAR	<u>\$365,229</u>	<u>\$402,308</u>	<u>\$37,079</u>

The accompanying notes are an integral part of this statement.

NEAUBURGARD PARISH ASSessor
DeRidder, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 1997

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FUND ASSETS	TOTAL MEMORANDUM (000's)
ASSETS			
Cash and cash equivalents	\$585,474		\$585,474
Receivables	207,706		207,706
Office furnishings and equipment		102,731	102,731
TOTAL ASSETS	\$793,180	\$102,731	\$895,911
LIABILITIES AND FUND EQUITY			
Liabilities - accounts payable	\$576	NONE	\$576
Fund Equity:			
Investment in general fixed assets		\$102,731	102,731
Fund balance - unreserved - undesignated	792,604		792,604
Total Fund Equity	792,604	102,731	895,335
TOTAL LIABILITIES AND FUND EQUITY	\$793,180	\$102,731	\$895,911

The accompanying notes are an integral part of this statement.

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**



Independent Auditor's Report

HONORABLE NORRIS L. CUDD, CLU
BOAUREGARD PARISH ASSESSOR
DeRidder, Louisiana

I have audited the general purpose financial statements of the Boeauregard Parish Assessor, a component unit of the Boeauregard Parish Police Jury, as of December 31, 1997, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Boeauregard 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. These 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 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 the Boeauregard Parish Assessor as of December 31, 1997, 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 23, 1998 on my consideration of the Boeauregard Parish Assessor's internal control structure and a report dated January 23, 1998 on its compliance with laws and regulations.


West Monroe, Louisiana
January 23, 1998

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BEAUREGARD PARISH ASSessor
Bossieres, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1997

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**BEAUREGARD PARISH ASSESSOR
Bossier, Louisiana**

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1997**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the council, or trustees, civilly 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.

Electronic Copy 2-1-98

**VERNON R
COON**
LEGISLATIVE AUDITOR

BEAUBOIS PARISH ASSESSOR
DeRidder, Louisiana
Independent Auditor's Report
on Compliance, Etc.
December 31, 1997

This report is intended for the information of the Beaubois Parish Assessor. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana
January 23, 1998



**Independent Auditor's Report on
Compliance With Laws and Regulations**

HONORABLE ROBBY L. CLINE, CPA
MEMBER/CLERK/PARISH ASSESSOR
DeKalb, Louisiana

I have audited the general purpose financial statements of the Beauregard Parish Assessor, a component unit of the Beauregard Parish Police Jury, as of December 31, 1997, and for the year then ended, and have issued my report thereon dated January 23, 1998.

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 Louisiana Government Audit Guide, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide 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 and regulations applicable to the Beauregard Parish Assessor is the responsibility of the Beauregard Parish Assessor's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Beauregard Parish Assessor's compliance with certain provisions of laws and regulations. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. 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.

HONORARY MEMBER
INSTITUTE OF MANAGED
PUBLIC ACCOUNTANTS

SOCIETY OF ACCOUNTANTS
MANAGED PUBLIC
ACCOUNTANTS

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BOURGEOIS PARISH ASSESSOR

DeRidder, Louisiana
Independent Auditor's Report on
Internal Control Structure
December 31, 1997

In planning and performing my audit of the general purpose financial statements of the Bourgoyne Parish Assessor for the year ended December 31, 1997, I obtained an understanding of the internal control structure. With respect to the internal control structure, 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 in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

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 one or more of the 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 within 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 the Bourgoyne Parish Assessor. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana
January 23, 1998



**Independent Auditor's Report
on Internal Control Structure**

**BEAUREGARD PARISH
ASSOCIATE COMMISSIONER
PUBLIC ACCOUNTANTS**

**BEAUREGARD PARISH
ASSOCIATE PUBLIC
ACCOUNTANTS**

**BEAUREGARD PARISH
ASSOCIATE
ACCOUNTANTS**

**BEAUREGARD PARISH
ASSOCIATE
ACCOUNTANTS, BEAUREGARD
AND MONROE, LOUISIANA**

**HOWARD, ROBERT L. CUBBS, CPA
BEAUREGARD PARISH ASSOCIATE
Beauregard, Louisiana**

I have audited the general purpose financial statements of the Beaugard Parish Assessor, a component unit of the Beaugard Parish Police Jury, as of December 31, 1997, and for the year then ended, and have issued my report thereon dated January 23, 1998.

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.

The management of Beaugard Parish Assessor is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not 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 general purpose 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.

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FOR LOUISIANA**

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

The following independent auditor's reports on internal control and compliance are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Code*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Beauregard Parish Assessor

DeHidde, Louisiana

Notes to the Financial Statements (Continued)

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 71165-1786, or by calling (518) 425-4446.

Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the Beauregard Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75 percent of annual covered payroll. Contributions to the System also include one-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 Beauregard Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:1003, 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 Beauregard Parish Assessor's contributions to the System for the years ending December 31, 1997, 1996, and 1995, were \$16,392, \$14,349, and \$14,307, respectively, equal to the required contributions for each year.

6. LITIGATION AND CLAIMS

At December 31, 1997, the Beauregard 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 Beauregard Parish Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:6713, is paid by the Beauregard Parish Police Jury.

Bourgeois Parish Assessor
De Ridder, Louisiana

Notes to the Financial Statements (Continued)

3. RECEIVABLES

The General Fund receivables of \$207,706 at December 31, 1997, are as follows:

Class of Receivables	
Ad valorem taxes	\$191,666
State revenue sharing	16,040
Total	\$207,706

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings follows:

Balance at January 1, 1997	\$98,768
Additions	15,323
Deletions	(21,260)
Balance at December 31, 1997	<u>\$92,831</u>

5. PENSION PLAN

Substantially all employees of the Bourgeois Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a multiple-employer (cost-sharing), defined benefit 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 deriving 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 60 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 5 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 fewer 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 benefits accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

G. EMERGENCY AND VACATION LEAVE

Employees of the assessor's office earn six days of emergency leave each year. Emergency leave is used for personal illness, family illness, and other personal problems. Unused emergency leave in the current year converts to vacation leave in the following year. Employees are not paid for unused emergency leave upon resignation or retirement. In addition to unused emergency leave, employees of the assessor's office earn vacation leave at varying rates, depending on their length of service. Vacation leave is not cumulative from year to year, and employees are not paid for unused vacation leave upon resignation or retirement. As December 31, 1997, there are no accumulated and vested benefits relating to emergency and vacation leave which require accrual or disclosure.

H. 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 1997 assessed valuation (amounts expressed in thousands):

	Assessed Valuation	
	Amount	Percent of Total
Beine Cascade	\$32,197	22.98%
Central Louisiana Electric	4,618	3.28%
Bienville Electric	2,925	2.11%
Beine Southern	2,743	1.93%
BellSouth Telecommunications	2,732	1.94%
Transcontinental Gas Pipeline	2,602	1.83%
Texas Eastern Transmission	2,541	1.81%
Tangipahoa Forest Products	2,282	1.61%
Franklin Gas Company	2,255	1.60%
Ampco Corporation	<u>3,067</u>	<u>1.47%</u>
Total	<u>\$146,982</u>	<u>100.00%</u>

F. CASH AND CASH EQUIVALENTS

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, 1997, the assessor has cash and cash equivalents totaling \$585,474, as follows:

Demand deposits	\$85,474
Time deposits	<u>500,000</u>
Total	<u>\$585,474</u>

These deposits are stated at cost, which approximates market. Under state law, time deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

Cash and cash equivalents (bank balances) at December 31, 1997, are secured as follows:

Bank balances	\$295,491
Federal deposit insurance	\$295,491
Pledged securities (uncollateralized)	<u>1,195,897</u>
Total	<u>\$1,488,338</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 (20,106); however, Louisiana Revised Statute 39:1219 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.

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls are recorded in the year prepared. Interest income on time deposits is recorded when the time deposits have matured. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, 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 expenditures. 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 statements include the original adopted budget amounts.

Ecouteau Parish Assessor
DeRidder, Louisiana
Notes to the Financial Statements (Continued)

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 the use of only governmental funds (General Fund). All valuer's tax revenue authorized by Act 534 of 1988 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. Fiscal assets provided by the police jury are not recorded in the general fixed assets account group. Approximately 7 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 93 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. The account group is not a fund. It is concerned only with the measurement of financial position and does not involve measurement of results of operations. The assessor has no long-term debt at December 31, 1997.

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 used) 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 measurable 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:

**Bossiergard Parish Assessor
DeRidder, Louisiana**

Notes to the Financial Statements (Continued)

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.
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 Bossiergard 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 governmental services provided by the police jury, or the other governmental units that comprise the financial reporting entity.

II. 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 fund 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.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are