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Release Date: 5/15/98

NATHAN J. BONIMA
Certified Public Accountant

ST. TAMMANY PARISH ASSOCIATION
Covington, Louisiana
General Purpose Financial
Statements and Auditor's Report
As of and for the Year Ended
December 31, 1997

CONTENTS

	<u>Statement</u>	<u>Page No.</u>
Independent Auditor's Report		i
General Purpose Financial Statements:		
Balance Sheet - All Fund Types and Account Groups	A	3
Governmental Fund - General Fund:		
Statement of Revenues, Expenditures, and Changes in Fund Balance	B	4
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual	C	5
Notes to the Financial Statements		7
Supplemental Information Schedule:		
Summary Schedule of Prior Audit Findings and Corrective Action Plan for Current Year Audit Findings		18
Other Report Required by Government Auditing Standards:		
Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards		29

INDEPENDENT AUDITOR'S REPORT

Honorable Patricia Schwarz Core
St. Tammany Parish Assessor
A Component Unit of the
St. Tammany Parish Police Jury
Covington, Louisiana

I have audited the accompanying general purpose financial statements of the St. Tammany Parish Assessor, a component unit of the St. Tammany Parish Police Jury, as of and for the year then ended December 31, 1987, as listed in the table of contents. These general purpose financial statements are the responsibility of the St. Tammany Parish Assessor. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards contained in the Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the St. Tammany Parish Assessor as of December 31, 1987, and the results of its 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 June 3, 1988, on my consideration of the St. Tammany Parish Assessor's compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards. This report is presented separately after the notes to the financial statements of this audit report.


Keith J. Royce
Certified Public Accountant

June 3, 1988

ORIGINAL PERSONS FINANCIAL STATEMENTS

ST. TAMMANY PARISH ASSOCIATION
 Covington, Louisiana
 Governmental Fund Type - General Fund
 Balance Sheet
 December 31, 1997

Statement A

	Governmental Fund - General Fund	Account Group - General Fixed Assets	Total (Memorandum Only)
ASSETS			
Cash and cash equivalents (Note C)	\$172,277	-	\$172,277
Investments (Note D)	304,384	-	304,384
Receivables receivable:			
Ad valorem taxes in arrear allowance for uncollectible taxes of \$39,209)	1,267,763	-	1,267,763
state revenue sharing	85,818	-	85,818
Other	47,380	-	47,380
Office furnishings and equipment (Note E)	-	523,303	523,303
TOTAL ASSETS	\$1,776,624	\$523,303	\$2,300,927
LIABILITIES, EQUITY AND OTHER CREDITS			
Liabilities:			
Payroll expenses payable	\$22,848	-	\$22,848
Accounts payable	8,632	-	8,632
Total Liabilities	31,480	-	31,480
Equity and Other Credits:			
Investment in general fixed assets	-	523,303	523,303
Fund balance - unreserved- undesignated	1,745,143	-	1,745,143
Total Fund Equity	1,745,143	523,303	2,268,446
 TOTAL LIABILITIES, EQUITY AND OTHER CREDITS	 \$1,776,624	 \$523,303	 \$2,300,927

The accompanying notes are an integral part of this statement.

ST. TAMMANY PARISH ASSOCIATION
 Covington, Louisiana
 Governmental Fund Type - General Fund
 Statement of Revenues, Expenditures,
 and Changes in Fund Balance
 For the Year Ended December 31, 1997

Statement B

REVENUES	
Ad valorem taxes	\$1,384,057
State revenue sharing	88,828
Interest earnings	18,321
Other	<u>44,164</u>
Total Revenues	1,452,142
EXPENDITURES	
Salaries and related benefits	957,762
Operating services	110,886
Education	9,328
Office materials and supplies	45,348
Professional services	89,388
Travel and other related expenditures	3,178
Office rent	10,800
Capital outlay	<u>2,376</u>
Total Expenditures	1,298,732
Excess of Revenues over Expenditures	228,600
Fund Balance at Beginning of Year	1,618,362
Fund Balance at End of Year	\$1,743,362

The accompanying notes are an integral part of this statement.

ST. TAMMANY PARISH ASSOCIATION
Covington, Louisiana
Governmental Fund Type - General Fund
Statement of Revenues, Expenditures, and Charges in
Fund Balance - Budget (GAAP Basis) and Actual
For the Year Ended December 31, 1997

Statement C

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$1,000,000	\$1,304,957	\$304,957
State revenue sharing	60,000	85,810	25,810
Interest earnings	26,000	19,511	(6,489)
Other	<u>33,000</u>	<u>43,364</u>	<u>10,364</u>
Total Revenues	1,129,000	1,453,642	324,642
EXPENDITURES			
Salaries and related benefits	900,000	987,763	(87,763)
Operating services	230,000	190,884	39,116
Education	35,000	9,529	25,471
Office materials and supplies	38,000	42,940	(4,940)
Professional services	70,000	69,360	640
Travel and other related expenditures	17,000	3,376	13,624
Office rent	15,000	10,800	4,200
Capital outlay	<u>182,000</u>	<u>2,375</u>	<u>179,625</u>
Total Expenditures	1,382,000	1,326,737	55,263
Excess (Deficiency) of Revenues over Expenditures	(253,000)	126,905	379,905
Fund Balance, Beginning of Year	1,519,362	1,519,362	-
Fund Balance, End of Year	<u>\$1,266,362</u>	<u>\$1,646,267</u>	<u>\$379,905</u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

ST. TAMMANY PARISH ASSESSOR
 Covington, Louisiana
 Notes to the Financial Statements
 December 31, 1997

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 14 of the Louisiana Constitution of 1874, 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 may be necessary for efficient operation of the office and 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 has one office located in Covington and one office in Michoud in St. Tammany Parish. 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 for 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 located in the parish.

At December 31, 1997, there were 87,534 real property and movable property assessments totaling \$731,100,184. Of this amount \$393,584,803 was homestead exempt. This represents an increase 3,370 assessments totaling \$14,581,312 over the prior year, caused primarily by additional subdivision development and commercial industries locating within the parish during the year.

1. Basis of Presentation

The accompanying general purpose financial statements of the St. Tammany 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.

2. Reporting Entity

As the governing authority of the parish, for reporting purposes, the St. Tammany Parish Police Jury is the financial reporting entity for St. Tammany Parish. The

ST. TAMMANY PARISH ASSessor
 Covington, Louisiana
 Notes to the Financial Statements
 December 31, 1997

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

financial reporting entity consists of (a) the primary government (St. Tammany Parish 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 St. Tammany 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 parish 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 parish police jury.
2. Organizations for which the parish police jury does not appoint a voting majority, but are fiscally dependent on the parish police jury.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Even though the assessor is an independently elected official, and is legally separate from the parish police jury, the exclusion from the police jury's financial statements would cause the police jury's financial statements to be misleading or incomplete.

ST. TAMMANY PARISH ASSESSOR
Covington, Louisiana
Notes to the Financial Statements
December 31, 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Also, the assessor is fiscally dependent on the parish police jury when the police jury has approval authority over the assessor's capital budget. The parish police jury has approval authority over the assessor's capital budget because office space is furnished to the assessor by the police jury and title to real property is in the name of the police jury. Because of these reasons, the assessor is determined to be a component unit of the St. Tammany Parish Police Jury.

1. Fund Accounting

The accounts of the assessor are organized on the basis of a fund (General Fund) and an account group (General Fixed Assets Account Group), each of which is considered a separate accounting entity. The operations of the General Fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in the General Fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The General Fund, as provided by Louisiana Revised Statute (LSA-R.S.) 47:1996, is the principal fund of the assessor and accounts for the operation of the assessor's office. Ad valorem tax revenue is accounted for in this fund. General operating expenditures are paid from this fund. The General Fund is classified as a governmental fund type.

4. 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 assessor's records are maintained on a cash basis of accounting. However, the funds reported in the accompanying financial statements have been converted to a modified accrual basis of accounting. The General Fund uses the following practices in recording revenues and expenditures:

Revenues:

Ad valorem taxes are assessed on a calendar year basis,

ST. TAMMANY PARISH ASSessor
 Covington, Louisiana
 Notes to the Financial Statements
 December 31, 1997

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

become due on November 15 of each year, and become delinquent on December 11. They are recognized as revenue in the year the taxes are assessed.

Revenues from state revenue sharing and payments in lieu of taxes are recorded in the year the revenues are due the assessor.

Interest earnings on time deposits and investments are recorded when these instruments have matured and the revenue is available.

Other revenue, which includes fees for tax roll preparation, is recorded when due.

Expenditures:

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

5. Budgets

The original proposed budget for the year ended December 31, 1997, was made available for public inspection at the assessor's office and advertised on December 9, 1996. The budget was adopted on December 16, 1996, after a public hearing on that day. The 1997 original budget was amended on December 29, 1997.

All budgets were prepared on the modified accrual basis of accounting. The assessor reserves all authority to make changes to the budget.

Formal budget integration within the accounting records is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

All appropriations contained in the budget lapse at year end.

6. Cash, Cash Equivalents and Investments

Cash includes amounts in interest bearing demand deposits. Cash equivalents include amounts in certificates of deposit. Under state law, the assessor may deposit funds in demand deposits, money market

ST. TAMMANY PARISH ASSessor
Covington, Louisiana
Notes to the Financial Statements
December 31, 1997

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the district may invest in United States bonds, treasury notes or certificates, and other investments backed by the full faith and credit of the United States.

All investments are stated at cost.

7. Receivables

Receivables are made up of ad valorem taxes, state revenue sharing and payments in lieu of taxes. For 1997, ad valorem tax receivables were recorded net of an estimated 1% uncollectible amount.

8. Fixed Assets and Long-Term Obligations

Fixed assets are accounted for in the general fixed assets account group, rather than in the General Fund. Fixed assets are valued at historical cost. No depreciation has been provided on fixed assets. The general fixed assets 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.

Approximately 70 percent of fixed assets are valued at estimated cost, while the remaining 10 percent are valued at actual cost.

Fixed assets provided by the police jury are included in the General Fixed Assets Account Group.

There were no long-term obligations at December 31, 1997.

9. Compensated Absences

Employees of the assessor's office earn ten days of vacation leave per year and five days of sick leave per year. All leave time is granted on January 1 of each year. Vacation and sick leave must be taken during the year earned, and cannot be accumulated. Upon termination, resignation or retirement employees are not paid for any unused vacation or sick leave earned during the year. At December 31, 1997, there were no accumulated or vested benefits related to vacation and sick leave that require disclosure in accordance with GASB Codification C60.

ST. TAMMANY PARISH ASSessor
Covington, Louisiana
Notes to the Financial Statements
December 31, 1997

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

10. **Encumbrances**
Encumbrance accounting is not utilized due to the nature of operations and the ability of management to monitor budgeted expenditures on a timely basis.
11. **Total Column on Balance Sheet**
The total column on the balance sheet is captioned Memorandum Only to indicate that it is prepared only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

NOTE B - LAKEWATER TAXES

All Lakewater taxes of 3.03 mills are authorized and levied for the operation of the assessor's office.

The following are the principal taxpayers for the parish.

TAXPAYER	Type of Business	Assessed Valuation	Percentage of Total Assessed Valuation
Central La. Elect. Co.	Utility	\$24,618,000	9.28%
BellSouth Inc.	Telephone	19,628,700	4.55%
First NBC	Financial	7,472,640	1.74%
Hibernia National Bank	Financial	5,096,000	1.18%
Epic Development Inc.	Developer	4,172,710	.87%
West. St. Tam. Elect.	Utility	3,403,070	.81%
Louisiana Gas Ser. Co.	Utility	3,392,780	.79%
Southern Natural Gas	Utility	3,720,990	.83%
Wal-Mart Stores Inc.	Retail Sales	3,708,000	.83%
Slackler North Shore Ltd.	Developer	3,688,880	.82%
		<u>\$79,889,280</u>	<u>17.85%</u>

The total assessed valuation for all taxpayers at December 31, 1997, was \$438,818,179. This figure was used in calculating the percentage of the "assessed valuation of each of the ten largest taxpayers" listed above to the "total assessed valuation for all taxpayers."

ST. TAMMANY PARISH ASSESSOR
 Covington, Louisiana
Notes to the Financial Statements
 December 31, 1997

NOTE C - CASH AND CASH EQUIVALENTS

At December 31, 1997, the carrying amounts (book balances) of all cash and cash equivalents of the assessor totaled \$171,277, and are listed as follows:

Interest bearing demand deposits	\$ 71,277
Certificates of Deposits	100,000
Total	<u>\$171,277</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by Federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1997, the assessor had \$179,518 in deposits (collected bank balances). At December 31, 1997, these deposits were secured from risk by \$179,518 of federal deposit insurance.

NOTE D - INVESTMENTS

At December 31, 1997, the assessor held the following types of investments:

Type of Investment	Cost/ Carrying Amount	Market Value
Federal Home Loan Mortgage Corp.	\$39,528	\$39,528
Federal Home Loan Mortgage Corp.	38,077	38,313
Treasury Securities Money Market Fund	<u>5,781</u>	<u>5,781</u>
Total	<u>\$124,386</u>	<u>\$124,302</u>

These investments are in the name of the fiscal agent bank and are held in its trust department. Because these investments are not in the name of the assessor and are not

ST. TAMMANY PARISH ASSESSOR
Covington, Louisiana
Notes to the Financial Statements
December 31, 1997

NOTE D - INVESTMENTS (CONTINUED)

held by the assessor or its agents, the investments are considered uninsured and unregistered (GASB Category 1) for purposes of applying the credit risk of GASB Codification Section 150.104.

NOTE E - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (office furnishings and equipment) follows:

Balance, January 1, 1996	\$350,850
Additions	43,250
Deductions	<u> </u>
Balance, December 31, 1997	<u>\$394,100</u>

The amounts listed above include equipment donated by the St. Tammany Police Jury totaling \$57,341 for the year ended December 31, 1997.

NOTE F - PENSION PLANPlan Description

Substantially all employees of the St. Tammany 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 15 years of credited service or at or after age 60 with at least 10 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 60 consecutive or joined months that produce the highest average. Employees who

ST. TAMMANY PARISH ASSESSOR
 Corvinton, Louisiana
 Notes to the Financial Statements
 December 31, 1987

NOTE F - PENSION PLAN (CONTINUED)

terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1986, Shreveport, Louisiana 71266-2786, or by calling (318)428-8446.

Funding Policy

Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the St. Tammany Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 4.78 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 appropriated by the legislature. The contribution requirements of plan members and the St. Tammany Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:303, 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 assessor's employer contributions to the System for the years ended December 31, 1987, 1986 and 1985, were \$41,398, \$31,502, and \$37,128 respectively, and these amounts equaled the required contributions for those years.

NOTE G - POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The St. Tammany Parish Assessor provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the assessor's employees become eligible for these benefits if they reach normal retirement age while working for the assessor. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and by the assessor. The assessor recognizes the cost of providing these benefits

ST. TAMMANY PARISH ASSessor
Covington, Louisiana
Notes to the Financial Statements
December 31, 1997

NOTE G - POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS
(CONTINUED)

(assessor's portion of premiums) as an expenditure when paid during the year. For 1997, the total cost of benefits paid by the assessor for all employees and for the retirees was \$104,487 and \$18,870, respectively.

NOTE H - LEASES

Capital leases

As December 31, 1997, the St. Tammany Parish Assessor had no capital leases in effect.

Operating leases

The assessor leased certain office space in addition to facilities provided by the Police Jury under an operating lease. The lease in period is on a month-to-month basis. Office rent expenditures for the year ended December 31, 1997, totaled \$10,800.

There were no other operating or capital leases.

NOTE I - EXPENDITURES OF THE ASSessor NOT INCLUDED IN THE
FINANCIAL STATEMENTS

Louisiana R.S. 33:4713 requires the Police Jury to provide the assessor with all necessary office space, utilities, furniture equipment, supplies, and wages during the year. The Police Jury provided office space, utilities and janitorial services on a limited basis. The value of these items are not reflected in the accompanying financial statements.

The assessor has an office located in Covington and in Slidell in St. Tammany Parish.

NOTE J - LITIGATION

There was no pending or threatened litigation against the assessor's office at December 31, 1997, which would have a material adverse effect on the financial statements.

SUPPLEMENTAL INFORMATION SCHEDULE

ST. TAMMANY PARISH ASSOCIATION
Covington, Louisiana
Supplemental Information Schedule
Summary Schedule of Prior Audit Findings
and
Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 1997

There were no prior or current year audit findings to report.

OTHER REPORT PROVIDED BY
GOVERNMENT AUDITING STANDARDS

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER
FINANCIAL REPORTING BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

Honorable Patricia Schwanz Core
St. Tammany Parish Assessor
A Component Unit of the
St. Tammany Parish Council
Covington, Louisiana

I have audited the general purpose financial statements of the St. Tammany Parish Assessor, a component unit of the St. Tammany Parish Council, as of and for the year ended December 31, 1997, and have issued my report thereon dated June 3, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As a part of obtaining reasonable assurance about whether the St. Tammany Parish Assessor's general purpose financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the St. Tammany Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements

and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the 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 over financial reporting and its operations that I consider to be material weaknesses.

This report is intended solely for the use of management and the State of Louisiana Legislative Auditor and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the State of Louisiana Legislative Auditor, is a matter of public record.



Keith J. Irvine
Certified Public Accountant

June 3, 1998