

RECEIVED
JUN 03 1958

**OFFICIAL
FILE COPY**
DO NOT SEND OUT

(When necessary
copies hereon may
only be placed
back in box)

EMPLOYEE STATE ASSOCIATION
OF THE STATE OF MISSISSIPPI
REPORT ON ASSET OF
1954-55 MEMBER FINANCIAL STATEMENT
YEAR ENDING DECEMBER 31, 1957

Under provisions of state law, this report is a public document. A copy of this report is submitted to the clerk of court, the clerk of the court of appeals, and by mail to the appropriate fiscal officials. This report is available for public inspection at the Union Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date JUN 03 1958

PARISHIANA PARISH AGENCIES
 SUITE, LOUISIANA

REPORT ON SELECT OF
 GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 1997

CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS	-	1
GENERAL PURPOSE FINANCIAL STATEMENTS (COMBINED STATEMENTS - OPERATIONS)		
Combined Balance Sheet - All Fund Types and Account Groups	A	3
Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund	B	4
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GASP Basis) and Actual - General Fund	C	5
Notes to Financial Statements	-	6 - 17
OTHER REPORTS PROVIDED BY EXHIBIT'S AUDITOR/AGENCIES:		
Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards	-	20 - 22
Independent Auditor's Report on Compliance Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards	-	24

Durbin & James

CERTIFIED PUBLIC ACCOUNTANTS

W. S. Davis, CPA
Scott E. Jones, CPA
A Professional Corporation

Charles E. Mahan, CPA
Ryan G. Gray, CPA

Member
American Institute of
Certified Public Accountants

Member
Society of Louisiana
Certified Public Accountants

January 31, 1998

REPORT OF INDEPENDENT AUDITORS

The Honorable William S. DeFrance
TREASURER, PARISH ASSessor
Baton Rouge, Louisiana

We have audited the accompanying general purpose financial statements of the Tangipahoa Parish Assessor, a component unit of the Tangipahoa Parish Council, as of December 31, 1997, and for the year then ended. These general purpose financial statements are the responsibility of the management of the Tangipahoa Parish Assessor. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We have conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the 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. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Tangipahoa Parish Assessor, as of December 31, 1997, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

Respectfully submitted,


DURBIN & JAMES, CPAs

GENERAL PURPOSE FINANCIAL STATEMENTS
(COMBINED STATEMENTS - OVERVIEW)

TRUSTEES' REPORT AND ACCOUNTS
 1977-78

1977-78

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1977

	ASSETS		LIABILITIES		TOTAL ASSETS	TOTAL LIABILITIES
	AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE		
Cash and Cash Equivalents Investments (Net Asset Value) U.S. Government Securities Municipal Securities Corporate Securities Other Investments Receivables Prepaid Expenses Other Assets	1,000,000 1,000,000 1,000,000 1,000,000 1,000,000 1,000,000 1,000,000 1,000,000 1,000,000 1,000,000 1,000,000	100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00	Accounts Payable Deferred Income Taxes Other Liabilities Total Liabilities	1,000,000 1,000,000 1,000,000 1,000,000	1,000,000 1,000,000 1,000,000 1,000,000	1,000,000 1,000,000 1,000,000 1,000,000
TOTAL ASSETS	1,000,000	100.00	1,000,000	100.00	1,000,000	1,000,000
Net Assets Total Liabilities	1,000,000 1,000,000	100.00 100.00	1,000,000 1,000,000	100.00 100.00	1,000,000 1,000,000	1,000,000 1,000,000

This accompanying notes are an integral part of this statement.

April 23, 1998

CORRECTIVE ACTION PLAN

Project Name: Tangipahoa Parish Assessor
Audit Firm: Dennis B. James, CPA's
Audit Period: For the Year Ended December 31, 1997

Section I. Internal Control Structure Review

A. Comments on Findings and Recommendations

Condition: Examination of twenty-five cash disbursements revealed four instances of invoices not initialed on being examined and six instances of invoices not stamped "paid."

B. Action Taken or Planned

Disposition: Future invoices will be initialed before being paid, and will be stamped "paid" at the time of payment.

C. Management's Action on Prior Findings

N/A.



William S. Dufreche
Tangipahoa Parish Assessor

FINANCIAL STATEMENTS
 ARIZONA, LOUISIANA

EXHIBIT B

STATEMENT OF REVENUES, EXPENDITURES AND
 FUND BALANCE CHANGES - FUND

For the Year Ended December 31, 1997

REVENUES:

Ad Valorem Taxes	\$ 988,488
Tax Mill Fees	18,788
Interest Earnings	58,488
Other Revenues	2,828
TOTAL REVENUES	\$1,068,592

EXPENDITURES:

General Government - Taxation:	
Salaries and Related Benefits:	
Assessor	\$ 48,550
Deputies	338,880
Retirement Contributions	18,428
Insurance - Employees	88,488
FICA and Medicare	7,284
General Office Expenditures	81,887
Automobile Expenditures	18,288
Post Employment Benefits - Retirees	81,328
Property and Casualty Insurance	18,284
Education and Travel	6,558
Assessor's Allowance	8,888
Professional Fees	17,788
Capital Outlay - Equipment	207,128
TOTAL EXPENDITURES	\$1,018,428

Excess of Revenues Over Expenditures \$ 150,164

Fund Balance at Beginning of Year 1,818,288

Fund Balance at End of Year \$1,968,452

The accompanying notes are an integral part of this statement.

WASHINGTON ENGINE ASSOCIATION
 WASH., D.C.

EXHIBIT C

STATEMENT OF REVENUES, EXPENDITURES, AND
 FUND BALANCE - FISCAL YEAR ENDED
 AND ACTUAL - GENERAL FUND

For the Year Ended December 31, 1967

	REVISED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
Ad Valorem Taxes	\$ 275,000	\$ 280,800	\$ 5,800
Tax Mill Fee	18,000	18,500	500
Interest Earnings	50,000	55,400	5,400
Other Revenues	2,000	2,614	614
Total REVENUES	\$1,045,000	\$1,060,314	\$ 15,314
EXPENDITURES:			
Salaries and Related Benefits:			
Salaries	\$ 48,800	\$ 48,800	\$ -
Deposits	514,000	514,000	57,500
Retirement Contributions	18,000	20,000	2,000
Insurance - Employees	50,471	50,400	71
FICA and Medicare	8,000	7,500	500
General Office Expenses	18,000	21,500	(3,500)
Automobile Expenses	18,000	14,000	4,000
Year Employees Benefits-Retired	31,329	31,329	-
Property and Casualty Insurance	18,000	18,214	(2,214)
Education and Travel	7,800	4,000	3,800
Associate's Allowance	6,000	6,000	-
Professional Fees	18,000	21,900	3,900
Capital Outlay - Equipment	18,000	18,200	200
TOTAL EXPENDITURES	988,000	988,000	72,314
Excess (Deficiency) of Revenues over Expenditures	\$ 57,000	\$ 72,314	\$ 15,314
Fund Balance at Beginning of Year	1,500,000	1,500,000	0
Fund Balance at End of Year	\$1,557,000	\$1,572,314	\$ 15,314

The accompanying notes are an integral part of this statement.

TRANSPARENCY UNITED ASSURORS
 Baton Rouge, Louisiana

NOTES TO FINANCIAL STATEMENTS

December 31, 1997

	<u>PAGE</u>
INTRODUCTION	7
1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES	7
A. BASIS OF PRESENTATION	7
B. REPORTING PERIODS	7 - 8
C. FUND ACCOUNTING	8 - 8
D. BASIS OF ACCOUNTING	8 - 10
E. RESERVES	10
F. INVESTMENTS	10
G. CASH EQUIVALENTS AND INVESTMENTS	10 - 11
H. INVENTORIES	11
I. DEFERRED ITEMS	11
J. FIXED ASSETS	11
K. COMBINED AMOUNTS	11 - 12
L. LONG-TERM LIABILITIES	12
M. TOTAL COLUMN ON BALANCE SHEET	12
2. LEVIED TAXES	12 - 14
3. CASH AND CASH EQUIVALENTS	14
4. INVESTMENTS	14
5. CHANGES IN ORIGINAL FIXED ASSETS	14 - 16
6. PENSION PLAN	15 - 16
7. POST-RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS	16
8. RELATED-PARTY TRANSACTIONS	16
9. EXPENDITURES OF THE ASSUROR NOT INCLUDED IN THE FINANCIAL STATEMENTS	16
10. DEFERRED COMPENSATION PLAN	16 - 17
11. LITIGATION AND CLAIMS	17
12. SUBSEQUENT EVENTS	17

TANGIPAHOO PARISH ASSessor
Orlens, Louisiana

NOTES TO FINANCIAL STATEMENTS

December 31, 1997

INTRODUCTION

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 an interim limitation. The Assessor is authorized to appoint as many deputies as may be necessary for the 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 ultimately and peculiarly responsible for the actions of the deputies.

The Assessor's office is located in the Tangipahoo parish courthouse in Orles, Louisiana. The Assessor employs 28 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 assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

At December 31, 1997, there were 47,458 real and movable property assessments totaling \$293,433,831 as follows:

Real Property	\$150,189,390
Personal Property	12,481,443
Public Service	13,462,998
	<u>-----</u>
	\$293,433,831

This represents an increase of 781 assessments totaling \$18,648,747 over the prior year, caused primarily by growth in commercial and residential real estate in Tangipahoo Parish.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the Tangipahoo Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Tangipahoo Parish Council is the financial reporting entity for Tangipahoo Parish. The financial reporting entity consists of (a) the primary government (Council) (b) organizations for which the primary government is financially

TRANGIPAROLA PARISH ASSessor
Amite, Louisiana

NOTES TO FINANCIAL STATEMENTS 112 1-1; PERIOD 11

December 31, 1987

accountable, and to other organizations for which 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 Tangiparola Parish Council 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. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the council 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 council.
2. Organizations for which the parish council does not appoint a voting majority but are financially dependent on the parish council.
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 parish council provides for office space and therefore the assessor is financially dependent on the parish council, the assessor was determined to be a component unit of the Tangiparola Parish Council, 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 parish council, the general government divisions provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

4. 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 relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the

TRICORPORATE PUBLIC ADDRESS
Mojave, Louisiana

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 1997

Funds because they do not directly affect net expendable available financial resources. Funds of the Assessor are classified into two categories as follows:

GOVERNMENTAL FUND

General Fund - The General Fund, as provided by Louisiana Revised Statute 47:1286, is the principal fund of the Assessor and accounts for the operation of the Assessor's office. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statute 47:1407-1408 and ad valorem tax revenues authorized by Act 486 of 1984, are accounted for in this fund. General operating expenditures are paid from this fund.

FIDUCIARY FUND

The fiduciary fund (Deferred Compensation Program Agency Fund) accounts for assets held on behalf of others as their agent. The Deferred Compensation Program Agency Fund is established to ensure (assets equal liabilities) and does not involve measurement of results of operations. The fund accounts for the portion of the participating employees' salaries that have been deferred until future years, as described in Note 10.

B. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is 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. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund and the deferred compensation program agency fund. The General Fund uses the following practices in recording revenues and expenditures:

— / —

Ad valorem taxes and related state revenue sharing are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 15. The taxes are generally collected in December of the current year and January and February of the ensuing year.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

All other revenues are recorded when received.

TRUSTEES AND COMMISSIONERS
OF THE LAND OFFICE
STATE OF LOUISIANA

NOTES TO FINANCIAL STATEMENTS (Continued)

December 31, 1997

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on the capital lease payable, which are not recognized until due.

B. BUDGET

The Assessor uses the following budget practices.

The proposed budget for 1997 was made available for public inspection on November 20, 1996. The budget was published in the official journal on November 27, 1996, 12 days prior to the public hearing which was held on December 9, 1996, at the Assessor's office in Amite, Louisiana. The 1997 budget was adopted December 18, 1996.

The Assessor has final authority to adopt the original budget and any subsequent changes made to this document. The 1997 budget was amended on October 1, 1997. The original amounts in the accompanying financial statements reflect both the original and amended amounts budgeted.

A budget comparison report is analyzed each month to determine problem areas which will not meet the original projections. The necessary corrections are made to the budget when these problem areas are recognized.

All unexpended amounts in any budgetary account lapse at the end of the budgetary year.

F. ACCOUNTING

There is no accruals accounting procedure used in this office.

G. CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in CHECKED DEPOSITS, interest bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits. Under state law, the Assessor may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

Under state law, the Assessor may invest in United States bonds, treasury notes, or certificates. Investments are stated at cost, except for investments in a deferred compensation fund which are stated at market.

TANGIPAHOLA PARISH ASSessor
Baito, Louisiana

STATE OF FINANCIAL STATEMENT (CONTINUED)

December 31, 1987

The Tangipahola Parish Assessor's Office provides a deferred compensation program for its employees. The program is the Company 2 Combination Fixed/variable annuity and is serviced through SUN/SHAW LIFE INSURANCE COMPANY 1824. MONROE, LA. 70103-1886. These funds belong to the individual employee. The Assessor's office is the administrator of the plan and all withdrawals by employees must be requested by the Assessor's office. The value of these accounts as of December 31, 1987 was \$112,944.

6. INVESTMENT

The Tangipahola Parish Assessor utilizes the "purchase method" of accounting for supplies in governmental funds whereby expendable operating supplies are designated as expenditures when purchased. As a result, the Tangipahola Parish Assessor did not record any inventory at December 31, 1987.

7. PREPAID ITEMS

None.

8. FIXED ASSETS

Fixed assets are recorded as expenditures at the time of purchase and the related assets are depreciated reported in the general fund assets. No depreciation has been provided on general fixed assets. Special fixed assets provided by the parish Council are not recorded within the fixed assets account group. Fixed assets are valued at historical cost.

9. ACCUMULATED DEFERRED

The assessor has the following policy relating to vacation and sick leave:

All full-time employees earn annual leave based on years of service. Employees with five years or less of service earn ten days of annual leave each year. Employees with six to fifteen years of service earn fifteen days of annual leave each year. Employees with sixteen years and over earn twenty days of annual leave each year. Unused annual leave at the end of each year may not be accumulated to the next year.

Employee sick leave is also based on years of service. Employees with five years or less earn ten days of sick leave each year. Employees with six to fifteen years earn twelve days of sick leave each year. Employees with sixteen years or more earn fifteen days of sick leave each year. Unused sick leave days for any employee as of June 30 of each year may be taken as additional annual leave. Unused sick leave at the end of each year may not be accumulated to the next year.

TRANSPARANT FISCAL MESSAGE
Louisiana

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 1997

The auditor's recognition and measurement criteria for compensated absences follows:

GAAP Statement No. 14 provides that vacation leave and other compensated absences with similar characteristics SHOULD be accrued as a liability if the benefits are earned by the employee if both of the following conditions are met:

- a. The employee's rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employee for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GAAP Statement No. 14 provides that a liability for sick leave should be accrued using one of the following termination approaches:

- a. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
- b. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

Only the current portion of the liability for compensated absences should be reported in the fund. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources.

The remainder of the liability should be reported in the general long-term obligations account group.

No provision for accrued compensated absences is required at December 31, 1997, as the amount is not material.

2. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due.

TERMINADA PARISH ASSessor
 Office, Louisiana

STATE OF LOUISIANA, STATE OF MISSISSIPPI

DECEMBER 31, 1997

B. TOTAL VALUES ON BALANCE SHEET

The total values on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this volume does not present financial position in conformity with generally accepted accounting principles. Whether or such data comparable to a consolidation.

1. LEVIED TAXES

The Terminada Parish Assessor's Office is financed by a millage tax authorized by Act 484 of the Louisiana Legislature in 1984. The present tax rate of 4.67 mills is the maximum authorized by law. In 1997 this office levied 4.67 mills on the 1997 tax roll.

The principal taxpayers in Terminada Parish are as follows:

		1997 Assessed Valuation	Percentage of Total Assessed Valuation
INDUSTRIAL	Business Type		
EMCO 3 - Energy Gulf STATES	Public Service	\$49,217,170	18.83%
WILL-COCH Telecommunications	Public Service	10,471,878	19.55%
Dishcomps. Inc.	Distribution Center	9,549,438	17.15%
Service Die Properties Corp.			
WISS OXIS	Distribution Center	7,712,949	16.45%
Olechem, Inc.			
Super Refine, Inc.	Distribution Center	5,765,963	7.64%
DEPOSIT INSTITUTION			
Citizens National BANK	BANKING	3,120,893	6.87%
First Guaranty Bank			
Guaranty BANK & Trust Co.	Banking	2,549,800	5.52%
Florida Gas Transmission Co.	Public Service	2,448,878	4.93%
MAIL-ART STORES, Inc.	Retail Sales	2,190,878	4.68%
Illinois Central Railroad Co.	Public Service	1,824,818	3.82%
		<u>\$26,438,818</u>	<u>100.00%</u>

All values taxes attach to an enforceable lien on property as of January 1 of each year. Taxes are levied by the Assessor in September or October and are actually billed to the taxpayer in November. Billed taxes become delinquent on January 1 of the following year. Revenues from all valuations taxes are budgeted in the year billed.

The Terminada Parish Sheriff bills and collects the property taxes for the Assessor using the assessed values determined by the Tax Assessor of Terminada Parish.

PARISHIANA PARISH ASSESSOR
BRIAR, LOUISIANA

FORM NO. 718 OF 1-1-74 USE PREVIOUS EDITIONS

DECEMBER 31, 1987

For the year ended December 31, 1987, taxes of 4.47 mills were levied on property with taxable assessed valuations totaling \$174,708,892 and were dedicated to component units.

Total tax levied was \$780,892. Taxes receivable including state revenue sharing were \$404,825 as December 31, 1987. All valuation taxes receivable at December 31, 1987, are received net of an allowance for uncertainties.

3. CASH AND CASH EQUIVALENTS

As December 31, 1987, the Assessor had cash and cash equivalents totaling \$176,154 as follows:

Money Deposits	\$ 183,154
Time Deposits	428,000
Total	\$ 611,154

These deposits are stated at cost, which approximates market. Under state law, these deposits (or 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 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, 1987, the Assessor had \$428,000 in deposits collected bank balances. These deposits were secured from risk by \$195,000 of Federal deposit insurance and \$233,000 of pledged securities held by the custodial bank in the name of the fiscal agent bank ORES Category 31.

Even though the pledged securities are considered uncollateralized Category 31 under the provisions of ORES Statement 3, Louisiana Revised Statute 18:1228 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 18 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

4. INVESTMENTS

None.

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

TERREBONA PARISH ASSessor
 Avoye, Louisiana

STATE OF LOUISIANA, DEPARTMENT OF REVENUE

December 31, 1999

	Balance FORWARD	During Year		Balance 12/31/99
		Additions	Deductions	
Office Furniture & Equipment	\$244,132	\$ 16,008	\$ 4,160	\$255,980
Utilities	82,618	18,162	—	100,780
	<u>\$326,750</u>	<u>\$34,170</u>	<u>\$ 4,160</u>	<u>\$356,760</u>

4. PENSION PLAN

Plan Description. Substantially all employees of the Terrebonne Parish Assessor's Office are members of the Louisiana Assessor's Retirement Fund 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 desiring 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 10 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 1 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 calendar months that produce the highest average. Employees who terminate with at least 10 years of service and do not withdraw their employee contributions may, before or after age 60 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.

Funding Policy. Plan members are required by state statute to contribute 1.0 percent of their annual covered salary and the Terrebonne Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 6.75 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. Plan revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Terrebonne 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.

Trust Information

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 14455, Baton Rouge, Louisiana 70804, or by calling (504) 384-6480.

TANGIPAHOMA PARISH ASSESSOR
Suite, Natchitoches

NOTE TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 1987

The Assessor's Office total payroll for the year ended November 30, 1987, was \$596,296, and the Assessor's Office contributions were based on a payroll of \$118,500. Both the Assessor's office and the covered employees made the required contributions amounting to \$47,581. There were no related party transactions, contributions required by state statute:

Year	Required Contributions	Percentage Contribution
November 31		
1985	\$82,388	100%
1986	\$86,871	100%
1987	\$47,581	100%

7. POST-RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The Tangipahoma Parish Assessor provides certain vesting health care and life insurance benefits for its retired employees. Substantially all of the Assessor's employees become eligible for these benefits as 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 employees and by the Assessor. The Assessor recognizes the cost of providing these benefits on a pay-as-you-go basis as an expenditure when paid during the year, which was \$12,128 for 1987. The cost allocated to the eight retirees for health care and life insurance is \$11,128 for 1987.

8. RELATED-PARTY TRANSACTIONS

None.

9. EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

Certain operating expenditures of the Assessor's office are paid by the parish as well as required by Louisiana Revised Statute 33:4713. The Assessor's office is located in the Tangipahoma Parish Courthouse and the upkeep and maintenance of the courthouse is paid by the Tangipahoma Parish Council.

10. DEFERRED COMPENSATION PLAN

The Tangipahoma Parish Assessor offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 402(b). The plan, which is available to all employees, permits employees to defer a portion of their salaries until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

all amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts,

TERREBONA PARISH ASSOCIOR
ANDRE, LOUISIANA

111-7011-1, 12-1, 12-11, 12-11, 12-11, 12-11

December 31, 1987

property, or rights are until paid or made available to the employee or other beneficiary solely the property and rights of the Assessor (without being restricted to the provisions of insurance under the plan), subject only to the claims of the Assessor's general creditors. Participants' rights under the plan are equal to those of general creditors of the Assessor in an amount equal to the fair market value of the deferred amount for each participant asset. Deposits with the non/annuity life (i.e.) annuity are stated at market value.

According to the plan document, the Assessor has no liability for losses under the plan except where it can be shown that fraud or theft has occurred. Deposits with non/annuity life (i.e.) annuity total \$122,814 as of December 31, 1987, as reflected on Exhibit A.

11. LITIGATION AND CLAIMS

There are no litigations or claims against the Terrebonne Parish Assessor as of the date of this report.

12. SUBSEQUENT EVENTS

There are no subsequent events as of the date of this report which would alter or materially effect the financial data disclosed in this report.

OTHER RECORDS REQUIRED BY
ACCREDITATION STANDARDS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE BASED ON AN ASSESSMENT OF CONTROL PURPOSES
FINANCIAL STATEMENTS PREPARED IN ACCORDANCE WITH
... (U.S. GAAP) ...

Durnin & James

REGISTERED PUBLIC ACCOUNTANTS

Wesley M. Burns, CPA
Dennis E. Jones, CPA
Tennessee Certified Public Accountants

Wesley M. Burns
Dennis E. Jones
Tennessee Certified Public Accountants

Charles D. Mathews, CPA
Ryan C. Searcy, CPA

Charles D. Mathews
Ryan C. Searcy
Tennessee Certified Public Accountants

January 13, 1998

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE FOR AN ASPECT OF PROGRAMS OF THE PARISH ASSESSOR
(TITLE IS) PERFORMED IN ACCORDANCE WITH
INTERNAL AUDITING STANDARDS**

The Honorable William S. Buffette
TANGIPAHOA PARISH ASSESSOR
Amite, Louisiana

We have reviewed the general purpose financial statements of the Tangipahoa Parish Assessor for the year ended December 31, 1997, and have issued our report thereon dated January 13, 1998.

We have conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of the Tangipahoa Parish Assessor is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, assessments and judgments by management are required to assess 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 recorded in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projections 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.

In planning and performing our audit of the general purpose financial statements of the Tangipahoa Parish Assessor for the year ended December 31, 1997, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

THREATENED FURTHER ACTION:

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

ACCOUNTING APPLICATIONS

In applying our testing procedures to your accounting applications, we noted the following areas which need to be strengthened in an effort to increase internal control over your resources:

Expenditures For Goods and Services and Accounts Payable

Approved Vendor Invoices:

Condition: During our audit and testing of cash disbursements, we noted four instances of invoices not initiated as being examined, and we noted six instances of invoices not stamped "paid". Improvement is needed in this area to insure that all expenditures are properly documented, approved, and cancelled. Approval by the Assessor should be documented by initialing the face of the invoice. The cause of this condition appears to be an oversight in the part of the Assessor, and results in instances of insufficient expenditure documentation and communication.

Recommendation: We recommend the Assessor review and approve all invoices prior to payment and such approval be documented on the face of each invoice. We further recommend that each invoice be stamped "paid" upon payment.

Management's Response: In Corrective Action Plan dated April 26, 1988, management stated that future invoices will be initiated before being paid, and will be stamped "paid" at the time of payment.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure element does not reduce to a relatively low level the risk that errors or irregularities in accounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a reasonable period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe the reportable condition described above regarding approved vendor invoices to be a material weakness.

TERREBONNE PARISH ASSessor

This report is intended for the information of management and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report which, upon acceptance by the Terrebonne Parish Assessor is a matter of public record.

Respectfully submitted,


DENNIS A. JONES, CPA

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
BASED ON AN ASSESSMENT OF GENERAL PURPOSE
FINANCIAL STATEMENTS REFERRED TO TOGETHER WITH
SCHEDULES AND RELATED MATTERS

Durnin & James

— CHARTERED PUBLIC ACCOUNTANTS —

John W. Burns, CPA
David E. Jones, CPA
McRobert Corporation

Charles D. Maloney, CPA
Byron C. Murray, CPA

Member
Association of
Chartered Public Accountants

Member
Army of Chartered
Chartered Public Accountants

January 21, 1998

REPORT TO THE BOARD'S REPORT ON FINANCIAL
STATEMENTS OF THE BOARD OF DIRECTORS
OF THE TANGIPAHON PARISH ASSessor
FOR THE YEAR ENDED DECEMBER 31, 1997

THE HONORABLE WILLIAM S. DEFRENDS
TANGIPAHON PARISH ASSessor
Lafayette, Louisiana

We have audited the general purpose financial statements of the Tangipahon Parish Assessor for the year ended December 31, 1997, and have issued our report thereon dated January 21, 1998.

We conducted our 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

The results of our tests disclosed no instances of noncompliance that are required to be reported under GAAS or GAAG.

This report is intended for the information of management and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report which, upon acceptance by the Tangipahon Parish Assessor is a matter of public record.

Respectfully submitted,


DURNIN & JAMES, P.C.