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ST. MARTIN PARISH ASSESSOR
St. Martinville, Louisiana

Financial Report

Year Ended December 31, 1987

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7/2/93

ST. MARTIN PARISH ASSESSOR
St. Martinville, Louisiana

Financial Report

Year Ended December 31, 1997

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The financial information for the preceding year which is included for comparative purposes was taken from the financial report for that year in which we expressed an unqualified opinion on the financial statements of the St. Martin Parish Assessor.

Kolder, Champagne, Slavin & Rainey, LLC

Certified Public Accountants

Brown Bridge, Louisiana
May 20, 2020

GENERAL PURPOSE FINANCIAL STATEMENTS
(COMBINED STATEMENTS - OVERVIEW)

ST. MARTIN PARISH ASSOCIATE
 St. Martinville, Louisiana

Combined Balance Sheet - Governmental Fund Type and Account Group
 December 31, 1997

	Governmental Fund Type General Fund	Account Group Fixed Assets	Totals	
			1997	1996
ASSETS				
Cash and investments	\$ 745,700	\$ -	\$ 745,700	\$ 653,300
Receivables:				
Ad valorem taxes	180,822	-	180,822	375,000
Allowance for uncollectibles	(76,877)	-	(76,877)	(58,884)
Accrued interest	9,398	-	9,398	9,398
Vehicles, maps and equipment	-	623,622	623,622	623,182
Total assets	\$1,868,455	\$623,622	\$1,487,457	\$1,397,396
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts payable	\$ -	\$ -	\$ -	\$ 1,082
Total liabilities	-	-	-	1,082
Fund equity:				
Investment in general fixed assets	-	623,622	623,622	620,747
Fund balances - Unreserved and undesignated	1,868,455	-	1,868,455	876,549
Total fund equity	1,868,455	623,622	1,487,457	1,508,296
TOTAL liabilities and fund equity	\$1,868,455	\$623,622	\$1,487,457	\$1,397,396

The accompanying notes are an integral part of this statement.

ST. MARTIN PARISH ASSOCIATION
 ST. MARTINVILLE, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance -
 Budget (MMAP Basis) and Actual
 Governmental Fund Type - General Fund
 Year Ended December 31, 1997
 With Comparative Actual Accounts For Year Ended December 31, 1996

	1997		Variance - Favorable (Unfavorable)	1996 Actual
	Budget	Actual		
Revenues:				
Intergovernmental revenues -				
Ad valorem taxes	\$ 305,587	\$ 303,587	\$ (2,000)	\$211,000
Preparation of tax roll	5,000	5,000	0	4,519
State revenue sharing	48,883	48,388	(495)	\$1,817
Interest	31,000	34,792	3,792	35,418
Other	2,000	2,536	536	1,488
Total revenues	<u>434,470</u>	<u>434,303</u>	<u>(167)</u>	<u>294,232</u>
Expenditures:				
Current -				
Personnel services and related benefits	184,000	178,000	6,000	203,000
Operating services	20,000	20,000	0	13,400
Materials and supplies	37,400	32,783	4,617	34,438
Capital outlay	0	0	0	0
Total expenditures	<u>241,400</u>	<u>230,783</u>	<u>106,617</u>	<u>250,838</u>
Excess of revenues over expenditures	60,500	60,507	28,310	110,880
Fund balance, beginning of year	<u>300,518</u>	<u>300,518</u>	<u>-</u>	<u>248,458</u>
Fund balance, end of year	<u>\$ 361,018</u>	<u>\$ 361,025</u>	<u>\$ 69,507</u>	<u>\$ 359,346</u>

The accompanying notes are an integral part of this statement.

ST. MARTIN PARISH ASSessor
 St. Martinville, Louisiana

Statement of Expenditures Compared to Budget (BAMP Basis) -
 General Fund

Year Ended December 31, 1997

With Comparative Actual Amounts for Year Ended December 31, 1996

	1997		Variance - Favorable Unfavorable	1996 Actual
	Budget	Actual		
Current:				
Personnel services and related benefits -				
Salaries:				
Assessor	\$ 48,850	\$ 49,850	\$ -	\$ 51,740
Expenses	133,470	138,600	(\$ 5,130)	144,704
Other	20,000	22,810	2,810	-
Allowance	0,000	7,000	7,000	4,700
Group Insurance	48,240	42,800	5,440	51,417
Pension	24,000	24,784	(\$ 784)	0,100
Payroll tax	3,240	3,650	390	3,100
Workman's compensation insurance	3,320	3,800	480	3,300
Total personnel services and related benefits	383,220	397,244	(\$ 14,024)	451,061
Operating services:				
Procedural fees	12,000	12,000	-	11,000
Materials and supplies:				
Office supplies and expense	0,000	0,000	11,200	10,000
Telephone	4,000	0,000	4,000	4,000
Postage	1,500	1,400	100	1,000
Fees & subscriptions	1,400	1,300	100	1,400
School and tuition	3,000	3,000	-	1,000
Equipment maintenance	0,000	0,000	400	4,000
Automobile supplies and maintenance	12,000	0,000	12,000	0,000
Total materials and supplies	32,900	31,700	1,200	30,400
Capital outlay:				
Office equipment	000	000	000	2,500
Total capital outlay	000	000	000	2,500
Total expenditures	426,120	438,944	(\$ 12,824)	\$483,961

The accompanying notes are an integral part of this statement.

ST. MARTIN PARISH ASSessor
St. Martinville, Louisiana

Notes to Financial Statements

(ii) Summary of Significant Accounting Policies

As provided by Article VII, Section 15 of the Louisiana Constitution of 1878, the Assessor is elected by the voters of the parish and serves a term of four years. The Assessor assesses property, prepares tax rolls and submits the rolls to the Louisiana Tax Commission as prescribed by law.

The accounting and reporting policies of the Assessor conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

For financial reporting purposes, the Assessor includes all funds, account groups, activities, et cetera, that are controlled by the Assessor as an independently elected parish official. The activities of the parish police jury, parish school board, other independently elected parish officials, and municipal level government are not included within the accompanying financial statements as they are considered autonomous governments. These units of government issue financial statements separate from that of the Parish Assessor.

B. Fund Accounting

The accounts of the Assessor are organized on the basis of a fund (General Fund) and an account group, each of which is considered a separate accounting entity. The operations of the General Fund, as provided by Louisiana Revised Statutes 47:1501, are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Compensation received from the various taxing bodies, prescribed by Article in Louisiana Revised Statutes 47:1507-1508, is accounted for in this fund and general operating expenditures are paid from this fund.

C. Fixed Assets and Long-Term Obligations

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fund assets account group, rather than in the General Fund. No depreciation has been provided on fixed assets. Fixed assets are

BY: HARVEY BACON ALEXANDER
ST. MARTINVILLE, LOUISIANA

Notes to Financial Statements (Continued)

valued at historical cost. 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.

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

D. 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 General Fund reported in the accompanying financial statements has been converted to a modified accrual basis of accounting using the following practices in recording revenues and expenditures:

Revenues

Compensation from taxing bodies and ad valorem taxes are recorded in the year ad valorem taxes are assessed. Ad valorem taxes are assessed for the calendar year and become payable on November 15 of each year and due by December 15 of that year. Interest income is recorded when earned. All other revenues are recorded when received.

Expenditures

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

E. Budgetary Procedures

The Assessor prepares a budget for the General Fund on the modified accrual basis of accounting. The budget is advertised in the official parish paper, a public hearing is conducted and the budget is adopted and filed. Notices of availability, adoption of budget, et cetera, are published. Budget amounts included in the accompanying financial statements include original and/or amended adopted budget amounts. All budgetary appropriations lapse at the end of each year.

ST. MARTIN PARISH ASSessor
St. Martinville, Louisiana

Notes to Financial Statements (Continued)

F. Interest-Bearing Deposits

Interest-bearing deposits are stated at cost, which approximates market.

G. Vacation and Sick Leave

Each employee is allowed a two week vacation annually. There is no formal policy pertaining to sick leave; sick leave is granted at the discretion of the Assessor.

At the discretion of the Assessor, employees may be paid at termination or retirement for vacation leave accumulated during the current year. As December 31, 1997, the Assessor has no accumulated leave benefits required to be reported in accordance with GASB Codification 200.

H. Total Column of Balance Sheet

The "total" column on the balance sheet is captioned "Memorandum Only" to indicate that it is presented 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.

I. Accruals

Accruals accounting, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Assessor as an extension of formal budgetary integration to the funds.

J. Post-Employment Health Care Benefits

All employees who retire from the Assessor's office are eligible for post-retirement health care benefits. The Assessor currently funds the costs of these benefits, but the Assessor is not required to do so. If the Assessor's office should ever experience difficulty funding these costs, this practice would be discontinued. The costs of retirees' health care benefits are recognized as an expenditure as paid. For 1997, these costs totaled approximately \$3,000.

K. Adoption of GASB Statement No. 37

During the year ended December 31, 1996, the Assessor adopted GASB Statement No. 37, Accounting for Pensions by State and Local Government Employers.

ST. MARTIN PARISH ASSessor
St. Martinville, Louisiana

NOTES TO FINANCIAL STATEMENTS (Continued)

(1) CASH AND INTEREST-BEARING DEPOSITS

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 interest-bearing deposits (bank balances) totaling as follows:

Demand Deposits	\$ 14,400
Time deposits	<u>785,447</u>
Total	\$799,847

These deposits are stated at cost, which approximates market. Under state law, these deposits (on 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 bank. 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. Deposit balances (bank balances) at December 31, 1997, are secured as follows:

Bank balances	\$781,447

Federal deposit insurance	\$18,400
Pledged securities (Category 2)	<u>200,000</u>
Total secured deposits	\$799,847

Pledged securities in Category 2 include uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Assessor's name. Even though the pledged securities are considered uncollateralized (Category 2) Louisiana Revised Statute 18:1219 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 30 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

ST. MARTIN PARISH ASSessor
 St. Martinville, Louisiana

Notes to Financial Statements (Continued)

13) Ad Valorem Taxes

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. During the current fiscal year, taxes were levied in June and billed to the taxpayers by the St. Martin Parish Sheriff in November. Billed taxes are due by December 31, becoming delinquent on January 1 of the following year. An allowance is established for delinquent taxes to the extent that the collection is improbable.

The taxes are based on assessed values determined by the St. Martin Parish Tax Assessor and are collected by the Sheriff. The taxes are credited to the Tax Assessor net of deductions for pension fund contributions.

Ad valorem taxes are budgeted and recorded in the year levied and billed. For the year ended December 31, 1997, special assessment district taxes were levied at the rate of 1.61 mills on property with assessed valuations totaling \$83,780,873.

Total special assessment district taxes levied during 1997 were \$130,816. Taxes receivable at December 31, 1997, was \$388,831 and the allowance for uncollectible receivables was \$74,877.

14) Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	Balance at January 1, 1997	Additions	Retirements	Balance at December 31, 1997
Boys	\$282,250	\$ -	\$ -	\$282,250
Office equipment	23,493	294	(1,274)	22,413
Computer equipment	81,849	280	-	82,129
Vehicles	44,789	-	-	44,789
Total general fixed assets	\$432,381	\$374	\$1,274	\$431,481

ST. MARTIN PARISH ASSESSOR
St. Martinville, Louisiana

NOTES TO FINANCIAL STATEMENTS (Continued)

131 Pension Plan

Plan Description: The St. Martin Parish Assessor contributes to the Louisiana Assessors' Retirement Fund, a non-sharing multiple employer defined benefit pension plan administered by a separate board of trustees. Provisions of the plan are set forth in the Louisiana Revised Statutes 11:1481 through 11:1483 to provide retirement, disability and survivor benefits for the assessors and their permanent, full-time employees. The Board of Trustees of the Louisiana Assessors' Retirement Fund issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Board of Trustees, Louisiana Assessors' Retirement Fund, P.O. Box 1786, Shreveport, Louisiana, 71166.

Funding Policy: Plan members are required to contribute 7 percent of their annual covered salary and the assessor is required to make contributions of 5.5 percent through October 31, 1987 and 6.25 percent through December 31, 1987 of the salaries. In addition, the System receives one fourth of one percent of the taxes shown to be collected on the tax rolls of each parish and revenue sharing funds as appropriated each year by legislature. The employee net actuarially required contribution for the year ended September 30, 1987 was 3.24 percent of covered payroll. The St. Martin Parish Assessor's contributions to the Retirement System for the years ended June 30, 1987, 1988 and 1989 were \$20,808, \$18,083 and \$21,683 respectively.

144 Operating Leases

The Assessor had the following outstanding leases at December 31, 1989:

<u>Description</u>	<u>Term</u>	<u>Final Payment</u>	
		<u>Date</u>	<u>Lease Amount</u>
Karen Machine	3 Years	11/90	\$ 115

The minimum future payments for this arrangement is as follows:

1990	\$1,100
1991	\$1,100
Total	\$2,200

179 Litigation

There is no litigation pending against the Assessor's office at December 31, 1989.

ST. MARTIN PARISH ASSessor
St. Martinville, Louisiana

Notes to Financial Statements (Continued)

00 Risk Management

The Assessor is exposed to risks of loss in the areas of general and auto liability and workers' compensation. These risks are handled by purchasing commercial insurance. There have been no significant reductions in insurance coverage during the current year.

01 Expenditures of the Assessor Paid by the Parish Police Jury

The Assessor's office is located in the St. Martin Parish Courthouse. The upkeep and maintenance of the courthouse is paid by the St. Martin Parish Police Jury. In addition, the Parish Jury also pays some of the Assessor's operating expenditures. These expenditures are not reflected in the accompanying financial statements.

INTERNAL CONTROL AND COMPLIANCE

KOLDER, CHAMPAGNE, SLAVEN & RAINEY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

10000 WOODLAND DRIVE
MARTIN CHAMPAGNE OFFICE
SUITE 2000A, CHAMPAIGN, ILL.
61820-1000

10000 WOODLAND DRIVE
MARTIN CHAMPAGNE OFFICE
SUITE 2000A, CHAMPAIGN, ILL.
61820-1000

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND
ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON
AN ASSESS OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

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The Honorable Mitchell LeBlanc
St. Martin Parish Assessor
St. Martinville, Louisiana

We have audited the financial statements of the St. Martin Parish Assessor as of and for the year ended December 31, 1997, and have issued our report thereon dated May 29, 1998. We conducted our 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 part of obtaining reasonable assurance about whether the St. Martin Parish Assessor's financial statements are free of material misstatement, we performed tests of the compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with these provisions was not an objective of our audit and, 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 GOVERNMENT AUDITING STANDARDS.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the St. Martin Parish Assessor's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the St. Martin Parish Assessor's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition noted is described in the accompanying schedule of prior and current audit findings as item 1.

MEMBER OF
KOLDER, CHAMPAGNE, SLAVEN & RAINEY, LLC
CERTIFIED PUBLIC ACCOUNTANTS
SERVING WITH A DIFFERENCE

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 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition identified as item 1 in the schedule of prior and current audit findings is a material weakness.

This report is furnished for the information of the management. However, this report is a matter of public record and its distribution is not limited.

Kollar, Champagne, Mason & Rainey, LLC

Certified Public Accountants

Brown Bridge, Louisiana
May 20, 2020

ST. MARTIN PARISH ASSessor
ST. MARTINVILLE, Louisiana

Schedule of Prior and Current Audit Findings
Year Ended December 31, 1997

Internal Control over Financial Reporting

The following item is considered a material weakness. This was also mentioned at December 31, 1996.

Item 1 - Inadequate Segregation of Accounting Policies

Finding:

Due to the small number of employees, the Assessor did not have adequate segregation of functions within the accounting system.

Recommendation:

Based upon the size of the operation, it may not be feasible to achieve complete segregation of duties.

Response:

No response is considered necessary.

Management Letter Items

There were no management letter items at December 31, 1997 or at December 31, 1996.