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**SABINE PARISH ASSESSOR
MANY, LOUISIANA
FINANCIAL REPORT
DECEMBER 31, 1997**

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.

MAY 13 1998

Release Date _____

SABINE PARISH ASSESSOR
MANY, LOUISIANA
FINANCIAL REPORT
DECEMBER 31, 1997

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GENERAL PURPOSE FINANCIAL STATEMENTS

HINES, JACKSON & HINES
CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

Honorable Carroll Ellzey
Sabine Parish Assessor
Many, Louisiana 71449

We have audited the accompanying general purpose financial statements of the Sabine Parish Assessor, Many, Louisiana, a component unit of the Sabine Parish Police Jury, Many, Louisiana, as of and for the year ended December 31, 1997, as listed in the Table of Contents. These financial statements are the responsibility of the management of the Sabine Parish Assessor. Our responsibility is to express an opinion on these financial statements based on our audit.

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. Those 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 Sabine Parish Assessor, Many, Louisiana, as of December 31, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated April 28, 1998, on our consideration of the Sabine Parish Assessor's internal control over financial reporting and our tests of its compliance with laws, regulations, contracts and grants.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements of the Sabine Parish Assessor, Many, Louisiana, taken as a whole. The accompanying supplementary information schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects, in relation to the general purpose financial statements taken as a whole.

HINES, JACKSON & HINES
Natchitoches, Louisiana
April 28, 1998

COMBINED STATEMENTS - OVERVIEW

SABINE PARISH ASSESSOR
MANY, LOUISIANA
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1997

	<u>Governmental</u> <u>Fund Type</u>	<u>Account</u> <u>Groups</u>	<u>Total</u>
ASSETS	<u>General</u> <u>Fund</u>	<u>General</u> <u>Fixed Assets</u>	<u>(Memorandum</u> <u>Only)</u>
Cash and cash equivalents	\$ 275,056	\$ 0	\$ 275,056
Receivables			
Ad valorem taxes	400,988	0	400,988
Interest	6,060	0	6,060
Prepaid expenses	1,295	0	1,295
Office furnishings and equipment	<u>0</u>	<u>242,250</u>	<u>242,250</u>
 Total Assets	 <u>\$ 683,399</u>	 <u>\$ 242,250</u>	 <u>\$ 925,649</u>
 LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts payable	\$ 1,472	\$ 0	\$ 1,472
Payroll taxes withheld and payable	<u>3,853</u>	<u>0</u>	<u>3,853</u>
 Total Liabilities	 5,325	 0	 5,325
Fund Equity			
Investment in general fixed assets	0	242,250	242,250
Fund Balance			
Unreserved - undesignated	<u>678,074</u>	<u>0</u>	<u>678,074</u>
 Total Fund Equity	 <u>678,074</u>	 <u>242,250</u>	 <u>920,324</u>
 Total Liabilities and Fund Equity	 <u>\$ 683,399</u>	 <u>\$ 242,250</u>	 <u>\$ 925,649</u>

The accompanying notes are an integral part of this statement.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUND TYPES - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1997

	<u>General Fund</u>	Total (Memorandum Only)
REVENUES		
Taxes - ad valorem	\$ 397,929	\$ 397,929
State revenue sharing	44,541	44,541
Interest	18,558	18,558
Other	<u>6,626</u>	<u>6,626</u>
Total Revenues	467,654	467,654
EXPENDITURES		
General government		
Personal services and related benefits	323,454	323,454
Operating services	42,735	42,735
Materials and supplies	19,238	19,238
Travel and other charges	16,865	16,865
Capital outlay	<u>5,495</u>	<u>5,495</u>
Total Expenditures	<u>407,787</u>	<u>407,787</u>
Excess of Revenues Over/(Under) Expenditures	59,867	59,867
FUND BALANCE, Beginning of year	<u>618,207</u>	<u>618,207</u>
FUND BALANCE, End of year	<u>\$ 678,074</u>	<u>\$ 678,074</u>

The accompanying notes are an integral part of this statement.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL -
GOVERNMENTAL FUND TYPES - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1997

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Far./(Unfav.)</u>
REVENUE			
Taxes - ad valorem	\$ 388,000	\$ 397,929	\$ 9,929
State revenue sharing	46,000	44,541	(1,459)
Interest	18,000	18,558	558
Other	<u>5,600</u>	<u>6,626</u>	<u>1,026</u>
Total Revenues	457,600	467,654	10,054
EXPENDITURES			
General government			
Personal services and related benefits	329,500	323,454	6,046
Operating services	42,000	42,735	(735)
Materials and supplies	28,700	19,238	9,462
Travel and other charges	21,500	16,865	4,635
Capital outlay	<u>15,000</u>	<u>5,495</u>	<u>9,505</u>
Total Expenditures	<u>436,700</u>	<u>407,787</u>	<u>28,913</u>
Excess of Revenues Over/(Under) Expenditures	<u>\$ 20,900</u>	59,867	<u>\$ 38,967</u>
FUND BALANCE, Beginning of year		<u>618,207</u>	
FUND BALANCE, End of year		<u>\$ 678,074</u>	

The accompanying notes are an integral part of this statement.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1997

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by voters of the parish and serves a term of four years beginning January 1 following the year in which elected. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector, who is responsible for collecting and distributing taxes to the various taxing bodies located in the parish

The accounting and reporting policies of the Sabine Parish Assessor conform to generally accepted accounting principles as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Such accounting and reporting procedures also conform to the requirements set forth in the Louisiana Governmental Audit Guide, and to Louisiana Revised Statutes 24:513 and 24:517, and to the industry audit guide, Audits of State and Local Governmental Units.

A. Financial Reporting Entity

As the governing authority of the parish, for reporting purposes, the Sabine Parish Police Jury is the financial reporting entity for Sabine Parish. The financial reporting entity consists of a) the primary government (police jury), b) organizations for which the primary government are 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 Sabine Parish Police Jury for reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a) The ability of the police jury to impose its will on that organization and/or

SABINE PARISH ASSESSOR
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1997

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Financial Reporting Entity (Continued)

- b) The potential for the organization to impose specific financial burdens on the police jury.
- 2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
- 3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because of the nature and significance of the services provided by the Sabine Parish Assessor, the financial statements of the reporting entity would be misleading if the data of the Sabine Parish Assessor were excluded. Therefore, the Sabine Parish Assessor was determined to be a component unit of the Sabine Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Sabine Parish Assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. Fund Accounting

The accounts are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. The individual funds account for the governmental resources allocated to them for the purposes of carrying on specific activities in accordance with laws, regulations, or other restrictions. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. The Assessor is grouped, in the financial statements in this report, into one generic fund type as follows:

Governmental Fund

General Fund - The general fund is the general operating fund of the Sabine Parish Assessor. It is used to account for all financial resources of the Assessor.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1997

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Account Groups

General Fixed Assets Account Group

This is not a fund but rather an account group that is used to account for all general fixed assets acquired by the Sabine Parish Assessor.

Fixed assets used in governmental fund-type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group and are recorded as expenditures in the governmental fund type when purchased. All fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date of donation. None of the Assessor's fixed assets costs have been estimated. No depreciation has been provided on general fixed assets.

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 related to the timing of the measurement made, regardless of the measurement focus applied.

The governmental funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that principal and interest on general long-term obligations are recognized when due. Those revenues susceptible to accrual include ad valorem taxes, compensation from taxing bodies, tax notice preparation fees, and interest revenues.

E. Budgets and Budgetary Accounting

The Assessor prepares a budget for its general fund on a basis consistent with generally accepted accounting principles. The procedures with respect to the budget are designed to meet the requirements of applicable Louisiana Revised Statutes. The Assessor amends its budget when

SABINE PARISH ASSESSOR
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1997

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Budgets and Budgetary Accounting (Continued)

projected revenues are expected to be less than budgeted amounts by 5 percent or more and/or projected expenditures are expected to be more than budgeted amounts by 5 percent or more. Formal budgetary accounting is employed as a management control.

F. Vacation and Sick Leave

Full-time employees of the Assessor's office earn five to ten vacation days per year, depending on their length of service, and ten days of sick leave. Vacation and sick leave do not vest or accumulate; therefore, no liability for compensated absences has been recorded in the financial statements.

G. Cash and Cash Equivalents

Consistent with GASB Statement 9, "Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that use Proprietary Fund Accounting", the Commission defines cash and cash equivalents as follows:

Cash - includes not only currency on hand but also demand deposits with banks or other financial institutions and other kinds of accounts that have the general characteristics of demand deposits in that the customer may deposit additional funds at any time and also effectively may withdraw funds at any time without prior notice or penalty.

Cash equivalents - all short term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value because of interest rates. Generally, only investments which, at the day of purchase, have a maturity date no longer than three months qualify under this definition.

H. Receivables

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectible. All receivables were determined to be collectible at December 31, 1997.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1997

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

I. Fund Equity

The unreserved fund balances for governmental funds represent the amount available for budgeting future operations.

J. Memorandum Only - Total Columns

Total columns on the general purpose statements are captioned "Memorandum Only" because the total columns do not represent consolidated financial information and are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

K. Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

L. Encumbrances

Encumbrance 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 Sabine Parish Assessor

NOTE 2 CASH, CASH EQUIVALENTS AND TIME DEPOSITS

Louisiana Revised Statutes authorize the Assessor to invest in United States bonds, treasury notes or certificates, or to 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 their principal offices in Louisiana. They are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1997

NOTE 2 CASH, CASH EQUIVALENTS AND TIME DEPOSITS (CONTINUED)

At December 31, 1997, the Sabine Parish Assessor has cash, cash equivalents and time deposits totaling \$275,056.

Interest bearing deposit accounts	\$	25,056
Time deposits		<u>250,000</u>
Total		<u>\$ 275,056</u>

Under state law, these deposits 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. As of December 31, 1997, the Commission had \$280,598 in bank deposits. These deposits were secured by risk by \$230,598 of federal deposit insurance and \$406,942 (market value) of pledged securities held by the custodial bank in the name of the fiscal agent (GASB category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Commission that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance January 1, 1997	Additions	Deletions	Balance December 31, 1997
Office furnishings and equipment	<u>\$ 277,141</u>	<u>\$ 5,495</u>	<u>\$ 40,385</u>	<u>\$ 242,251</u>

NOTE 4 PENSION PLAN

Substantially all employees of the Sabine Parish Assessor's Office are members of the Louisiana Assessors Retirement Fund ("System"), a multiple employer, public employee retirement system (PERS), controlled and administered by a separate board of trustees.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1997

NOTE 4 PENSION PLAN (CONTINUED)

All full-time employees who are under the age of 55 at the time of original employment and are not drawing earned retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or who retire at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement Fund, P.O. Box 1786, Shreveport, LA 71166-1786, or by calling (318) 425-4462.

Plan members are required by state statute to contribute 7.00 percent of their annual covered salary and the Sabine Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75 percent of annual covered payroll. The contribution requirements of plan members and the Sabine Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, employee contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fixed year. The Sabine Parish Assessor's contribution to the System for the years ending December 31, 1997 and 1996 were \$13,172 and \$12,882, respectively, equal to the required contributions for each year.

NOTE 5 LEASES

The Sabine Parish Assessor had no capital or operating leases at December 31, 1997.

NOTE 6 LITIGATION

The assessor has no outstanding defensive litigation pending at December 31, 1997.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1997

NOTE 7 AD VALOREM TAXES

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the Assessor in October, are actually billed by the Sabine Parish Sheriff in November, and become due November 15. Billed taxes become delinquent on January 1, of the following year. All ad valorem tax revenues are recognized in compliance with NCGA Interpretation - 3 GASB Codification Section P70 (Revenue Recognition - Property Taxes) which states that such revenue is recorded when it becomes measurable and available. Available means due, or past due and receivable within the current period and collected no longer than 60 days after the close of the current period.

The Sabine Parish Sheriff bills and collects property taxes for the assessor using the assessed values determined by the assessor.

For the year ended December 31, 1997, taxes of 6.29 mills were levied on property with assessed valuations totaling \$63,263,630. Total taxes levied were \$397,929 which were for general operations of the assessor's office. Taxes receivable at December 31, 1997, total \$400,988

NOTE 8 EXPENDITURES OF THE ASSESSOR PAID BY THE POLICE JURY

The Assessor's office is located in the parish courthouse. Expenditures for the operations and maintenance of the parish courthouse, as required by state statute, are paid by the Sabine Parish Police Jury and are not included in the accompanying financial statements.

OTHER SUPPLEMENTARY INFORMATION

SABINE PARISH ASSESSOR
MANY, LOUISIANA
SCHEDULE OF EXPENDITURES - GOVERNMENTAL
FUND TYPES - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1997

Personal services and related benefits	\$	60,000
Salaries - Assessor		170,697
Salaries - Deputies		14,973
Salaries - Other		16,096
Payroll Taxes		45,200
Group insurance		3,315
Continuing education		13,173
Retirement		<u>13,173</u>
Total personal services and related benefits		323,454
Operating services		97
Advertisements		8,186
Automobile expense		2,144
Dues and subscriptions		3,202
Equipment rental		4,033
Insurance		8,721
Legal and accounting		23
Licenses & fees		6,415
Maintenance contracts		12
Miscellaneous		690
Outside services		4,632
Repairs & Maintenance		4,580
Telephone		<u>4,580</u>
Total operating services		42,735
Materials and supplies		920
Film		10,635
Office supplies		5,513
Other supplies		2,170
Postage		<u>2,170</u>
Total materials and supplies	\$	19,238

Supplementary information schedule. Presented as additional analytical data.

SABINE PARISH ASSESSOR
MANY, LOUISIANA
SCHEDULE OF EXPENDITURES - GOVERNMENTAL
FUND TYPES - GENERAL FUND (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 1997

Travel and other charges	
Assessor's expense allowance	\$ 6,000
Entertainment & meals	1,806
Travel	<u>9,059</u>
Total travel and other charges	16,865
Capital outlay	<u>5,495</u>
Total Expenditures	<u>\$ 407,787</u>

HINES, JACKSON & HINES
CERTIFIED PUBLIC ACCOUNTANTS

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(Retired)

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 Carroll Ellzey
Sabine Parish Assessor
Many, Louisiana 71449

We have audited the general purpose financial statements of the Sabine Parish Assessor, Many, Louisiana, as of and for the year ended December 31, 1997, and have issued our report thereon dated April 28, 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 Sabine Parish Assessor's financial statements are free of material misstatement, we performed tests of its 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 those 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 Sabine 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting 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 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the Sabine Parish Assessor and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

HINES, JACKSON & HINES
Natchitoches, Louisiana
April 28, 1998

SABINE PARISH ASSESSOR
NATCHITOCHEs, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED
DECEMBER 31, 1997

<u>Ref. No.</u>	<u>Fiscal Year</u> <u>Finding</u> <u>Initially</u> <u>Occurred</u>	<u>Description of Finding</u>	<u>Corrective</u> <u>Action</u> <u>Taken</u> <u>(Yes, No,</u> <u>Partially)</u>	<u>Planned Corrective</u> <u>Action/Partial</u> <u>Corrective Action Taken</u>
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Nothing came to our attention that would required disclosure under Government Auditing Standards.

SABINE PARISH ASSESSOR
NATCHITOCHEs, LOUISIANA
CORRECTIVE ACTION PLAN FOR CURRENT YEAR AUDIT FINDINGS
FOR THE YEAR ENDED
DECEMBER 31, 1997

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Correct Action Planned</u>	<u>Name(s) of Contact Person(s)</u>	<u>Anticipated Completion Date</u>
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Nothing came to our attention that would require disclosure under Government Auditing Standards