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UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA

FINANCIAL STATEMENTS

DECEMBER 31, 2003

Under provisions of state law this report is a public document. A copy of the report has been submitted to the sheriff 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 7-28-04

**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA**

**FINANCIAL STATEMENTS  
DECEMBER 31, 2003**

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**McGEHEE AND KEEN, LLC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

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**INDEPENDENT AUDITORS' REPORT**

The Honorable Terry Newcomb Baker  
Union Parish Assessor  
Courthouse Building  
Farmerville, Louisiana 71241

We have audited the accompanying general purpose financial statements of the Union Parish Assessor, a component unit of the Union Parish Police Jury, as of December 31, 2003, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of Union Parish Assessor's office management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States 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 general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. 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 Union Parish Assessor as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated June 28, 2004, on our consideration of Union Parish Assessor's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.



McGehee and Keen, LLC  
Certified Public Accountants  
June 28, 2004

**UNION PARISH ASSESSOR**  
**FARMERVILLE, LOUISIANA**  
**COMBINED BALANCE SHEET—ALL FUND TYPES AND ACCOUNT GROUPS**  
**DECEMBER 31, 2002**  
**WITH COMPARATIVE TOTALS FOR DECEMBER 31, 2001**

	Governmental	Account	Totals	
	Fund Type	Group	(Memorandum Only)	
	General Fund	General Fixed Assets	2002	2001
<b>ASSETS</b>				
Cash	\$ 22,387	\$ 0	\$ 22,387	\$ 106,497
Investments	185,000	0	185,000	141,289
Accounts Receivable, net	432,104	0	432,104	300,900
Interest Receivable	2,947	0	2,947	1,318
Prepaid Expenses	2,792	0	2,792	0
Furniture and Equipment	0	68,513	68,513	68,199
<b>TOTAL ASSETS</b>	<b>\$ 625,230</b>	<b>\$ 68,513</b>	<b>\$ 723,743</b>	<b>\$ 647,123</b>
<b>LIABILITIES AND EQUITY</b>				
<b>LIABILITIES</b>				
Accounts Payable	\$ 6,310	\$ 0	\$ 6,310	\$ 620
Accrued Liabilities	2,675	0	2,675	1,699
Deferred Revenue	58,487	0	58,487	58,588
<b>TOTAL LIABILITIES</b>	<b>68,487</b>	<b>0</b>	<b>68,487</b>	<b>58,575</b>
<b>FUND EQUITY</b>				
Investment in General Fixed Assets	0	68,513	68,513	68,199
Fund Balance—				
Unreserved and Undesignated	556,743	0	556,743	492,289
<b>TOTAL FUND EQUITY</b>	<b>556,743</b>	<b>68,513</b>	<b>664,256</b>	<b>668,543</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 625,230</b>	<b>\$ 68,513</b>	<b>\$ 723,743</b>	<b>\$ 647,123</b>

See accompanying notes to financial statements.

**UNION PARISH ASSESSOR**  
**FARMERVILLE, LOUISIANA**  
**STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE**  
**FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002**

	<u>2003</u>	<u>2002</u>
<b>REVENUES</b>		
Ad Valorem Taxes	\$ 425,095	\$ 399,408
Intergovernmental-In Lieu of Taxes	23,795	11,258
Fees for Preparing Tax Roll	4,862	2,617
Interest Income	7,900	7,448
Other Revenues	<u>5,319</u>	<u>5,458</u>
<b>TOTAL REVENUES</b>	<u>466,971</u>	<u>436,189</u>
<b>EXPENDITURES</b>		
Capital Outlay	4,395	5,252
Materials and Supplies		
Auto Expenses	1,891	824
Library	10	38
Office Supplies	10,752	6,622
Operating Services		
Dues and Subscriptions	1,740	1,975
Equipment Maintenance	4,800	5,024
Insurance	1,862	1,698
Lease	8,000	4,908
Postage	1,618	1,001
Professional Fees	9,327	5,147
Publication of Legal Notices	148	138
Telephone	3,624	2,917
Personal Services and Related Expenses		
Salaries	228,745	196,495
Fringe Benefits	118,212	103,900
Payroll Taxes	1,042	1,701
Workman's Compensation	1,127	1,431
Travel, Training, and Meetings		
Expense Allowance	5,228	7,490
Training and Meetings	1,740	3,859
Travel	<u>5,582</u>	<u>3,936</u>
<b>TOTAL EXPENDITURES</b>	<u>403,915</u>	<u>387,293</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	63,056	48,896
<b>FUND BALANCE-BEGINNING</b>	<u>402,359</u>	<u>423,213</u>
<b>FUND BALANCE-ENDING</b>	<u>\$ 465,415</u>	<u>\$ 472,109</u>

See accompanying notes to financial statements.

**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE—  
BUDGET (GAAP BASIS) AND ACTUAL—GOVERNMENTAL FUND TYPE  
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>REVENUES</b>			
Ad Valorem Taxes	\$ 458,500	\$ 425,096	\$ 17,000
Intergovernmental - In Lieu of Taxes	11,400	23,708	12,308
Fees for Preparing Tax Roll	4,500	4,962	662
Interest Income	7,000	7,900	900
Other Revenues	<u>12,200</u>	<u>5,318</u>	<u>(8,882)</u>
<b>TOTAL REVENUES</b>	<u>493,600</u>	<u>466,984</u>	<u>26,616</u>
<b>EXPENSES</b>			
Capital Outlay	4,500	4,300	134
Material and Supplies			
Auto Expense	600	1,091	(291)
Library	100	15	85
Office Supplies	10,500	10,752	(252)
Operating Services			
Dues and Subscriptions	2,000	1,740	260
Equipment Maintenance	5,000	4,800	200
Insurance	1,500	1,952	(452)
Lease	5,000	6,000	(1,000)
Postage	1,200	1,515	(315)
Professional Fees	4,000	9,327	(5,327)
Publication of Legal Notices	150	140	10
Telephone	3,500	3,824	(324)
Personal Services and Related Expenses			
Salaries	220,000	220,740	(740)
Fringe Benefits	118,700	118,213	487
Payroll Taxes	2,800	1,642	1,158
Workman's Compensation	1,600	1,127	473
Travel, Training, and Meetings			
Expense Allowance	6,400	8,238	(238)
Training and Meetings	3,000	1,740	1,260
Travel	<u>6,700</u>	<u>8,582</u>	<u>(1,118)</u>
<b>TOTAL EXPENDITURES</b>	<u>393,040</u>	<u>403,613</u>	<u>10,573</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	43,960	63,371	19,794
<b>FUND BALANCE-BEGINNING</b>	<u>420,000</u>	<u>402,289</u>	<u>17,711</u>
<b>FUND BALANCE-ENDING</b>	<u>\$ 463,960</u>	<u>\$ 465,660</u>	<u>\$ 2,700</u>

See accompanying notes to financial statements.

**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA**  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2009

As provided by Article VIII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a term of four years. The assessor assesses all real and movable property in the parish subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting and reporting policies of the Union Parish Tax Assessor conform to generally accepted accounting principles as applied to governmental units. The accounting and reporting procedures conform to the requirements of Louisiana Revised Statutes 24:513 and to the guides set forth in the Louisiana Governmental Audit Guide and to the industry audit guide, Audits of State and Local Governmental Units, published by the American Institute of Certified Public Accountants.

**A. Reporting Entity**

For financial reporting purposes, in conformity with GASB Statement No. 14, the Union Parish Assessor is a component unit of the Union Parish Police Jury. For the purposes of this financial report, this component unit serves as the nucleus for its own financial reporting entity and issues separate financial statements.

**B. Fund Accounting**

The accounts of the Union Parish Assessor 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 compile its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The fund presented in the financial statements is described as follows:

Governmental Fund--  
General Fund

The General Fund is the general operating fund of the Assessor. It is used to account for all financial resources except those required to be accounted for in another fund.

**C. Fixed Assets**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Fixed assets provided by the police jury are not recorded in the general fixed assets account group. Fixed assets are recorded at cost or estimated historical costs based on the actual costs of like items. No depreciation has been provided on general fixed assets.

**UNION PARISH ASSESSOR**  
**FARMERVILLE, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2003**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. Measurement Focus**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

**E. Basis of Accounting**

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Assessor uses the following practices in recognizing and reporting revenues and expenditures:

**Revenues**

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1963 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls, interest income, and amounts received in lieu of taxes are susceptible to accrual. Other revenues become measurable and available when cash is received by the Union Parish Assessor and are recognized as revenue at that time.

The Union Parish Assessor reports deferred revenue on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

**Expenditures**

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

**F. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.



**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA**  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2003

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**G. Budgetary Practices**

The Union Parish Assessor adopted an operating budget on a basis consistent with generally accepted accounting principles on its governmental fund type for the year ended December 31, 2003, as required by generally accepted accounting principles as applicable to governmental units and as required by Louisiana law. Prior to the year ended December 31, 2003, the assessor adopted an amended budget approving revisions to revenues and expenditures. The amended budget for the general fund is presented in the Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual.

The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

**H. Vacation and Sick Leave**

All employees receive from five to ten days of noncumulative vacation leave each year, depending on length of service. Employees earn eighteen days of noncumulative sick leave each year. At December 31, 2003, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure.

**I. Memorandum Only - Total Columns**

Total columns on the general purpose financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position 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.

**J. Comparative Data**

Comparative total data for the prior year has been presented in certain of the accompanying financial statements in order to provide an understanding of changes in the financial position and operations.

**NOTE 2 - CASH AND INVESTMENTS**

Cash and investments consist of interest bearing demand deposits and time deposits, respectively. 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 their principal offices in Louisiana. Deposits are carried at cost which approximates market value.

Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed 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.

At December 31, 2003, the carrying amount of deposits was \$167,267 and there was a petty cash fund of \$100. The bank balance for the deposits was \$205,488. The bank balance was covered by federal depository insurance.

**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2003**

**NOTE 3 - LEVIED TAXES**

As provided by Louisiana Revised Statute 47:1825, the assessor is authorized to levy an ad valorem tax in lieu of pro rata deductions from ad valorem taxing authorities. The authorized millage should be an amount necessary to provide no less ad valorem taxes than that received by the assessor in the initial year. For the year ended December 31, 2003, the Union Parish Assessor levied 4.58 mills to provide funding for the office.

The following are the principal taxpayers for the parish and their 2003 assessed valuation:

	2003 Assessed Valuation	Per Cent of Total Assessed Valuation
GATX Financial Corporation	\$ 6,713,740	10.34 %
Corngate Poultry Company	7,474,870	7.80 %
Trans-Union Interstate	4,581,290	4.81 %
Enervest Operating Company	3,328,390	3.49 %
Energy Louisiana, Inc.	2,845,480	3.00 %
Rainier Leasing, L.L.C.	2,308,190	2.46 %
AFC Industries	2,384,710	2.43 %
Calbome Electric Co-operative	2,113,810	2.23 %
Centerpoint Energy Gas	1,934,180	2.04 %
Weyerhaeuser Company	1,828,840	2.03 %
<b>Total</b>	<b>\$ 38,353,350</b>	<b>40.61 %</b>

**NOTE 4 - RECEIVABLES**

The general fund receivables, including the applicable allowance for uncollectible accounts, are as follows:

Ad Valorem Taxes	\$ 434,360
Less: Allowance for Uncollectibles	<u>(3,301)</u>
Net Ad Valorem Taxes Receivable	431,059
Tax Roll Fees	<u>1,015</u>
<b>Total</b>	<b>\$ 432,104</b>

**NOTE 5 - CHANGES IN FIXED ASSETS**

A summary of changes in office furnishings and equipment is as follows:

Balance at January 1	90,150
Additions	4,368
Deletions	<u>(2,012)</u>
<b>Balance at December 31</b>	<b>\$ 92,506</b>

**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2003**

**NOTE 6 - PENSION PLAN**

Substantially all employees of the Union Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. The system provides retirement, death, and disability benefits to plan members and beneficiaries. Benefits are established by statute.

The system issues an annual publicly available 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 1766, Shreveport, Louisiana 71168-1766 or by calling (518)235-4446.

Plan members were required by state statute to contribute 8.00% of their annual covered salary January through December, 2003. The Union Parish Assessor is required to contribute at an actuarially determined rate. The rate of annual covered payroll was 14% for January through December, 2003. Contributions to the system include .0025% of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Union Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:1033, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Union Parish Assessor's payments to the system for the year ended December 31, 2003 were \$31,808, which were equal to the required contribution for the year.

**NOTE 7 - POST EMPLOYMENT BENEFITS**

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

The assessor recognizes the cost of providing these benefits (assessor's cost of premiums) as an expenditure when the monthly premiums are paid. For the year ended December 31, 2003, the total amount of premiums paid was \$84,886, while the amount paid for the eligible retirees totaled \$28,813. These premiums are financed on a "pay-as-you-go" basis.

**NOTE 8 - LEASE**

The Union Parish Assessor leases a vehicle under a three year cancelable operating lease agreement. The agreement requires the assessor to buy and maintain liability and physical damage insurance and to maintain and repair the vehicle to keep it in good working order and condition. At the end of the lease, the assessor may be required to pay an additional charge to the lessor for excess wear and excess mileage. If the lease is terminated before the three year term has expired, a similar charge may be required.

## ADDITIONAL REPORTS

**McGEHEE AND KEEN, LLC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

P.O. Box 1264  
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Ruston, Louisiana 71272-1264

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON  
AN AUCH OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Honorable Terry Newcomb Baker  
Union Parish Assessor  
Courthouse Building  
Farmerville, Louisiana 71241

We have audited the general purpose financial statements of the Union Parish Assessor, a component unit of the Union Parish Police Jury, as of and for the year ended December 31, 2003, and have issued our report thereon dated June 28, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Opinion**

As part of obtaining reasonable assurance about whether the Union 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 we required to be reported under Government Auditing Standards.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Union Parish Assessor's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters 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 judgement, could adversely affect the Union Parish Assessor's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. This reportable condition is described below:

It came to our attention that the Union Parish Assessor's Office has too few personnel involved in the accounting system to have adequate separation of duties for internal control.

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A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. 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 consider the reportable condition described above to be a material weakness.

This report is intended for the information of the assessor, management, the Legislative Auditor of Louisiana, and the Union Parish Police Jury and is not intended to be and should not be used by anyone other than these specified parties.

McGehee and Keen, LLC  
Certified Public Accountants  
June 28, 2004

**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA**  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE TWO YEARS ENDED DECEMBER 31, 2003

We have audited the financial statements of the Union Parish Assessor as of and for the year ended December 31, 2003, and have issued our report thereon dated June 25, 2004. 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. Our audit of the financial statements as of December 31, 2003 resulted in an unqualified opinion.

**Section I Summary of Auditors' Reports**

**Report on Internal Control and Compliance Material to the Financial Statements**

**Internal Control**

Material Weaknesses  Yes  No      Reportable Conditions  Yes  No

**Compliance**

Compliance Material to Financial Statements  Yes  No

**Section II Financial Statement Findings**

**2003-1.** The Union Parish Assessor's Office has too few personnel involved in the accounting system to have adequate separation of duties for internal control.

**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA**  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2002

**SECTION 1 INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENT**

FINDINGS

RESPONSE

2002-1. Too few personnel involved in the accounting system to have adequate separation of duties for internal control.

Unresolved 2003,1



**UNION PARISH ASSESSOR  
FARMERVILLE, LOUISIANA**  
MANAGEMENT'S CORRECTIVE ACTION PLAN  
FOR THE YEAR ENDED DECEMBER 31, 2003

**SECTION 1 INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENT**

**ENDINGS**

**RESPONSE**

2003-1. Too few personnel involved in the accounting system to have adequate separation of duties for internal control.

It would not be cost-effective to hire additional personnel to provide adequate separation of duties for internal control with such a small workload.