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## ALLEN PARISH ASSESSOR

Orleans, Louisiana

## Financial Report

Year Ended December 31, 2003

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

Release Date 7-28-04

## TABLE OF CONTENTS

	Page
<b>Independent Auditor's Report</b>	1-2
<b>BASIC FINANCIAL STATEMENTS</b>	
<b>GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)</b>	
Statement of net assets	3
Statement of activities	6
<b>FUND FINANCIAL STATEMENTS (FFS)</b>	
Comparative balance sheet - governmental fund	8
Reconciliation of the governmental fund balance sheet to the statement of net assets	9
Comparative statement of revenues, expenditures, and changes in fund balance- governmental fund	10
Reconciliation of the statement of revenues, expenditures, and changes in fund balance of the governmental fund to the statement of activities	11
Notes to basic financial statements	13-22
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Budgetary comparison schedule: General Fund	24
<b>SUPPLEMENTARY INFORMATION</b>	
<b>COMPLIANCE AND INTERNAL CONTROL</b>	
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	17-28
Summary schedule of current and prior year audit findings and corrective action plan	29

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**INDEPENDENT AUDITORS' REPORT**

Honorable Richard W. Karam, CLA  
Allen Parish Assessor  
Oberlin, Louisiana

We have audited the accompanying financial statements of the governmental activities and major fund of the Allen Parish Assessor (the Assessor), a component unit of the Allen Parish Police Jury, as of and for the year ended December 31, 2003, which collectively comprise the Assessor's basic financial statements as listed in the table of contents. These basic financial statements are the responsibility of the Allen Parish Assessor. Our responsibility is to express an opinion on these financial statements based on our audit.

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. 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 financial statements referred to above, present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Allen Parish Assessor, as of December 31, 2003, and the respective changes in financial position thereof 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 a report dated June 2, 2004 on our consideration of the Assessor's internal control over financial reporting and on 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.

The required supplementary information on page 24 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

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The Allen Parish Assessor has not presented management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Assessor's basic financial statements. The accompanying financial information listed as "Supplementary Information" in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of the Allen Parish Assessor. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

*Kalder, Champagne, Slaven & Company, LLC*  
Certified Public Accountants

Orleans, Louisiana  
June 2, 2014

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFs)**

ALLEN PARKER ASSessor  
Oberlin, Louisiana

Statement of Net Assets  
December 31, 2003

	<u>Governmental Attribution</u>
<b>ASSETS</b>	
Cash and interest-bearing deposits	\$179,384
Due from other governmental units	378,127
Prepaid items	3,923
Capital assets, net	<u>132,621</u>
Total assets	<u>694,055</u>
<b>LIABILITIES</b>	
Accounts and other payables	7,780
Interest payable	1,024
Note payable	50,000
Long-term liabilities	
Due within one year	20,018
Due in more than one year	<u>32,322</u>
Total liabilities	<u>131,144</u>
<b>NET ASSETS</b>	
Invested in capital assets	99,256
Unrestricted	<u>593,799</u>
Total net assets	<u>\$693,055</u>

The accompanying notes are an integral part of the basic financial statements.

ALLIANCE PARISH ASSESSORS  
 Iberia, Louisiana

Statement of Activities  
 For the Year Ended December 31, 2000

Activities	Expenses	Program Revenues		Net (Expense) Revenues and Changes in Net Assets
		Changes for Services	Operating Grants and Contributions	
Governmental activities:				
General government	\$ 483,974	\$ 11,889	\$ 96,133	\$ (415,952)
Interest on long-term debt	3,481	-	-	(3,481)
Total governmental activities	\$ 487,455	\$ 11,889	\$ 96,133	\$ (415,952)
Capital resources:				
Taxes:				
Property taxes, levied for general purposes				319,628
Sales tax revenue sharing				34,980
Interest and investment earnings				2,609
Miscellaneous				2,819
Total general revenues				\$ 360,036
Change in net assets				(44,929)
Net assets - January 1, 2000				307,962
Net assets - December 31, 2000				\$ 263,033

The accompanying notes are an integral part of the basic financial statements.



**FUND FINANCIAL STATEMENTS (FFS)**

ALLEN PARISH ASSessor  
 Oberlin, Louisiana

Comparative Balance Sheet - Governmental Fund  
 December 31, 2003 and 2002

	General Fund	
	<u>2003</u>	<u>2002</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 119,584	\$ 117,693
Prepaid expenditures	3,923	3,426
Receivables:		
Due from other governmental units	<u>378,127</u>	<u>368,451</u>
Total assets	<u>\$ 501,634</u>	<u>\$ 489,570</u>
<b>LIABILITIES AND FUND EQUITY</b>		
Liabilities:		
Accounts payable	\$ 7,780	\$ 3,000
Note payable	<u>39,080</u>	<u>-</u>
Total liabilities	<u>\$ 46,860</u>	<u>\$ 3,000</u>
Fund equity:		
Fund balance - unreserved, undesignated	440,011	482,546
Fund balance reserved for prepaids	<u>3,923</u>	<u>3,426</u>
Total fund equity	<u>443,934</u>	<u>485,972</u>
Total liabilities and fund equity	<u>\$ 490,794</u>	<u>\$ 488,972</u>

The accompanying notes are an integral part of the basic financial statements.

ALLEN PARISH ASSESSOR  
Oberlin, Louisiana

Reconciliation of the Governmental Fund Balance Sheet  
to the Statement of Net Assets  
December 31, 2003

Total fund balance for the governmental fund at December 31, 2003	\$443,954
Total net assets reported for governmental activities in the statement of net assets is different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. These assets consist of:	
Equipment, furniture and fixtures, net of \$135,982 accumulated depreciation	132,671
Long-term liabilities at December 31, 2003:	
Capital lease payable	(73,340)
Accrued interest payable	<u>(1,874)</u>
Total net assets of governmental activities at December 31, 2003	<u>\$501,359</u>

The accompanying notes are an integral part of the basic financial statements.

**ALLIEN PARISH ASSESSOR**  
**Oberlin, Louisiana**

**Comparative Statement of Revenues, Expenditures, and Changes in Fund Balance -**  
**Governmental Fund**  
**For the Years Ended December 31, 2001 and 2002**

	General Fund	
	2001	2002
<b>Revenues:</b>		
Intergovernmental revenues -		
Ad valorem taxes	\$121,628	\$143,438
State revenue sharing	36,500	36,500
Gaming revenue	56,110	58,790
Parish appropriation	-	28,000
Other revenue - preparing tax rolls, etc.	14,700	13,817
Interest	2,858	4,849
Total revenues	432,826	485,415
<b>Expenditures:</b>		
Current -		
General government:		
Personnel services and related benefits	178,890	168,942
Operating services	28,828	48,113
Materials and supplies	58,519	34,468
Travel and other charges	6,917	4,714
Capital outlay	93,345	3,802
Debt service	12,898	-
Total expenditures	458,818	458,789
Excess (deficiency) of revenues over expenditures	(122,892)	21,136
<b>Other financing sources:</b>		
Proceeds from capital loans	80,944	-
Excess (deficiency) of revenues and other sources over expenditures	(42,048)	21,136
Fund balance, beginning of year	485,972	464,836
Fund balance, end of year	\$443,924	\$485,972

The accompanying notes are an integral part of the basic financial statements.

ALLEN PARISH ASSESSOR  
Oberlin, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
For the Year Ended December 31, 2003

Total net changes in fund balance at December 31, 2003 per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ (42,008)
The change in net assets reported for governmental activities in the statement of activities is different because:	
Add: Capital outlay costs which are considered as expenditures on Statement of Revenues, Expenditures and Changes in Fund Balance	92,344
Less: Depreciation expense for the year ended December 31, 2003	(29,721)
Add: Principal retirement considered as an expenditure on Statement	8,681
Less: Difference between interest on long-term debt on modified accrual basis versus interest on long-term debt on accrual basis	(1,054)
Less: Proceeds from capital leases	<u>(88,944)</u>
Total changes in net assets at December 31, 2003 per Statement of Activities	<u>\$ (48,928)</u>

The accompanying notes are an integral part of the basic financial statements.

ALLEN PARISH ASSESSOR  
Oberlin, Louisiana

Notes to Basic Financial Statements

(1) Summary of Significant Accounting Policies

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 term of five years. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and peculiarly responsible for the actions of the deputies.

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 requirements of Louisiana Revised Statute 24:013, as well as any applicable requirements set forth by Audits of State and Local Governments, the industry audit guide issued by the American Institute of Certified Public Accountants and the Louisiana Governmental Audit Guide.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

As the governing authority of the parish, for reporting purposes, the Allen Parish Police Jury is the financial reporting entity for Allen Parish. The financial reporting entity consists of (a) the primary government (Police Jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Because the Police Jury maintains and operates the parish courthouse in which the Assessor's office is located, the Assessor was determined to be a component unit of the Allen Parish Police Jury, 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 Police Jury, the general government services provided by the Police Jury, or the other governmental units that comprise the financial reporting entity.

B. Basis of Presentation

Government-Wide Financial Statements (G/WFS)

The statement of net assets and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

ALLEN PARISH ASSESSOR  
Oberlin, Louisiana

Notes to Basic Financial Statements (Continued)

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

C. Fund Accounting

The accounts of the Assessor are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting aggregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The Assessor maintains only one fund. It is categorized as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 1% percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 1 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the Assessor is described below:

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.

D. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "what" transactions are recorded regardless of the measurement focus applied.

ALLEN PARESH ASSESSOR  
Oberlin, Louisiana

Notes to Basic Financial Statements (Continued)

Measurement Focus

On the government-wide statement of net assets and the statement of activities, governmental activities are presented using the economic resources measurement focus as defined in item b, below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. The governmental fund utilizes a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.
- b. The government-wide financial statement utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or net recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net assets.

Basis of Accounting

In the government-wide statement of net assets and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.



ALLEN PARISH ASSESSOR  
Oberlin, Louisiana

Notes to Basic Financial Statements (Continued)

E. **Assets, Liabilities and Equity**

**Cash and interest-bearing deposits**

For purposes of the statement of net assets, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Assessor.

**Capital Assets**

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Depreciation of all substantial capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Furniture, fixtures and equipment	5-10 years
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**Compensated Absences**

Employees of the Assessor's office earn 12 days of emergency leave each year. Emergency leave is used for personal illness, family illness, and other personal problems. In addition to emergency leave, employees of the Assessor's office earn vacation leave at varying rates, depending on their length of service. Vacation leave is not cumulative from year to year.

At termination or retirement, employees are paid for vacation leave accumulated during the current year; however, emergency leave is not paid. As December 31, 2003, the Assessor has no material accumulated leave benefits.

**Equity Classifications**

In the government-wide statements, equity is classified as net assets and displayed in three components:

ALLEN PARISH ASSessor  
Oberlin, Louisiana

Notes to Basic Financial Statements (Continued)

- a. *Invested in capital assets, net of related debt* - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. *Restricted net assets* - Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. *Unrestricted net assets* - All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

F. **Revenues, Expenditures, and Expenses**

**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 47:1993 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 are recorded in the year prepared. Interest income on time deposits is recorded when the time deposits have matured. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees for preparing tax rolls have been treated as susceptible to accrual.

**Expenditures/Expenses**

In the government-wide financial statements, expenses are classified by character and function. In the fund financial statements, expenditures are classified by character.

ALLEN PARISH ASSESSOR  
Oberlin, Louisiana

Notes to Basic Financial Statements (Continued)

G. Budget Practices

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the Assessor and amended during the year, as necessary. The budget is established and controlled by the Assessor at the object level of expenditures. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. The Assessor must approve all changes in the budget. Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original and final adopted budget amounts.

H. Use of Estimates

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

(2) Principal Taxpayers

The following are the principal taxpayers for the parish and their 2003 assessed valuation (amounts expressed in thousands):

	2003 Assessed Valuation (in thousands)	Percent of total Assessed Valuation
CLSCO Corporation	\$ 3,646	4.18%
Transcontinental Gas Pipeline	3,000	3.57%
Texas Eastern Transmission Corporation	2,902	3.40%
Bolin Cascade Corporation	2,585	2.94%
Lakebay Corporation	1,134	1.35%
Jedrej Timberlands, LLC	1,034	1.15%
Catahoula Tribe of Louisiana	1,016	1.18%
CenturyTel of Southwest Louisiana, Inc.	1,425	1.68%
CenturyTel of Evangeline, Inc.	1,686	1.88%
Emeragard Electric Cooperative, Inc.	1,262	1.48%
	<u>\$28,841</u>	<u>34.44%</u>

ALLEN PARISH ASSESSOR  
Bossier, Louisiana

Notes to Basic Financial Statements (Continued)

(3) 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, 2003, the Assessor had cash and interest-bearing deposits (bank balances) totaling \$119,584, as follows:

Demand deposits	\$ 17,923
Time deposits	<u>101,661</u>
	<u>\$119,584</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent 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, 2003, are secured as follows:

Bank balances	<u>\$124,578</u>
Federal deposit insurance	\$122,879
Pledged securities (Category 3)	<u>1,661</u>
Total	<u>\$124,578</u>

Pledged securities in Category 3 include unissued 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 noncollateralized (Category 3), Louisiana Revised Statute 79:1229 imposes a statutory requirement on the custodial bank to advance 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) Due from Other Governmental Units

Due from other governmental units of \$278,127 consisted of the following at December 31, 2003:

Ad valorem taxes	\$327,879
State revenue sharing	24,353
Preparation of tax rolls	11,889
Gaming revenue	<u>14,003</u>
Total	<u>\$378,127</u>

ALLEN PARISH ASSESSOR  
Oberlin, Louisiana

Notes to Basic Financial Statements (Continued)

(3) *Ad Valorem Taxes*

Pursuant to Act 174 of 1998, Louisiana Revised State Statute 47:1825.2 created a special assessment district to provide ad valorem taxes revenue to fund the Assessor's office.

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 Allen Parish Sheriff in October. Billed taxes are due by December 31, becoming delinquent on January 1 of the following year.

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

Ad valorem taxes are budgeted and recorded in the year levied and billed. For the years ended December 31, 2003 and 2002, special assessment district taxes were levied at the rate of 3.23 mills, on property with assessed valuations totaling \$43,231,570 and \$84,795,451, respectively.

Total special assessment district taxes levied during 2003 and 2002 were \$332,401 and \$332,738, respectively.

(4) *Capital Assets*

Capital asset balances and activity for the year ended December 31, 2003 is as follows:

	Balance 06/30/02	Additions	Deletions	Balance 12/31/2003
Capital assets:				
Equipment, furniture and fixtures	\$ 178,388	\$ 92,345	\$ -	\$ 280,833
Less accumulated depreciation:				
Equipment, furniture and fixtures	118,281	35,711	-	153,992
Net capital assets	<u>\$ 60,107</u>	<u>\$ 56,634</u>	<u>\$ -</u>	<u>\$ 126,741</u>

Depreciation expense of \$21,711 was charged to the general government function.

ALLEN PARISH ASSessor  
Oberlin, Louisiana

Notes to Basic Financial Statements (Continued)

(7) Long-term Debt

The following is a summary of long-term debt transactions of the Town for the year ended December 31, 2003:

Capital lease payable, December 31, 2002	\$ -
Issued	80,944
Retired	<u>(8,000)</u>
Capital lease payable, December 31, 2003	<u>\$ 72,944</u>

Long-term debt payable at December 31, 2003 is comprised of the following:

Capital lease -

\$80,944 equipment lease dated May 3, 2003, due in monthly installments of \$2,014, including interest at 7.8%, through May, 3, 2005, secured by General Fund revenues	<u>\$ 72,944</u>
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The capital lease is due as follows:

Year ending December 31,	Principal payments	Interest payments
2004	\$ 20,018	\$ 6,109
2005	30,196	3,886
2006	22,188	1,983
2007	<u>8,542</u>	<u>222</u>
Total	<u>\$ 72,944</u>	<u>\$ 12,200</u>

(8) Short-term Debt

The Allen Parish Assessor borrowed \$50,000 from First Federal Savings on 11/19/03 as a short-term loan. The loan had an interest rate of 4.87% per annum on the outstanding principal balance. The debt was repaid on 1/15/04.

ALLEN PARISH ASSessor,  
Oberlin, Louisiana

Notes to Basic Financial Statements-(Continued)

(3) Pension Plan

Substantially all employees of the Allen Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a multiple-employer (cost-sharing), defined benefit 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 deriving 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 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 180 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 or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 14699, Baton Rouge, Louisiana 70804-4699.

Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the Allen Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 14.0 percent of annual covered payroll. Effective July 2, 1999, Act 818 of the 1999 regular session of the Legislature authorized the Assessor, at his discretion, to pay all or a portion of the employees' contribution, provided that the Assessor notify the Assessor's Retirement Fund fifteen days prior to the beginning of a calendar year. For the year 2001, the Assessor elected to pay 2% of the employees' contributions, with the employers paying 3%. 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 on each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Allen Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 1:155, 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 Allen Parish Assessor's contributions to the System for the years ending December 31, 2000, 2002 and 2001, were \$10,150, \$42,840 and \$29,170, respectively, equal to the required contributions for each year.

ALLEN PARISH ASSESSOR  
Oberlin, Louisiana

Notes to Basic Financial Statements (Continued)

(10) Deferred Compensation Plan

The Allen Parish Assessor offers its employees participation in the State of Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. The plan is reported as an agency fund in the State of Louisiana's financial statements. The plan, available to all Assessor's employees, permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the state of Louisiana (without being restricted to the provisions of benefits under the plan) subject only to the claims of the general creditors of the State of Louisiana. Participants' rights under the plan are equal to those of general creditors of the State of Louisiana in an amount equal to the fair market value of the deferred account for each participant.

It is the opinion of management, after consulting with legal counsel, that the Allen Parish Assessor has no liability for losses under the plan.

(11) Expenditures of the Assessor Paid by the Parish Police Jury

The Allen Parish Police Jury provided the office space and utilities for the Assessor's office for the year ended December 31, 2003. These expenditures are not reflected in the accompanying financial statements.

(12) Litigation

There is no litigation pending against the Assessor's office at December 31, 2003.

(13) Risk Management

The Assessor is exposed to various risks of loss related to thefts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Assessor has obtained coverage from various commercial insurance companies to reduce his exposure to these risks.



**REQUIRED  
SUPPLEMENTARY INFORMATION**

ALBERTA PUBLIC SERVICES

Edmonton, Alberta

General Fund

Budgetary Comparison Schedule  
 Period: The Month/Quarter/1, 2002

The Comparative Actual Amount for the Month/Quarter/1, 2002

	2002			Variance Favorable (Unfavorable)	2001 Actual
	Budget Original	Final	Actual		
<b>Revenues</b>					
<b>Departmental revenues -</b>					
Ad valorem taxes	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ (2,000)	\$ 1,000,000
State income sharing	50,000	50,000	50,000	0	50,000
Granting income	-	40,000	50,000	10,000	50,000
Special operations	-	-	-	-	50,000
Other revenues - operating events, etc.	10,000	10,000	10,000	0	10,000
<b>Total</b>	1,060,000	1,100,000	1,110,000	50,000	1,260,000
<b>Expenditures</b>					
<b>General government</b>					
<b>    General government administration</b>					
Salaries	\$1,500	\$1,500	\$1,500	-	\$1,500
Employee allowances	175,000	175,000	175,000	0	175,000
Utilities	4,000	4,000	4,000	-	4,000
Rent	3,000	3,000	3,000	0	3,000
Commodities	40,000	40,000	40,000	0	40,000
Supplies	40,000	40,000	40,000	0	40,000
Materials	4,000	4,000	4,000	0	4,000
Contract expenditures	-	10,000	10,000	10,000	10,000
<b>Total general government administration</b>	207,500	217,500	217,500	10,000	207,500
<b>    Operating services</b>					
Accounting and auditing	1,000	1,000	1,000	-	1,000
Admin. fee	1,000	0	-	1,000	1,000
Contract services	1,000	1,000	1,000	0	1,000
Supplies	1,000	1,000	1,000	-	1,000
Travel and meals	1,000	1,000	1,000	-	1,000
Telephone	1,000	1,000	1,000	0	1,000
Training	1,000	1,000	1,000	0	1,000
<b>Total operating services</b>	6,000	6,000	6,000	0	6,000
<b>    Materials supplies -</b>					
Office supplies and expense	1,000	1,000	1,000	0	1,000
Automobile supplies and maintenance	1,000	1,000	1,000	0	1,000
Bank fee	500	500	500	0	500
Computer operational maintenance	-	1,000	1,000	1,000	1,000
Data and identification	1,000	1,000	1,000	-	1,000
Utilities	1,000	0	1,000	1,000	1,000
<b>Total materials supplies</b>	4,500	4,500	4,500	0	4,500
<b>    Travel and other charges -</b>					
Travel	1,000	1,000	1,000	0	1,000
<b>Total travel and other charges</b>	1,000	1,000	1,000	0	1,000
<b>    Capital assets</b>					
Capital assets - office equipment	-	1,000	1,000	1,000	1,000
Capital assets - computer equipment	-	40,000	40,000	40,000	-
Capital assets - others	-	-	-	-	1,000
<b>Total capital assets</b>	-	41,000	41,000	41,000	2,000
<b>    Debt service</b>					
Debt retirement	-	-	4,000	4,000	-
Interest and bond charges	-	-	1,000	1,000	-
<b>Total debt service</b>	-	-	5,000	5,000	-
<b>Total expenditures</b>	213,500	224,500	224,500	11,000	212,500
<b>    Transfers (deduction of) revenues</b>					
cont. expenditures	4,000	11,000	10,000	7,000	10,000
<b>    Transfers from capital assets</b>					
<b>Total (deduction of) revenues and other revenue uses</b>	4,000	11,000	10,000	7,000	10,000
<b>    Total income (expense) of year</b>	846,500	875,500	885,500	29,000	1,047,500
<b>    Total income, net of year</b>	\$ 1,906,500	\$ 1,975,500	\$ 1,995,500	\$ 1,900,000	\$ 1,900,000

## **SUPPLEMENTARY INFORMATION**

**COMPLIANCE  
AND  
INTERNAL CONTROL**

# KOLDER, CHAMPAGNE, SLAVEN & COMPANY, LLC

(CERTIFIED PUBLIC ACCOUNTANTS)

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CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF A SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

## 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 Richard W. Karim, CLU  
Allen Parish Assessor  
Oberlin, Louisiana

We have audited the financial statements of the governmental activities and the major fund of the Allen Parish Assessor, a component unit of the Allen Parish Police Jury, as of and for the year ended December 31, 2003, which comprise the Assessor's basic financial statements, and have issued our report thereon dated June 2, 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.

### Compliance

As part of obtaining reasonable assurance about whether the 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 Allen 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 Assessor's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying summary schedule of current and prior year audit findings and corrective action plan at item 03-11(3).

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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 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 described in the accompanying schedule of current and prior year audit findings and corrective action plan at item 05-10(C) is a material weakness.

This report is intended for the information and use of the Addressee and is not intended to be used and should not be used by anyone other than those specified parties. However, this report is a matter of public record and its distribution is not limited.

*Kelley, Champagne, Stone & Company, LLC*  
Certified Public Accountants

Oberlin, Louisiana  
June 2, 2004

ALLES PARCEL ASSESSORS  
Oberlin, Louisiana

Summary Schedule of Current and Prior Year Audit Findings  
and Corrective Action Plan  
Year Ended December 31, 2000

Fiscal Year Finding Initially Reported	Description	Corrective Action Taken	Corrective Action Plan	Name of Contact Person	Anticipated Date of Completion	
Ref. No.						
<b>CURRENT YEAR (12/31/00) --</b>						
00-000	Unknown	Due to the small number of employees, the Assessor did not have adequate segregation of functions within the accounting system.	N/A	No response is considered necessary.	Richard W. Kurns, Assessor	N/A
<b>PREVIOUS YEARS (12/31/99) --</b>						
00-000	Unknown	Due to the small number of employees, the Assessor did not have adequate segregation of functions within the accounting system.	N/A	No response is considered necessary.	Richard W. Kurns, Assessor	N/A