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***Financial Report***  
***St. Bernard Parish Assessor***  
***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 Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 6-30-04

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December 31, 2003

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**FINANCIAL SECTION**



Bourgeois Bennett

## **INDEPENDENT AUDITOR'S REPORT**

To the St. Bernard Parish Assessor,  
Chalmette, Louisiana.

We have audited the accompanying general purpose financial statements of the St. Bernard Parish Assessor (the Assessor), as of and for the year ended December 31, 2003, as listed in the table of contents. These general purpose financial statements are the responsibility of the Assessor. 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 of America, and the standards applicable to financial audits contained in Governmental 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 the Assessor, 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 St. Bernard 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 May 26, 2004, on our consideration of the St. Bernard 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.

*Bourgeois Bennett, L.L.C.*

Certified Public Accountants.

New Orleans, Louisiana,  
May 26, 2004.

**COMBINED BALANCE SHEET -**  
**GOVERNMENTAL FUND TYPE AND ACCOUNT GROUP**

**St. Bernard Parish Assessor**

December 31, 2003

	<u>Governmental Fund Type General Fund</u>	<u>Account Group General Fixed Assets</u>	<u>Total (Memorandum Only)</u>
<b>Assets</b>			
Cash	\$ 404,363		\$ 404,363
Receivables	64,017		64,017
Due from St. Bernard Parish Sheriff	423,015		423,015
Due from State of Louisiana	19,862		19,862
Prepaid expenditures	13,051		13,051
Fixed assets		\$ 131,593	131,593
Total assets	<u>\$ 924,308</u>	<u>\$ 131,593</u>	<u>\$ 1,055,901</u>
<b>Liabilities</b>			
Accounts payable and accrued expenditures	\$ 1,608		\$ 1,608
<b>Fund Equity and Other Credits</b>			
Investment in general fixed assets		\$ 131,593	131,593
Fund balance:			
Reserved for prepaid expenditures	13,051		13,051
Unreserved	909,649		909,649
Total fund equity and other credits	<u>922,700</u>	<u>131,593</u>	<u>1,054,293</u>
Total liabilities, fund equity and other credits	<u>\$ 924,308</u>	<u>\$ 131,593</u>	<u>\$ 1,055,901</u>

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL - GENERAL FUND**

**St. Bernard Parish Assessor**

For the year ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues</b>			
Ad valorem taxes	\$ 435,000	\$ 482,820	\$ 47,820
Intergovernmental - State of Louisiana - state revenue sharing	29,000	29,793	793
Use of money and property - interest earnings	<u>8,600</u>	<u>8,325</u>	<u>(275)</u>
Total revenues	<u>472,600</u>	<u>520,938</u>	<u>48,338</u>
<b>Expenditures</b>			
General government:			
Personal services	415,237	409,025	6,212
Operating services	66,815	88,273	(21,458)
Materials and supplies	17,500	18,379	(879)
Travel and other charges	6,200	4,464	1,736
Capital outlay	-	472	(472)
Total expenditures	<u>505,752</u>	<u>520,613</u>	<u>(14,861)</u>
<b>Excess (Deficiency) Of Revenues Over Expenditures</b>	(33,152)	325	33,477
<b>Fund Balance</b>			
Beginning of year	<u>922,375</u>	<u>922,375</u>	<u>-</u>
End of year	<u>\$ 889,223</u>	<u>\$ 922,700</u>	<u>\$ 33,477</u>

See notes to financial statements.

**NOTES TO FINANCIAL STATEMENTS****St. Bernard Parish Assessor**

December 31, 2003

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

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessors are elected by the voters of each parish, Orleans Parish excepted, and serve terms of four years. The assessors assess property, prepare tax rolls, and submit the rolls to the Louisiana Tax Commission as prescribed by law.

The accounting policies of the St. Bernard Parish Assessor (the Assessor) conform to accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

**a) Reporting Entity**

The Parish Assessor is a separately elected official and is not included as a component unit in any other financial statements. The activities of the Assessor have been reviewed and it was determined that there are no potential component units which should be included in the Assessor's general purpose financial statements.

**b) Fund Accounting**

The government uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.



**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**b) Fund Accounting (Continued)**

**Governmental Funds**

Governmental Funds are those through which most governmental functions of the Assessor are financed. The acquisition, use and balances of the Assessor's expendable financial resources and the related liabilities are accounted for through a Governmental Fund. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following is the Governmental Fund of the Assessor:

**General Fund**

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

**Account Group**

The General Fixed Assets Account Group is used to account for fixed assets not accounted for in proprietary or trust funds.

**General Fixed Assets Account Group**

This account group is used to account for all general fixed assets of the Board.

**c) Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Ad valorem taxes are assessed for the calendar year and become due on December 31 of each year. Ad valorem tax revenue authorized by Act 292 of 1985 is accounted for in this fund. Ad valorem taxes are recognized as revenue in the year for which levied; thus, the 2003 property taxes which are being levied to finance the 2003 budget is recognized as revenue in 2003. State

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**c) Basis of Accounting (Continued)**

revenue sharing is an arrangement whereby local governments are reimbursed by the State for ad valorem taxes not billed due to the homestead exemption. The Assessor recognized revenue from state revenue sharing of \$29,793 for the year ended December 31, 2003. Interest income on investments is recorded when the investments have matured and the income is available.

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

**d) Use of Estimates**

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

**e) Operating Budgetary Data**

As required by the Louisiana Revised Statutes 39:1303, the Parish Assessor adopted a budget for its General Fund. The budgetary practices included public notice of the proposed budget, public inspection of the proposed budget and public hearings on the budget prior to adoption. Any amendment involving the transfer of monies from one function to another or increases in expenditures at the functional level must be approved by the Assessor. All budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

The General Fund budget is adopted on a basis materially consistent with generally accepted accounting principles.

**f) Accounts Receivable**

The general purpose financial statements of the Assessor contain no allowance for bad debts. Uncollectible receivables are recognized as bad debts at the time information becomes available, which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the General Fund.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**g) Fixed Assets**

The accounting and reporting treatment applied to the fixed assets associated with a fund are determined by its measurement focus. All Governmental Funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental Fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. No depreciation has been provided on general fixed assets.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Fixed assets with an estimated historical cost amounted to approximately \$24,000 or 18% of the total general fixed assets. Donated fixed assets are valued at their estimated fair value on the date donated.

The General Fixed Asset Account Group is not a "fund". It is concerned only with the measurement of financial position. It is not involved with measurement of results of operations.

**h) Vacation and Sick Leave**

Employees of the Assessor's office earn two to three weeks of vacation leave each year, depending on their years of service. Vacation leave cannot be carried forward to succeeding years. There is no formal policy regarding sick leave.

The cost of leave privileges is recognized as current-year expenditure in the General Fund when leave is actually taken. At December 31, 2003, there are no accumulated and vested benefits relating to compensated absences.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**i) Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments are recorded in the fund general ledgers, is not utilized by the Assessor.

**j) Memorandum Only - Total Column**

The total column on the combined statements - overview is captioned memorandum only to indicate that it is presented only to facilitate financial analysis. Data in this column does 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.

**Note 2 - DEPOSITS**

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of state or national banks having their principal office in Louisiana or any other federally insured investment.

State law requires deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision. In accordance with state law all cash was collateralized.

Cash and deposits are categorized into three categories of credit risk.

Category 1 includes deposits covered by federal depository insurance or by collateral held by the assessor or its agent in the Assessor's name.

Category 2 includes deposits covered by collateral held by the pledging financial institution's trust department or its agent in the Assessor's name.

**Note 2 - DEPOSITS (Continued)**

Category 3 includes deposits covered by collateral held by the pledging financial institution or its trust department or agent but not in the Assessor's name and deposits which are uninsured or uncollateralized.

The year end bank balances of deposits and the carrying amount as shown on the combined balance sheet are as follows:

	Bank Balances			Book Balance
	Category			
	1	2	3	
Cash	<u>\$100,000</u>	<u>\$304,975</u>	<u>\$ -</u>	<u>\$404,363</u>

At December 31, 2003, cash in excess of the FDIC insurance was collateralized by securities held by unaffiliated banks for the account of the Assessor. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities uncollateralized. Even though the pledged securities are considered uncollateralized 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 depositor that the fiscal agent has failed to pay deposited funds upon demand.

**Note 3 - PROPERTY TAXES**

Property taxes are levied each November 1 on the assessed value listed as of the prior January 1 for all property, merchandise and movable property located in the Parish. Assessed values are established by the St. Bernard Parish Assessor's Office and State Tax Commission at percentages of actual value as specified by Louisiana law. A reevaluation of all property is required to be completed no less than every four years. The last reevaluation was completed for the list of January 1, 2001. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the last Wednesday in June. Properties for which the taxes have not been paid are sold at the amount of the taxes. The tax rate for the year ended December 31, 2003 was \$1.92 per \$1,000 of assessed valuation of property within St. Bernard Parish for the purpose of assessing property, preparing tax rolls and submitting the rolls to the Louisiana Tax Commission. As indicated in Note 1c, taxes levied November 1, 2003 are for budgeted expenditures in 2003 and is recognized as revenue in 2003.



**Note 3 - PROPERTY TAXES (Continued)**

The assessor's office is located in the St. Bernard Parish Courthouse in Chalmette, Louisiana. 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 the collection and distribution of taxes to the various taxing bodies.

At December 31, 2003, there are 26,946 real property and movable property assessments totaling \$192,470,245 and \$178,976,006, respectively. This represents an increase of 119 assessments and increase in property assessments of \$19,960,824 over the prior year, caused primarily by an increase in the assessment to several large taxpayers for significant additions to their property, as well as the increasing number of new businesses in the parish during the year.

The following are the principal taxpayers for the parish with assessed valuation in excess of \$3.5 million:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2003 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Chalmette Refining, L.L.C.	Oil	\$ 50,305,997	13.54
Murphy Oil Co.	Oil	33,302,929	8.97
Colonial Pipeline Co.	Oil	17,003,190	4.58
American Sugar/Domino	Sugar	7,997,483	2.15
Bell South	Telephone	6,912,891	1.86
Entergy Louisiana, Inc.	Utility	6,716,010	1.81
Shell Oil	Oil	5,475,860	1.47
Hibernia National Bank	Banking	4,866,514	1.31
Southern Natural Gas Co.	Utility	4,289,720	1.15
Bank One	Banking	<u>3,607,725</u>	<u>.97</u>
Totals		<u>\$140,478,319</u>	<u>37.81</u>

**Note 4 - DUE FROM ST. BERNARD PARISH SHERIFF**

Amounts due from the St. Bernard Parish Sheriff at December 31, 2003 consisted of ad valorem taxes collected by the St. Bernard Parish Sheriff in December 2003 but not remitted to the Assessor until the beginning of the following year.

**Note 5 - DUE FROM STATE OF LOUISIANA - STATE REVENUE SHARING**

State revenue sharing is an arrangement whereby local governments are reimbursed by the State for ad valorem taxes not billed due to the homestead exemption. The Assessor recognized revenue from state revenue sharing of \$29,793 for the year ended December 31, 2003. Receivable for state revenue sharing for the year ended 2003 were \$19,862.

**Note 6 - CHANGES IN FIXED ASSETS**

A summary of changes in general fixed assets (office furnishings and equipment) follows:

Balance, January 1, 2003	\$132,168
Additions	472
Deductions	<u>(1,047)</u>
Balance, December 31, 2003	<u>\$131,593</u>

**Note 7 - DEFINED BENEFIT PENSION PLAN**

**Plan Description** - The St. Bernard Parish Assessor (the Assessor) contributes to the Louisiana Assessors' Retirement Fund (System), a cost-sharing multiple-employer defined benefit public employee retirement system (PERS), which is controlled and administered by a separate Board of Trustees. The System provides retirement, deferred and disability benefits, survivor's benefits and cost of living adjustments to plan members and beneficiaries. Act 91 of the 1950 Louisiana Legislative Session established the plan. Provisions of the plan are set forth in the Louisiana Revised Statutes 11:1401 through 11:1483. The System issues a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to Louisiana Assessors' Retirement Fund, P.O. Box 14699, Baton Rouge, Louisiana, 70898-4699.

**Note 7 - DEFINED BENEFIT PENSION PLAN (Continued)**

**Funding Policy** - Plan members are required to contribute 8.00% of their annual salary and the Assessor is required to contribute at an actuarially determined rate. The rate used at December 31, 2003 was 18.00% of eligible payroll. In addition, the fund receives .25% of the taxes shown to be collected on the tax rolls of each parish excluding Orleans and revenue sharing funds as appropriated each year by the legislature. The Assessor's contributions to the System for the years ending December 31, 2003, 2002, and 2001 were \$50,806, \$40,389, and \$27,898, respectively, equal to the required contributions for each year.

**Note 8 - LEASE COMMITMENTS**

The Assessor has an operating lease agreement for a vehicle. The lease agreement is for 36 months and expires May 21, 2005 with a residual value of \$13,888. The entire lease amount was paid in 2002 for \$16,714, of which \$7,731 is included in prepaid expenditures at December 31, 2003.

The Assessor has an operating lease agreement for a copier. The lease agreement is for sixty months and expires December 12, 2005. The monthly lease payment is \$181 and the future minimum lease requirements are as follows:

<u>Year</u>	<u>Amount</u>
2004	\$2,163
2005	<u>2,163</u>
Total	<u>\$4,326</u>



**Note 9 - RISK MANAGEMENT**

The Assessor is exposed to various risks of loss related to workers compensation; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Assessor carries commercial insurance. No settlements were made during the year that exceeded the Assessor's insurance coverage.

**Note 10 - EXPENDITURES NOT INCLUDED IN THE ACCOMPANYING FINANCIAL STATEMENTS**

The accompanying financial statements do not include certain expenditures of the Assessor's office paid out of the funds of the St. Bernard Parish Government.

**SPECIAL REPORT OF CERTIFIED PUBLIC ACCOUNTANTS**



Bourgeois Bennett

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING BASED ON AN AUDIT  
OF THE GENERAL PURPOSE FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the St. Bernard Parish Assessor,  
Chalmette, Louisiana.

We have audited the general purpose financial statements of the St. Bernard Parish Assessor (the Assessor), as of and for the year ended December 31, 2003, and have issued our report thereon, dated May 26, 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 general purpose 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 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 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 general purposes financial statements. The reportable condition is described in the accompanying schedule of findings as item 03-1.

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 of 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 above is not a material weakness.

This report is intended solely for the information of the St. Bernard Parish Assessor, the State of Louisiana, and the Legislative Auditor for the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Bourgeois Bennett, L.L.C.*

Certified Public Accountants.

New Orleans, Louisiana,  
May 26, 2004.

## SCHEDULE OF FINDINGS

### St. Bernard Parish Assessor

For the year ended December 31, 2003

#### Section I - Summary of Auditor's Results

a) Financial Statements

Type of auditor's report issued: unqualified

Internal control over financial reporting:

- |  |              |                   |
|--|--------------|-------------------|
| X Material weakness(es) identified?  | ___ yes      | <u>X</u> no       |
| X Reportable condition(s) identified that are not considered to be material weakness | <u>X</u> yes | ___ none reported |
| Noncompliance material to financial statements noted?                                | ___ yes      | <u>X</u> no       |

b) Federal Awards

The St. Bernard Parish Assessor did not receive federal awards during the year ended December 31, 2003.

#### Section II - Financial Statement Findings

##### Internal Control

**03-1 Criteria** - The internal control structure should be designed to provide for adequate segregation of duties to provide reasonable assurance that all transactions are being properly recorded in the accounting records.

**Condition** - The majority of the accounting functions of the Assessor's office are performed by the Assessor. The Assessor signs all checks.

**Questioned Costs** - None

**Context** - Not applicable

## **Section II - Financial Statement Findings (Continued)**

### **Internal Control (Continued)**

#### **02-1 (Continued)**

**Effect** - A weak system of internal controls over financial reporting which may result in errors and fraud not being detected in a timely manner.

**Cause** - A limited number of employees qualified to assist in the accounting function.

**Recommendation** - We recommend the Assessor consider having other personnel involved in the accounting function, although to employ such controls may not be cost beneficial.

**Views of responsible officials of the auditee when there is disagreement with the finding, to the extent practical** - None.

### **Compliance**

No compliance findings material to the general purpose financial statements were noted during the audit for the year ended December 31, 2003.

## **Section III - Federal Award Findings and Questioned Cost**

Not applicable.

**REPORTS BY MANAGEMENT**

## **SCHEDULE OF PRIOR YEAR FINDINGS**

### **St. Bernard Parish Assessor**

For the year ended December 31, 2003

#### **Section I - Internal Control and Compliance Material to the General Purpose Financial Statements**

##### **Internal Control**

No material weaknesses were noted during the audit for the year ended December 31, 2002.

**02-1 Recommendation** - We recommend the Assessor consider having other personnel involved in the accounting function, although to employ such controls may not be cost beneficial.

**Management's Response** - The Assessor's office has neither the qualified personnel nor the funds to hire additional personnel to assist in the accounting functions. Unresolved, see finding 03-1.

##### **Compliance**

No compliance findings material to the general purpose financial statements were noted during the year ended December 31, 2002.

#### **Section II - Internal Control and Compliance Material To Federal Awards**

The St. Bernard Parish Assessor did not receive federal awards during the year ended December 31, 2002.

#### **Section III - Management Letter**

A management letter was not issued in connection with the audit for the year ended December 31, 2002.



## **MANAGEMENT'S CORRECTIVE ACTION PLAN**

### **St. Bernard Parish Assessor**

For the year ended December 31, 2003

#### **Section I - Internal Control and Compliance Material to the General Purpose Financial Statements**

##### **Internal Control**

No material weaknesses were noted during the audit for the year ended December 31, 2003.

**03-1 Recommendation** - We recommend the Assessor consider having other personnel involved in the accounting function, although to employ such controls may not be cost beneficial.

**Management's Corrective Action Plan** - The Assessor's office has neither the qualified personnel nor the funds to hire additional personnel to assist in the accounting functions.

##### **Compliance**

No compliance findings material to the general purpose financial statements were noted during the year ended December 31, 2003.

#### **Section II - Internal Control and Compliance Material To Federal Awards**

The St. Bernard Parish Assessor did not receive federal awards during the year ended December 31, 2003.

#### **Section III - Management Letter**

A management letter was not issued in connection with the audit for the year ended December 31, 2003.