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**ST. HELENA PARISH ASSESSOR  
Greensburg, Louisiana**

**GENERAL PURPOSE FINANCIAL STATEMENTS  
and  
AUDITOR'S REPORTS**

**December 31, 1998**

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

Release Date JUN 7 6 1999

**Jessie Travis-Gill**  
Certified Public Accountant

**ST. HELENA PARISH ASSESSOR**  
Greensburg, Louisiana

**GENERAL PURPOSE FINANCIAL STATEMENTS  
AND AUDITOR'S REPORTS**

For the Year Ended December 31, 1998

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# *Jessie Travis-Gill*

Certified Public Accountant

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## INDEPENDENT AUDITOR'S REPORT

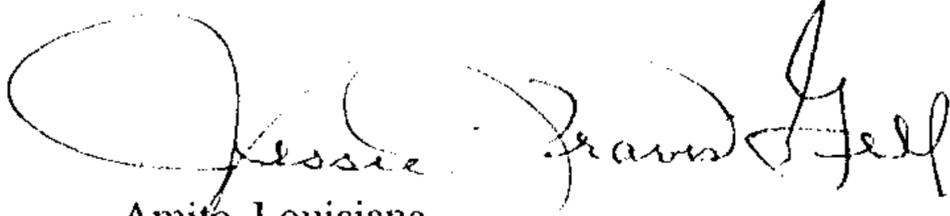
The Honorable Wesley Blades  
St. Helena Parish Assessor  
P.O. Box 607  
Greensburg, Louisiana 70441

I have audited the accompanying general purpose financial statements of St. Helena Parish Assessor, Greensburg, Louisiana, a component unit of St. Helena Parish Police Jury, as of and for the year ended December 31, 1998, as listed in the table of contents. These general purpose financial statements are the responsibility of the St. Helena Parish Assessor. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

Except as discussed in the following paragraph, I conducted my audit in accordance with generally accepted auditing standards, contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I 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 statements presentation. I believe that my audit provides a reasonable basis for my opinion.

Governmental Accounting Standards Board Technical Bulletin 98-1, *Disclosures About Year 2000 Issues*, requires disclosure of certain matters regarding the Year 2000 Issue. St. Helena Parish Assessor has included such disclosures in Note 10. Because of the unprecedented nature of the Year 2000 Issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support St. Helena Parish Assessor's disclosures with respect to the Year 2000 Issue made in Note 10. Further, we do not provide assurance that St. Helena Parish Assessor is or will be year 2000 ready, that St. Helena Parish Assessor's year 2000 remediation efforts will be successful in whole or in part, or that parties with which St. Helena Parish Assessor does business will be year 2000 ready.

In my opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had I been able to examine evidence regarding year 2000 disclosures, the general purpose financial statements, referred to above, present fairly, in all material respects, the financial position of St. Helena Parish Assessor as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

A handwritten signature in cursive script that reads "Jessie Frank Bell". The signature is written in black ink and is positioned above the typed name and date.

Jessie  
Amite, Louisiana  
May 5, 1999

# *Jessie Travis-Gill*

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Certified Public Accountant

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## INDEPENDENT AUDITOR'S REPORT

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

The Honorable Wesley Blades  
St. Helena Parish Assessor  
P.O. Box 607  
Greensburg, Louisiana 70441

I have audited the general purpose financial statements of the St. Helena Parish Assessor, Greensburg, Louisiana, a component unit of St. Helena Parish Police Jury, as of and for the year ended December 31, 1998, and have issued my report thereon dated May 5, 1999. I have conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### Compliance

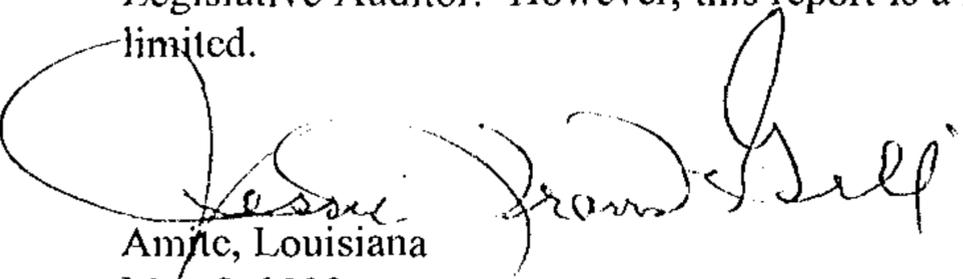
As part of obtaining reasonable assurance about whether St. Helena Parish Assessor's general purpose financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying Schedule 2, Corrective Action Plan for Current Year Audit Findings, as item 98-3.

## Internal Control Over Financial Reporting

In planning and performing my audit, I considered St. Helena Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect St. Helena Parish Assessor's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements. Reportable conditions are described in the accompanying Schedule 2, Corrective Action Plan for Current Year Audit Findings, as items 98-1 and 98-2.

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. My 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, I believe that one of the above referenced reportable items to be a material weakness, specifically item number 98-1 on Schedule 2, Corrective Action Plan for Current Year Audit Findings.

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

  
Amite, Louisiana  
May 5, 1999

**ST. HELENA PARISH ASSESSOR**  
Greensburg, Louisiana

**Statement A**

**BALANCE SHEET -  
ALL FUND TYPES AND ACCOUNT GROUPS**

December 31, 1998  
(With comparative totals for December 31, 1997)

	<b>Governmental Fund - General Fund</b>	<b>Account Group - General Fixed Assets</b>	<b>Total (Memorandum Only)</b>	
			<b>1998</b>	<b>1997</b>
<b>ASSETS</b>				
Cash and cash equivalents	\$25,058	--	\$25,058	\$40,028
Investments	90,000	--	90,000	50,000
Ad valorem taxes receivable	179,907	--	179,907	197,275
Prepaid expenditures	4,170	--	4,170	1,000
Office furnishings and equipment	--	\$71,329	71,329	71,329
<b>TOTAL ASSETS</b>	<b>\$299,135</b>	<b>\$71,329</b>	<b>\$370,464</b>	<b>\$359,632</b>
<b>LIABILITIES AND EQUITY</b>				
<b>Liabilities:</b>				
Accounts payable	\$273	--	\$273	\$1,241
Accrued liabilities	--	--	--	\$2,179
<b>Total Liabilities</b>	<b>273</b>	<b>--</b>	<b>273</b>	<b>3,420</b>
<b>Equity:</b>				
Investment in general fixed assets	--	71,329	71,329	71,329
Fund Balance - Unreserved - Undesignated	299,135	--	299,135	284,883
<b>Total Equity</b>	<b>299,135</b>	<b>71,329</b>	<b>370,464</b>	<b>356,212</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$299,408</b>	<b>\$71,329</b>	<b>\$370,737</b>	<b>\$359,632</b>

See accompanying notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUND TYPE**

For the Year Ended December 31, 1998  
(With comparative totals for December 31, 1997)

	<b>General Fund</b>	
	<b>1998</b>	<b>1997</b>
<b>REVENUES</b>		
Ad valorem taxes	\$193,732	\$196,852
Governmental revenues:		
State revenue sharing	21,710	22,308
Preparation of tax receipts	3,236	238
Use of property and money - interest earnings	7,957	4,108
Miscellaneous	1,134	777
<b>Total Revenues</b>	<b>227,769</b>	<b>224,283</b>
<b>EXPENDITURES</b>		
General government:		
Personal services and related benefits	185,514	161,488
Materials and supplies	10,525	16,234
Operating services	15,038	21,350
Travel and other charges	2,714	940
Capital outlay	--	--
<b>Total Expenditures</b>	<b>213,791</b>	<b>200,012</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>13,978</b>	<b>24,271</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>284,883</b>	<b>260,612</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$298,861</b>	<b>\$284,883</b>

See accompanying notes to financial statements.

**ST. HELENA PARISH ASSESSOR**  
Greensburg, Louisiana

**Statement C**

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

**GENERAL FUND**

For the Year Ended December 31, 1998

	<b>Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>
<b>REVENUES</b>			
Ad valorem taxes	\$196,270	\$193,732	(\$2,538)
Governmental revenues:			
State revenue sharing	21,709	21,710	1
Preparation of tax receipts	2,240	3,236	996
Use of property and money - interest earnings	7,300	7,957	657
Miscellaneous	700	1,134	434
<b>Total Revenues</b>	<b>228,219</b>	<b>227,769</b>	<b>(450)</b>
<b>EXPENDITURES</b>			
General government:			
Personal services and related benefits	184,439	185,514	(1,075)
Materials and supplies	12,837	10,525	2,312
Operating services	13,220	15,038	(1,818)
Travel and other charges	1,567	2,714	(1,147)
Capital outlay	--	--	0
<b>Total Expenditures</b>	<b>212,063</b>	<b>213,791</b>	<b>(1,728)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>16,156</b>	<b>13,978</b>	<b>(2,178)</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>284,883</b>	<b>284,883</b>	<b>--</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$301,039</b>	<b>\$298,861</b>	<b>\$2,178</b>

See accompanying notes to financial statements.

## **ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

### **NOTES TO THE FINANCIAL STATEMENTS**

December 31, 1998

#### **INTRODUCTION**

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 four-year term. 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 may be necessary for the efficient operation of the office and provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially responsible for the actions of the deputies.

#### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **A. BASIS OF PRESENTATION**

The accompanying financial statements of the St. Helena Parish Assessor have been prepared in conformity with generally accepted accounting principles (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.

##### **B. REPORTING ENTITY**

*As the governing authority of the parish, for reporting purposes, the St. Helena Parish Police Jury is the financial reporting entity for St. Helena 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 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.*

## **ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

### **NOTES TO THE FINANCIAL STATEMENTS (Continued)**

GASB Statement No. 14 established criteria for determining which component units should be considered part of the St. Helena Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The St. Helena Parish Assessor is financially independent, other than certain immaterial operating expenditures of the Assessor's office that are paid or provided by the parish police jury. Also, the St. Helena Parish Assessor is an independently elected parish official, who is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds.

The financial statements of the St. Helena Parish Police Jury will not be misleading if the data of the St. Helena Assessor is not included. Accordingly, 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 that governmental unit, or the other governmental units within the parish.

#### **C. FUND ACCOUNTING**

The assessor used 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 relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group 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.

*Funds of the assessor are classified as governmental funds. Governmental funds account for the assessor's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fixed assets. Governmental funds of the assessor include:*

**ST. HELENA PARISH ASSESSOR**  
Greensburg, Louisiana  
NOTES TO THE FINANCIAL STATEMENTS (Continued)

**General Fund**

The General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the assessor and accounts for the operation of the assessor's office. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1907-1908, and ad valorem tax revenue authorized by Act 564 of 1989, is accounted for in this fund. General operating expenditures are paid from this fund.

**General Fixed Assets Account Group**

Fixed assets used in governmental fund operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the governmental fund. Fixed assets are valued at historical cost or estimated historical cost if historical cost is not available. No depreciation has been provided on general fixed assets.

The account group is not a fund. It is concerned only with the measurement of financial position and does not involve measurement of results of operations.

**D. BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

**Revenues**

Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. They are recorded when assessed.

## **ST. HELENA PARISH ASSESSOR**

*Greensburg, Louisiana*

### **NOTES TO THE FINANCIAL STATEMENTS (Continued)**

Compensation from taxing bodies for preparation of tax rolls and notices is recorded in the year ad valorem taxes are assessed. The compensation is generally received in January and February of the ensuing year.

State Revenue Sharing authorized by Act 37 of 1994, is disbursed by the State Treasurer to the parish sheriff for distribution to the eligible taxing authorities. The Sheriff disburses the monies in three annual payments to the Assessor and because no due dates exists for receipt of these payments from the Sheriff, they are recorded when received.

Interest income on demand deposits and certificates of deposit is recorded when the interest is earned and credited by the bank.

#### **Expenditures**

Expenditures, including all salaries, office supplies and capital outlay are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

#### **E. BUDGET**

The assessor prepares a budget at the beginning of each calendar/fiscal year based upon prior year expenditures and anticipated revenues for the budget year. The proposed budget was prepared on the modified accrual basis (GAAP) of accounting and was made available for public inspection. The budget of 1998 was formally adopted by the Assessor on December 11, 1997, and notice was published. The budget was amended on June 6, 1998, and November, 1998. All appropriations lapse at year end.

Formal budget integration (within the accounting system) is not employed as a management control device. During the fiscal year, actual revenues and expenditures are compared to budgeted revenues and expenditures by the assessor. If actual revenues are falling short of budgeted revenues by five percent or more or if actual expenditures to date plus projected expenditures for the remainder of the year exceed the budgeted expenditures by five percent or more, the original budget is amended by the assessor. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS (Continued)

**F. CASH AND CASH EQUIVALENTS AND INVESTMENTS**

Cash includes amounts in demand deposits and interest bearing demand deposits. 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.

Under state law, the assessor may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. *Investments are stated at cost.*

**G. FIXED ASSETS**

Fixed assets are recorded as expenditures at the time purchased, and the related assets are reported in the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

**H. COMPENSATED ABSENCES**

The assessor has the following policy relating to vacation and sick leave:

All full-time employees of the assessor's office earn from 10 to 15 days of vacation leave each year, depending on their length of service. Vacation leave cannot be accumulated. All full-time employees earn 12 days of sick leave each year, not to exceed a cumulative total of 30 days. Sick leave lapses at termination of employment. At December 31, 1998, there is no unused vacation leave.

The cost of current leave privileges, computed in accordance with GAS codification Section C60, is recognized as a current year expenditure in the General Fund when leave is actually taken.

**ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

**NOTES TO THE FINANCIAL STATEMENTS (Continued)****I. TOTAL COLUMNS ON STATEMENTS**

The total columns on the 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 or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**2. TAXABLE PROPERTIES AND LEVIED TAXES**

Total taxable property valuation was \$26,096,120 for the year ended December 31, 1998, a decrease of \$348,240 of property value from 1997. This decrease is primarily attributable to the state-wide court mandated change in the valuation of oil and gas properties. The authorized millage of 7.46 was levied in 1998, the same millage as levied in 1997. The following are the principal taxpayers for the parish (amounts expressed in thousands):

<u>Taxpayer</u>	<u>Type of Business</u>	<u>1998 Assessed Valuation</u> (000's)	<u>Percentage of Total Assessed Valuation</u> %
Transcontinental Gas Pipe- line Corporation	Public Utility	\$ 3,860	14.8
Florida Gas Transmission	Public Utility	2,430	9.3
Dixie Electric Membership Coop.	Public Utility	2,374	9.1
Century Telephone of East LA	Public Utility	2,329	8.9
Denkman Associates	Timber Company	2,039	7.8
Entergy Gulf States, Inc.	Public Utility	1,986	7.6
Capline System	Public Utility	1,357	5.2
Weyerhaeuser Company	Timber Company	1,089	4.2
Bank of Greensburg	Bank	984	3.8
Colonial Pipeline Company	Public Utility	960	3.7
Amerchol Corporation	Manufacturing	733	2.8
Koch Gateway Pipeline Co.	Public Utility	719	2.8
		<u>\$ 20,860</u>	<u>80.0</u>

**ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**3. CASH AND CASH EQUIVALENTS**

At December 31, 1998, the assessor has cash and cash equivalents (book balances) totaling \$25,058, as follows:

Demand Deposits	\$ 25
Interest-bearing demand deposits	<u>25,033</u>
Total	<u>\$25,058</u>

The 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 securities owned by the fiscal agent bank. The market value of the pledge securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. 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, 1998, the assessor has \$36,815 in collected bank balances, and \$90,000 in a certificate of deposit, totaling \$126,815. These deposits are secured from risk by \$100,000 of federal deposit insurance, and pledged securities of \$200,000 held by the custodial Bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized under the provisions of GAS 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 assessor that the fiscal agent has failed to pay deposited funds upon demand.

**4. PREPAID EXPENDITURES**

As of December 31, 1998, Prepaid Expenditures consisted of unexpired insurance premiums for \$1,336, January 1999 rent for \$400 and January 1999 group insurance for \$2,434. The rent and group insurance were due on January 1, 1999, and paid on December 30, 1998.

**ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

NOTES TO THE FINANCIAL STATEMENTS (Continued)

**5. CHANGES IN GENERAL FIXED ASSETS**

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

Balance, January 1, 1998	\$71,329
Additions	--
Deletions	--
	<hr/>
Balance, December 31, 1998	<u>\$71,329</u>

**6. PENSION PLAN**

Substantially all employees of the St. Helena Parish Assessor's office are members of the Louisiana Assessors' Retirement System (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and 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 drawing 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 at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

**ST. HELENA PARISH ASSESSOR**

Greensburg, Louisiana

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the St. Helena Parish Assessor is required to contribute at an actuarially determined rate. The current rate, at December 31, 1998, is 5.75 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent 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 St. Helena Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, 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 St. Helena Parish Assessor's contributions to the System for the years ending December 31, 1998, 1997, and 1996 were \$8,168, \$6,398, and \$6,822, respectively, equal to the required contributions for each year.

**7. EXPENDITURES NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The St. Helena Parish Police Jury pays all utility expenses for the Assessor's office and these expenses are not included in the accompanying financial statements. The St. Helena Parish Assessor has determined this amount to be immaterial to the operation of the assessor's office.

**8. INSURANCE**

As of December 31, 1998, the St. Helena Parish Assessor appears to have adequate liability and casualty insurance, as follows:

<u>Company</u>	<u>Type</u>	<u>Amount</u>	<u>Term</u>
Liberty Mutual	auto liability	\$600,000	05/20/98-05/20/99
Northland	office property	\$ 50,000	06/30/98-06/30/99
Western Surety	bond, Assessor	\$ 10,000	11/15/98-11/15/99
Western Surety	bond, Chief Deputy	\$ 10,000	01/18/99-01/18/00 (1)

(1) Current Chief Deputy took office in January, 1999. Previous Chief Deputy retired in June, 1998. Her bond was terminated at that time.

## **9. LITIGATION**

The former St. Helena Parish Assessor, Chaney L. Phillips has filed a petition for additional compensation and wages in proceedings entitled *Chaney L. Phillips vs. Wesley Blades in his capacity as Assessor for St. Helena Parish*, bearing number 16,393 on the docket of the 21st Judicial District Court in and for the Parish of St. Helena. Chaney L. Phillips is seeking \$7,685 together with legal interest from the date of the filing of this petition on January 25, 1999 and all costs associated with the filing of this petition. In opinion number 97-368, the Louisiana Attorney General's Office has stated that these wages are not due Chaney L. Phillips. Accordingly, it is unlikely that Chaney L. Phillips will be successful in this proceeding. If he were successful, the funds recovered would be used to offset a portion of the restitution that is due the Assessor's office by Chaney L. Phillips, in the amount of \$33,223, as determined by the United States District Court in *United States v. Emerson C. Newman and Chaney L. Phillips*, on April 21, 1998.

## **10. YEAR 2000 ISSUE (Unaudited)**

The Year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999.

The St. Helena Parish Assessor's office has made an inquiry of their computer consultant regarding this issue. The consultant has assured the Assessor's staff that very little change is necessary in their system to accommodate the Year 2000, and that he will make the change in the next few months.

Because of the unprecedented nature of the Year 2000 Issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the Assessor's office is or will be year 2000 ready, that the Assessor's remediation efforts will be successful in whole or in part, or that parties with whom the Assessor's office does business will be year 2000 ready.

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
For the Year Ended December 31, 1998

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken	Planned Corrective Action/Partial Corrective Action Taken
97-1	Dec, 96	Lack of segregation of duties consistent with appropriate control objectives	Partially	W. Blades, Assessor, took office Nov., 1997, was reorganizing staff and office procedures in 1998
97-2	Dec, 96	Certain expenditures were not properly documented, i.e., credit card charges, telephone, and travel.	Yes	There were no undocumented expenditures for fiscal year 1998.
97-3	Dec, 96	Travel and business expenditures were not properly documented.	Yes	There were no undocumented expenditures for fiscal year 1998.
97-4	Dec, 97	Several disbursements did not have proper documentation.	Yes	There were no undocumented expenditures for fiscal year 1998.
97-5	Dec, 97	Bank reconciliations were being prepared by same deputy that records receipts and disbursements	Partially	Chief Deputy prepared bank reconciliations for the checking account for 1998, but not the savings account.
97-6	Dec, 97	Under the old administration, one employee received 1/2 month's payroll two weeks early on a consistent basis, which is in violation of LSA-RS 14:138.	Yes	W. Blades took corrective action. No compensation is paid in advance to any employee.
97-7	Dec, 97	No casualty insurance carried on Assessor's office contents	Yes	Insurance was purchased and in effect at December 31, 1998.

**CORRECTIVE ACTION PLAN FOR  
CURRENT YEAR AUDIT FINDINGS**  
For the Year Ended December 31, 1998

<b>Ref. No.</b>	<b>Description of Finding</b>	<b>Corrective Action Planned</b>	<b>Contact Person</b>	<b>Anticipated Completion Date</b>
98-1	Savings deposits did not have adequate documentation to verify the nature of the funds deposited.	All "bank endorsed" deposit slips will be filed with attached copies of checks deposited, together with any other relevant documentation.	W. Blades	June, 1999
98-2	Savings account was not reconciled by the Assessor's staff on a monthly basis.	Savings account will be reconciled monthly by the Chief Deputy.	J. Fitzhugh	June, 1999
98-3	Medicare tax was not withheld and paid on employees as required by the IRS.	Medicare tax is being withheld, matched by Assessor, and submitted as required by IRS.	J. Fitzhugh	October, 1998