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JEFFERSON PARISH ASSESSOR

GRETN, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 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 7-14-99

Ericksen, Krentel, Canton & LaPorte, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

4227 Canal Street

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CONTENTS

	<u>Exhibit</u>	<u>Page</u>
<u>INDEPENDENT AUDITORS' REPORT</u>	-	1
 <u>GENERAL PURPOSE FINANCIAL STATEMENTS:</u>		
Combined Balance Sheet - All Fund Types and Account Groups	A	2
Combined Statement of Revenues, Expenditures, and Changes in Fund Balance	B	3
Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual – Governmental Fund Type - General Fund (Salary)	C	4
Notes to General Purpose Financial Statements	-	5 – 12
 <u>SUPPLEMENTARY INFORMATION:</u>		
Schedule “1” Year 2000 Supplementary Information		13

Ericksen, Krentel, Canton & LaPorte, L.L.P.

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INDEPENDENT AUDITORS' REPORT

Honorable Lawrence E. Chehardy
Jefferson Parish Assessor
Gretna, Louisiana

We have audited the accompanying general purpose financial statements of the Jefferson Parish Assessor 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 Jefferson Parish Assessor's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, the *Louisiana Governmental Audit Guide* and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Jefferson 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.

The year 2000 supplementary information on page 13 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 consist principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and do not express an opinion on it. In addition we do not provide assurance that the Jefferson Parish Assessor is or will become year 2000 compliant, that the Jefferson Parish Assessor's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the Jefferson Parish Assessor does business are or will become year 2000 compliant.

In accordance with *Government Auditing Standards*, we have also issued a report dated May 18, 1999 on our consideration of the Jefferson Parish Assessor's internal control structure and its compliance with laws and regulations.

May 18, 1999


Certified Public Accountants

**JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA
COMBINED BALANCE SHEET -
ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1998**

	<u>Governmental Fund Type - General Fund (Salary)</u>	<u>Account Group - General Fixed Assets</u>	<u>Total (Memorandum Only)</u>
<u>ASSETS:</u>			
Cash	\$ 72,834	\$ -	\$ 72,834
Investments	1,821,540	-	1,821,540
Appropriation receivable	2,180,250	-	2,180,250
Other receivables	10,532	-	10,532
Office equipment	-	569,406	569,406
	<u> </u>	<u> </u>	<u> </u>
Total assets	<u>\$ 4,085,156</u>	<u>\$ 569,406</u>	<u>\$ 4,654,562</u>
 <u>LIABILITIES AND FUND EQUITY</u>			
<u>LIABILITIES:</u>			
Advances payable	\$ 2,180,250	\$ -	\$ 2,180,250
Accounts payable	892	-	892
Accrued payroll	54,215	-	54,215
Accrued annual leave	90,313	-	90,313
	<u> </u>	<u> </u>	<u> </u>
Total liabilities	<u>2,325,670</u>	<u>-</u>	<u>2,325,670</u>
 <u>FUND EQUITY:</u>			
Investment in general fixed assets	-	569,406	569,406
Fund balance - unreserved - undesignated, as restated	<u>1,759,486</u>	<u>-</u>	<u>1,759,486</u>
	<u> </u>	<u> </u>	<u> </u>
Total fund equity	<u>1,759,486</u>	<u>569,406</u>	<u>2,328,892</u>
	<u> </u>	<u> </u>	<u> </u>
Total liabilities and fund equity	<u>\$ 4,085,156</u>	<u>\$ 569,406</u>	<u>\$ 4,654,562</u>

See accompanying NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

**JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)
FOR THE YEAR ENDED DECEMBER 31, 1998**

REVENUES:

Intergovernmental revenues - compensation from taxing bodies	\$ 2,180,250
Investment income	<u>102,186</u>
Total revenues	<u>2,282,436</u>

EXPENDITURES:

Salaries:	80,559
Assessor	1,317,675
Deputies and others	6,000
Auto gas and oil	6,951
Auto expense	8,025
Assessor's expense allowance	(1,854)
Compensated absences	8,442
Dues and subscriptions	6,155
Data processing supplies	85,148
Data processing program expense	77,873
Employee benefits	1,998
Equipment rental	8,609
Insurance - general	163,835
Insurance - group	17,300
Office supplies and printing	11,699
Office expense	6,809
Payroll taxes	81,849
Postage	3,230
Professional education	2,546
Professional fees	2,231
Re-Appraisal expense	5,250
Repairs and maintenance	7,183
Telephone	3,202
Travel and lodging	10,235
Account group activities:	<u>10,235</u>
Equipment purchases	<u>1,920,950</u>
Total expenditures	<u>1,920,950</u>

EXCESS OF REVENUES OVER EXPENDITURES

	361,486
Fund balance at beginning of year, as restated	<u>1,398,000</u>
Fund balance at end of year	<u>\$ 1,759,486</u>

See accompanying NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

**JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA**
COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -
GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)
FOR THE YEAR ENDED DECEMBER 31, 1998

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>REVENUES:</u>			
Intergovernmental revenues -- compensation from taxing bodies	\$ 2,164,200	\$ 2,180,250	\$ 16,050
Investment income	<u>55,000</u>	<u>102,186</u>	<u>47,186</u>
Total revenues	<u>2,219,200</u>	<u>2,282,436</u>	<u>63,236</u>
<u>EXPENDITURES:</u>			
Salaries:			
Assessor	80,250	80,559	(309)
Deputies and others	1,375,000	1,317,675	57,325
Auto gas and oil	-	6,000	(6,000)
Auto expense	12,500	6,951	5,549
Assessor's expense allowance	8,025	8,025	-
Compensated absences	-	(1,854)	1,854
Dues and subscriptions	7,500	8,442	(942)
Data processing supplies	6,500	6,155	345
Data processing program expense	115,000	85,148	29,852
Employee benefits	75,000	77,873	(2,873)
Equipment rental	2,000	1,998	2
Insurance - general	16,000	8,609	7,391
Insurance - group	170,000	163,835	6,165
Office supplies and printing	18,000	17,300	700
Office expense	28,000	11,699	16,301
Payroll taxes	8,500	6,809	1,691
Postage	60,000	81,849	(21,849)
Professional education	-	3,230	(3,230)
Professional fees	1,800	2,546	(746)
Repairs and maintenance	4,500	5,250	(750)
Telephone	10,000	7,183	2,817
Travel and lodging	3,000	3,202	(202)
Reappraisal	10,000	2,231	7,769
Account group activity: Equipment purchases	<u>75,000</u>	<u>10,235</u>	<u>64,765</u>
Total expenditures	<u>2,086,575</u>	<u>1,920,950</u>	<u>165,625</u>
<u>EXCESS OF REVENUES OVER EXPENDITURES</u>	132,625	361,486	228,861
Fund balance at beginning of year, as restated	<u>1,398,000</u>	<u>1,398,000</u>	<u>-</u>
Fund balance at end of year	<u>\$ 1,530,625</u>	<u>\$ 1,759,486</u>	<u>\$ 228,861</u>

See accompanying NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

**JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
DECEMBER 31, 1998**

(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.

Reporting Entity

The Jefferson Parish Assessor (Assessor) receives funding from local government sources and must comply with the concomitant requirements of these funding source entities. However, the Assessor is a "primary government" as defined in GASB pronouncements, since the Assessor has the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. The Assessor has no component units.

The accounting and reporting policies of the Assessor conform to generally accepted accounting principles as applicable to governmental units.

(A) FUND ACCOUNTING

The accounts of the Assessor are organized on the basis of a fund and an account group, each of which is considered a separate accounting entity. The operations of *the General Fund are accounted for with a separate set of self-balancing accounts* that comprises its assets, liabilities, fund equity, revenues, and expenditures. The General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the Assessor and is used to account for the operations of the Assessor's office. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1907-1908, is accounted for in this fund. General operating expenditures are paid from this fund.

(B) INVESTMENTS

During 1998, the Assessor adopted GASB No. 31 which requires investments in debt securities to be recorded at their fair market value. The fund balance has been restated by \$3,632 to adjust for the unrealized gains and losses prior to January 1, 1998.

**JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA**
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

(1) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

(C) **FIXED ASSETS AND LONG-TERM LIABILITIES**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. No depreciation has been provided on fixed assets. Fixed assets are valued at historical cost. All fixed assets of the Assessor are valued at historical cost.

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.

There are no long-term liabilities at December 31, 1998.

(D) **BASIS OF ACCOUNTING**

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

The Assessor's records are maintained on a cash basis of accounting. However, the General Fund reported in the accompanying financial statements has been converted to a modified accrual basis of accounting utilizing the following practices in recording revenues and expenditures.

Revenues

The Assessor's revenue is derived from ad valorem taxes assessed on a calendar year basis. The ad valorem taxes assessed are due on November 15th of the calendar year in which the taxes are assessed and are paid to the Jefferson Parish Sheriff's Office. As required by Louisiana Revised Statute 47:1906, the Assessor earns a percentage of the taxes assessed. In order to fund current year operations, the Assessor is advanced funds on a monthly basis by the Jefferson Parish Council and the Jefferson Parish School Board. In January of the subsequent year, the Jefferson Parish Sheriff's Office remits the amount due to the Assessor. The Assessor then repays the advances to the Council and School Board. As of December 31, 1998, appropriations receivable was \$2,180,250 and the advances payable was \$2,180,250.

Interest earned on investments is recorded when earned.

JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(D) BASIS OF ACCOUNTING (CONTINUED)

Expenditures

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

(E) BUDGETARY ACCOUNTING

Annually, the Assessor adopts a budget for the General Fund on a modified accrual basis of accounting. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget, and public hearings on the budget. Budgetary integration is used as a management control device.

Once a budget is approved it can be amended. Such amendments are made before the fact, are reflected in the official minutes of the office, and are not made after fiscal year end.

Each budget is prepared and controlled by the budget coordinator at the revenue and expenditure function/object level. Budgeted amounts are as amended by the Assessor. All budget appropriations lapse at year end.

(F) VACATION AND SICK LEAVE

Employees accrue vacation leave at the rate of 13 to 22 $\frac{3}{4}$ days per year, according to the years of service with the Assessor. A maximum of 30 days of vacation leave can be accumulated. Upon termination or retirement, employees can receive payment for a maximum of ten days of unused accumulated vacation leave. Sick leave is accrued at the rate of 16 $\frac{1}{4}$ days per year for all employees. Upon termination or retirement, employees do not receive payment for unused accumulated sick leave. Amounts estimated to be used and those to be paid upon an employee's termination have been recorded as a current liability as it is anticipated that they will be retired with currently expendable assets.

JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

(1) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

(G) **RESERVE FOR ENCUMBRANCES**

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting - under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation - is utilized in the governmental funds. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. There was no reserve for encumbrances at December 31, 1998.

(H) **TOTAL COLUMNS**

The total column on the balance sheet - 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 in conformity with generally accepted accounting principles nor is such data comparable to a consolidation.

(2) **CASH AND INVESTMENTS**

Cash

The Assessor is authorized under state law to 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, and the laws of the United States. The Assessor may also invest in U.S. Treasury securities and other evidence of indebtedness issued or guaranteed by federal agencies and time certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of such pledged securities and federal deposit insurance must equal or exceed the amount on deposit with the fiscal agent.

At December 31, 1998, the carrying amount of the Assessor's deposits was \$72,834 and the bank balance was \$60,000, all of which was federally insured.

**JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998**

(2) CASH AND INVESTMENTS (CONTINUED)

Investments

A summary of purchase prices and market values follow:

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Cost Basis</u>	<u>Carrying Value/ Market Value</u>	<u>Unrealized Gain (Loss)</u>
U.S. Treasury Bill	01/07/99	-	\$ 384,683	\$ 384,838	\$ 155
U.S. Treasury Bill	06/17/99	-	299,860	299,697	(163)
U.S. Treasury Bill	07/01/99	-	177,861	177,946	85
U.S. Treasury Note	07/31/99	5.875%	300,258	301,969	1,711
U.S. Treasury Note	12/31/99	5.625%	174,493	175,631	1,138
U.S. Treasury Note	05/15/00	6.375%	401,609	408,750	7,141
Repurchase Agreement	12/13/04	6.625%	<u>72,684</u>	<u>72,709</u>	<u>25</u>
			<u>\$1,811,448</u>	<u>\$1,821,540</u>	<u>\$ 10,092</u>

These investments were held by the Assessor's agent in the Assessor's name at December 31, 1998.

(3) CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Balance at January 1, 1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at December 31, 1998</u>
Office equipment	<u>\$ 559,171</u>	<u>\$ 10,235</u>	<u>\$ -</u>	<u>\$ 569,406</u>

The Assessor's general fixed assets of \$569,406 represents purchases of fixed assets made by the Assessor from 1977 through 1998. All fixed assets of the Assessor purchased prior to 1977 are included in the general fixed assets account group of the Jefferson Parish Council.

JEFFERSON PARISH ASSESSOR
GRETN, LOUISIANA
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

(4) **PENSION PLAN**

Substantially all of the full-time employees of the Assessor participate in the Louisiana Assessor's Retirement Fund, a cost-sharing multiple-employer defined benefit public employee retirement system. The payroll for the Assessor's employees covered by the fund for the year ended December 31, 1998, was \$1,348,112; the Assessor's total payroll was \$1,391,313.

Substantially all full-time Assessor employees are eligible to participate in the Fund. Employees who retire at or after age 55 with 12 years of credited service or at age 50 with 30 years of credited service are entitled to a retirement benefit. The retirement benefit is 3% for each year of credited service times the average salary for the highest thirty-six consecutive or joined months. The Fund also provides disability benefits. Benefits of the Fund are established by state statute.

Covered employees are required by Louisiana Revised Statute 47:1915(1) to contribute 7% of their salary to the Fund. From January 1, 1998 through December 31, 1998, the Assessor was required to contribute 5.75% of eligible employees' salary each month. The contribution requirement for the year ended December 31, 1998 was \$172,241 which consisted of \$77,873 from the Assessor and \$94,368 from the employees.

The "Pension Benefit Obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and any step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits, is intended to help users assess the Fund's funding status on a going concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among public employee retirement systems and employers. The Fund does not make separate measurements of assets and pension benefit obligations for individual employers. The "Pension Benefit Obligation" at September 30, 1998 for the Fund as a whole, determined through an actuarial valuation performed as of that date, was \$121,531,081. The Fund's net assets available for benefits on that date (valued at market) were \$96,114,200. The actuarial asset value on that date was \$91,984,065, leaving an unfunded "Pension Benefit Obligation" of \$25,416,881. The Assessors' 1998 contribution represented 1.78% of total contributions required of all participating entities.

Ten year historical trend information showing the Fund's progress in accumulating sufficient assets to pay benefits when due is presented in the Fund's 1998 comprehensive annual financial report. Benefits granted by the Fund are guaranteed by the State of Louisiana under the Louisiana Constitution of 1974.

**JEFFERSON PARISH ASSESSOR
GRETNA, LOUISIANA**
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

(5) **LEASES**

The Assessor has cancelable operating leases for rental and maintenance of equipment as follows:

<u>Description</u>	<u>Term</u>	<u>Minimum Annual Payment</u>
Postage machine	Monthly	\$ 720
Postage meters	Annual	\$ 1,278

Total rent expense under cancelable operating leases for 1998 was \$1,998.

(6) **EXPENSES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The accompanying financial statements do not include certain portions of the Assessor's expenses paid directly by the Jefferson Parish Council. These expenses include office space, utilities, office supplies, capital improvements, and major equipment purchases.

(7) **COMPENSATION PAID ASSESSOR**

The compensation and expense allowance paid the Assessor has been prepared in compliance with Louisiana Revised Statutes 47:1907B and 47:1907 O.

Under these statutes, the annual salary of the Assessor is fixed at \$80,250 and, in addition, the Assessor is granted ten percent of his annual compensation, or \$8,025 as a personal expense allowance provided that the tax receipts of the tax recipient body is not reduced.

The compensation and expense allowance paid the Assessor are included in the expenditures of the Governmental (Salary) Fund.

(8) **CONCENTRATIONS OF CREDIT RISK**

Financial instruments that potentially subject the Assessor to concentrations of credit risk consist principally of temporary cash investments, appropriations receivable, and investments in U.S. Treasuries and repurchase agreements. The Assessor places his temporary cash investments with a federally insured financial institution. Appropriations receivable are from the tax collector. The Assessor does not require collateral to secure such amounts. Investments in U.S. Treasuries totaled \$1,738,764 at December 31, 1998. Investments in repurchase agreements totaled \$72,684 at December 31, 1998.

JEFFERSON PARISH ASSESSOR
GRETN, LOUISIANA
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 1998

(9) **RISK MANAGEMENT**

The Assessor is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; injuries to employees; and natural disasters. The Assessor carries commercial insurance in amounts sufficient to insure itself against claims resulting from any of those risks.

JEFFERSON PARISH ASSESSOR
YEAR 2000 SUPPLEMENTARY INFORMATION
DECEMBER 31, 1998

UNAUDITED

Because many computer systems use only two digits to record the year in date fields, such systems may not be able to accurately process dates including the year 2000 and after. The effects of this problem will vary from system to system, but unless this problem is addressed, computer systems that rely on date calculations are at risk of producing unpredictable results or complete failure.

The Assessor is aware of the year 2000 issue and has contracted with computer consultants to initiate a year 2000 remediation project to take all necessary and reasonable steps to get mission critical systems and operations year 2000 compliant in a timely manner. During the assessment stage, the Assessor's general ledger accounting system and the database containing the property tax rolls of Jefferson Parish were identified as mission critical systems. Plans are underway to remediate, test and validate the mission critical systems.

As of December 31, 1998 no material expenditures for remediation, testing and validation had been made.

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 can not assure that the Assessor is or will be year 2000 ready, that the Assessor's remediation efforts will be successful in whole or part, or that parties with whom the Assessor does business will be year 2000 ready.

The assessment of the costs of the year 2000 compliance and the completion of the internal year 2000 modifications will be management's estimates. The accuracy of their estimates will not be known until all costs have been incurred.

Ericksen, Krentel, Canton & LaPorte, L.L.P.

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INDEPENDENT AUDITORS' 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 Lawrence E. Chehardy
Jefferson Parish Assessor
Gretna, Louisiana

We have audited the general purpose financial statements of the Jefferson Parish Assessor, as of and for the year ended December 31, 1998, and have issued our report thereon dated May 18, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Jefferson Parish 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 the 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 Jefferson Parish Assessor's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Ericksen, Krentel, Canton & LaPorte, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

Honorable Lawrence E. Chehardy
Jefferson Parish Assessor
May 18, 1999
Page 2

This report is intended solely for the information and use of the Jefferson Parish Assessor and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

May 18, 1999

Ericksen, Krentel, Canton & LaPorte
Certified Public Accountants

JEFFERSON PARISH ASSESSOR
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 1998

Dollar threshold used to distinguish Type A and Type B Programs \$ _____

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133?

Yes No **Not Applicable**

Section II Financial Statement Findings

No matters were reported.

**JEFFERSON PARISH ASSESSOR
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 1998**

Section I Internal Control and Compliance Material to the Financial Statements

No matters were noted.

Section II Internal Control and Compliance Material to Federal Awards

Not Applicable

Section III Management Letter

No management letter was issued.

JEFFERSON PARISH ASSESSOR
MANAGEMENT'S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED DECEMBER 31, 1998

Section I Internal Control and Compliance Material to the Financial Statements

No matters were noted.

Section II Internal Control and Compliance Material to Federal Awards

Not Applicable

Section III Management Letter

No management letter was issued.