



**AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA**

**ANNUAL FINANCIAL STATEMENTS WITH AUDITOR'S REPORT  
FOR THE YEARS ENDED DECEMBER 31, 1998 AND 1997**

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## INDEPENDENT AUDITORS' REPORT

Honorable Lee Thevenot  
Avoyelles Parish Assessor  
Marksville, Louisiana

We have audited the accompanying general purpose financial statements of the Avoyelles Parish Assessor, a component unit of the Avoyelles Parish Police Jury, Marksville, Louisiana, as of and for the years ended December 31, 1998 and 1997, 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 generally accepted auditing standards 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 Avoyelles Parish Assessor, Marksville, Louisiana, as of December 31, 1998, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated June 21, 1999 on our consideration of the Assessor's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

*Michael A. Casade*

Baton Rouge, Louisiana  
June 21, 1999

AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP  
DECEMBER 31, 1998

A S S E T S

	<u>Governmental Fund Type</u>
	<u>General Fund</u>
Cash (Note 5)	\$144,536
Investments, at cost (Note 5)	280,000
Ad Valorem Tax Receivable	281,681
Tax Roll Fees	2,543
State Revenue Sharing Receivable	67,368
A/R - Other	-
Equipment (Note 2)	-
	\$776,128
Total Assets	\$776,128

L I A B I L I T I E S   A N D   F U N D   E Q U I T Y

Liabilities:	
Accounts Payable	\$ 1,133
	1,133
Fund Equity:	
Investment in General Fixed Assets	-
Fund Balance:	
Unreserved - Undesignated	774,995
Total Fund Equity	774,995
Total Liabilities and Fund Equity	\$776,128

The accompanying notes are an integral part of this statement

<u>Account Group</u>	<u>Total (Memorandum Only)</u>	
<u>General Fixed Assets</u>	<u>1998</u>	<u>1997</u>
\$ -	\$ 144,536	\$ 45,802
-	280,000	390,000
-	281,681	304,629
	2,543	1,294
	67,368	67,350
	-	5,453
<u>120,678</u>	<u>120,678</u>	<u>110,577</u>
<u>120,678</u>	<u>\$ 896,806</u>	<u>\$ 925,105</u>
\$ -	\$ 1,133	\$ 309
-		
<hr/>	<hr/>	<hr/>
-	1,133	309
<hr/>	<hr/>	<hr/>
<u>120,678</u>	120,678	110,577
-	<u>774,995</u>	<u>814,219</u>
<u>120,678</u>	<u>895,673</u>	<u>924,796</u>
<u>\$120,678</u>	<u>\$ 896,806</u>	<u>\$ 925,105</u>

**AVOYELLES PARISH ASSESSOR**  
**MARKSVILLE, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUND TYPE - GENERAL FUND**  
**FOR THE YEARS ENDED DECEMBER 31, 1998 AND 1997**

	<u>1998</u>	<u>1997</u>
<b><u>REVENUES</u></b>		
Taxes - Ad valorem	\$334,097	\$338,902
State Revenue Sharing	101,053	101,025
OJT Reimbursement	-	419
Interest	28,670	26,022
Tax Roll Fees	2,298	5,342
	<hr/>	<hr/>
TOTAL REVENUES	466,118	471,710
<b><u>EXPENDITURES</u></b>		
General Government		
Current Operating		
Salaries		
Assessor	69,550	69,550
Deputies	212,400	200,855
Other	13,000	-
Insurance Benefits	44,677	43,756
Retirement Benefits	17,418	15,315
Unemployment Benefits	160	214
Bank Charges	151	12
Expense Allowance	6,955	6,955
Travel Expense	11,058	8,136
Auto Supplies	4,468	3,467
Uniforms	7,495	-
Office Supplies	10,683	11,005
Professional Services	58,832	18,098
Other Insurance	5,914	5,847
Dues, Ads & Subscriptions	4,541	4,013
Equipment Expense	16,912	12,884
Postage	3,106	5,175
Telephone	7,921	8,275
Capital Outlay	10,101	8,130
	<hr/>	<hr/>
TOTAL EXPENDITURES	505,342	421,687
Excess of revenues over expenditures	(39,224)	50,023
Fund Balance at beginning of year	814,219	764,196
	<hr/>	<hr/>
Fund Balance at end of year	774,995	814,219
	<hr/> <hr/>	<hr/> <hr/>

The accompanying notes are an integral part of this statement

**AVOYELLES PARISH ASSESSOR**  
**MARKSVILLE, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL -**  
**GENERAL FUND TYPE**  
**FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE FAVORABLE (UNFAVOR.)</u>
<b><u>REVENUES</u></b>			
Taxes - Ad valorem	\$334,097	\$338,902	(4,805)
State Revenue Sharing	101,053	101,000	53
Interest	28,670	25,000	3,670
Salary Reimbursement	-		
Tax Roll Fees	<u>2,298</u>	<u>7,750</u>	<u>(5,452)</u>
TOTAL REVENUES	<u>466,118</u>	<u>472,652</u>	<u>(6,534)</u>
<b><u>EXPENDITURES</u></b>			
General Government			
Current Operating			
Salaries			
Assessor	69,550	69,550	-0-
Deputies	212,400	212,400	-0-
Other	13,000	13,000	-0-
Insurance Benefits	44,677	44,608	( 69)
Retirement Benefits	17,418	17,417	( 1)
Unemployment Benefits	160	200	40
Bank Charges	151	-	( 151)
Expense Allowance	6,955	6,955	-0-
Travel Expense	11,058	11,500	442
Auto Supplies	4,468	4,200	( 268)
Uniforms	7,495	-	( 7,495)
Office Supplies	10,683	9,836	( 847)
Professional Service	58,832	60,225	1,393
Other Insurance	5,914	6,210	296
Dues, Ads & Subs	4,541	4,000	( 541)
Equipment Expense	16,912	16,000	( 912)
Postage	3,106	3,000	( 106)
Telephone	7,921	8,000	79
Capital Outlay	<u>10,101</u>	<u>8,000</u>	<u>(2,101)</u>
TOTAL EXPENDITURES	<u>505,342</u>	<u>495,101</u>	<u>(10,241)</u>
Excess of revenues over expenditures	(39,224)	(22,449)	(16,775)
Fund Balance at beginning	<u>814,219</u>	<u>814,219</u>	<u>-0-</u>
Fund Balance at end of year	<u><u>774,995</u></u>	<u><u>791,770</u></u>	<u><u>(16,775)</u></u>

The accompanying notes are an integral part of this statement

**AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**INTRODUCTION**

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 Assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniary responsible for the actions of the deputies.

The Assessor's office is located in the Avoyelles Parish Courthouse in Marksville, Louisiana. The Assessor employs 9 employees, including 8 deputies. 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 approved, the assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 1998, there are 18,680 real property and movable property assessments totaling \$99,678,520.

AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying component unit financial statements of the Avoyelles Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) was established to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities.

**B. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Avoyelles Parish Police Jury is the financial reporting entity for Avoyelles Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financial 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.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Avoyelles Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or

AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

- b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations or which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because of one or more of the reasons stated above, the assessor was determined to be a component unit of the Avoyelles Parish Police Jury, the financial reporting unit. The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by the governmental unit, or the other governmental units that comprise the financial reporting entity.

**C. FUND ACCOUNTING**

The assessor 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 relating to certain government functions or activities.

AVOUELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

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.

**General Fund**

The General Fund, as provide by Louisiana Revised Statue 13:781, 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 is accounted for in this fund. General operating expenditures are paid from this fund.

**D. 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.

The governmental fund is accounted for using the modified accrual basis of accounting. The revenues are recognized when they become measurable and available as net current assets. Ad valorem taxes and interest revenues are treated as "susceptible to accrual".

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

AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

**E. BUDGET PRACTICES**

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the General Fund. All annual appropriations lapse at fiscal year end.

**F. ENCUMBRANCES**

The Avoyelles Parish Assessor does not use encumbrance accounting.

**G. CASH AND CASH EQUIVALENTS AND INVESTMENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. 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.

**H. PREPAID ITEMS**

The Avoyelles Parish Assessor's policy is to expense all items in the period purchased. This policy does not materially misstate the financial statements.

AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

**I. FIXED ASSETS**

Fixed assets used in the governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, and are recorded as expenditures in the governmental fund when purchased. Fixed assets are valued at historical cost and no depreciation has been provided on the general fixed assets.

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

**J. COMPENSATED ABSENCES**

Accumulated unpaid vacation is recorded as an expenditure in the period paid. The amount of accumulated vacation is undetermined at this time, therefore, no provision has been made in the financial statements.

The cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditures in the general fund when leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

**K. LONG-TERM OBLIGATIONS**

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations account group.

AVOYELLES PARISH ASSESSOR  
 MARKSVILLE, LOUISIANA  
 NOTES TO FINANCIAL STATEMENTS

**L. FUND EQUITY**

**Reserves**

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future time.

**Designated Fund Balance**

Designated fund balance represents tentative plans for future use of financial resources.

**M. 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. CHANGES IN GENERAL FIXED ASSETS**

Changes in general fixed assets are summarized as follows:

	1998	1997
	-----	-----
Balance - beginning	\$110,577	\$102,447
Additions	10,101	8,130
Deletions		
	-----	-----
Balance - ending	120,678	110,577
	=====	=====

AVOUELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

**3. CASH AND RELATED INVESTMENTS**

At December 31, 1998, the assessor has cash and cash equivalents (book balances) totaling \$424,536 as follows:

Demand Deposits	\$144,536
Time Deposits	<u>280,000</u>
Total	<u>424,536</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. 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 \$424,536 in deposits. These deposits are secured from risk by \$300,000 of federal deposit insurance and the remainder is secured by pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category #3) 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 assessor that the fiscal agent has failed to pay deposited funds upon demand.

AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS

**4. PENSION PLAN**

**Plan Description.** Substantially all employees of the Avoyelles Parish Assessor's office are members of the Louisiana Assessors Retirement 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 or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, not to exceed 100 per cent 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.

**Funding Policy.** Plan members are required by state statute to contribute 7.0 percent of their annual covered salary and the parish assessor is required to contribute at an actuarially determined rate. The current rate 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 parish assessor are established and may be amended by state statute.

AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

NOTE 4 - PENSION PLANS (CONTINUED)

As provided by Louisiana Revised Statute 11:103, the employer contributions to the System for the years December 31, 1998, 1997, and 1996, were \$17,418, \$15,315, and \$12,346, respectively, equal to the required contribution for each year.

5. EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

The Avoyelles Parish Police Jury provided the office space and utilities for the Assessor's office for the year ended December 31, 1998. Expenditures for these items are not reflected in the accompanying financial statements.

6. AD VALOREM TAXES

Ad valorem taxes are levied by October 1 at a rate of 5.57 mills and are due upon receipt of the tax bill and are delinquent if not paid before January 1 of the following year. On January 1, a tax lien attaches on property to secure the payment of all taxes, penalties, and interest ultimately imposed.

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

We have audited the general purpose financial statements of the Avoyelles Parish Assessor, a component unit of the Avoyelles Parish Police Jury, as of and for the year ended December 31, 1998, and have issued our report thereon dated June 21, 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 Avoyelles 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 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 Avoyelles 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 structure 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 a 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 weakness.

This report is intended for the information of the Assessor and Legislative Auditor's Office. However, this report is a matter of public record, and its distribution is not limited.

*McRae for Assessor*

June 21, 1999

AVOYELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 1998

Prior audits have included a finding for "inadequate segregation of duties" on which the Assessor has stated that the costs to establish proper segregation of duties would be more than the benefits obtained. Therefore, we believe that the finding does not warrant further action.

AVOUELLES PARISH ASSESSOR  
MARKSVILLE, LOUISIANA

CORRECTIVE ACTION PLAN FOR  
CURRENT YEAR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 1998

THERE WERE NO AUDIT FINDING OR MANAGEMENT LETTER COMMENTS FOR  
THE CURRENT YEAR.