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**MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana**

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 2003**

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

Release Date 5.12.04

MARY JO FINLEY, CPA, INC.

A PROFESSIONAL CORPORATION

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 2003

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Independent Auditor's Report

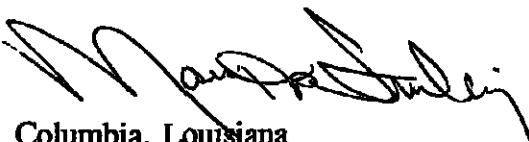
HONORABLE MICHAEL D. WOODEN, CLA
MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana

I have audited the general purpose financial statements of the Morehouse Parish Assessor, a component unit of the Morehouse Parish Police Jury, as of December 31, 2003, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Morehouse Parish Assessor's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with U.S. generally accepted auditing standards and *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 statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Morehouse Parish Assessor as of December 31, 2003, and the results of operations for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued a report dated April 12, 2004, on the Morehouse Parish Assessor's compliance with laws, regulations, and contracts, and my consideration of the agency's internal control over financial reporting. 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 my audit.



Columbia, Louisiana
April 12, 2004

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 2003

	<u>GOVERNMENTAL FUND TYPE - GENERAL FUND</u>	<u>ACCOUNT GROUP - GENERAL FIXED ASSETS</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
ASSETS			
Cash	\$5,405		\$5,405
Receivables	365,207		365,207
Office furnishings and equipment		\$103,349	103,349
TOTAL ASSETS	<u>\$370,612</u>	<u>\$103,349</u>	<u>\$473,961</u>
LIABILITIES AND FUND EQUITY			
Liabilities:			
Accounts payable	\$5,830		\$5,830
Payroll withholdings payable	8,486		8,486
Accrued interest payable	2,733		2,733
Deferred revenue	9,404		9,404
Bank loan payable	125,000		125,000
Total liabilities	<u>151,453</u>	<u>NONE</u>	<u>151,453</u>
Fund Equity:			
Investment in general fixed assets		\$103,349	103,349
Fund balance - unreserved - undesignated	219,159		219,159
Total Fund Equity	<u>219,159</u>	<u>103,349</u>	<u>322,508</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$370,612</u>	<u>\$103,349</u>	<u>\$473,961</u>

The accompanying notes are an integral part of this statement.

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended December 31, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Taxes - ad valorem	\$338,630	\$338,729	\$99
Intergovernmental revenues - state grant - state revenue sharing (net)	50,000	43,704	(6,296)
Use of money and property:			
Interest earnings	700	798	98
Use of equipment	4,300	6,351	2,051
Other revenues	<u>6,000</u>	<u>7,125</u>	<u>1,125</u>
Total revenues	<u>399,630</u>	<u>396,707</u>	<u>(2,923)</u>
EXPENDITURES			
General government - taxation:			
Current:			
Personal services and related benefits	351,675	347,571	4,104
Operating services	49,622	40,639	8,983
Materials and supplies	12,000	11,215	785
Travel and other charges	20,000	18,143	1,857
Debt service	500	2,733	(2,233)
Capital outlay	<u>4,400</u>	<u>907</u>	<u>3,493</u>
Total expenditures	<u>438,197</u>	<u>421,208</u>	<u>16,989</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(38,567)</u>	<u>(24,501)</u>	<u>14,066</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>243,660</u>	<u>243,660</u>	<u>NONE</u>
FUND BALANCE AT END OF YEAR	<u>\$205,093</u>	<u>\$219,159</u>	<u>\$14,066</u>

The accompanying notes are an integral part of this statement.

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana

Notes to the Financial Statements
As of and For the Year Ended December 31, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a term of four years, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

At December 31, 2003, there are 20,289 real estate, personal property, and public service assessment listings totaling \$73,294,890, \$49,138,240, and \$22,125,080, respectively. The total assessed valuation increased by \$3,902,570.

A. REPORTING ENTITY

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

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes criteria for determining which component units should be considered part of the Morehouse Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body,
and;

MOREHOUSE PARISH ASSESSOR

Bastrop, Louisiana

Notes to the Financial Statements (Continued)

- a. The ability of the police jury to impose its will on that organization and/or;
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for 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 the police jury maintains and operates the building in which the assessor's office is located, the assessor was determined to be a component unit of the Morehouse Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana
Notes to the Financial Statements (Continued)

providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The assessor's current operations require only the use of governmental funds (General Fund). Ad valorem tax revenue, authorized by Louisiana Revised Statute 47:1925.3, is accounted for in this fund. General operating expenditures are paid from this fund.

**C. GENERAL FIXED ASSETS
AND LONG-TERM DEBT**

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. Fixed assets provided by the police jury are not recorded in the general fixed assets account group. Approximately 90 per cent of fixed assets are valued at actual historical costs, based on the actual costs of like items, while the remaining 10 per cent are based on estimated historical costs. Donated fixed assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives are not capitalized but are only recognized as a normal current expenditure of the governmental funds. No depreciation has been provided on general fixed assets. The assessor has no long-term debt at December 31, 2003.

D. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana
Notes to the Financial Statements (Continued)

period. The assessor uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are budgeted in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, attached as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls and tax notices are recorded in the year prepared.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

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

Expenditures

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

E. BUDGET PRACTICES

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the assessor.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and all subsequent amendments.

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana
Notes to the Financial Statements (Continued)

F. CASH

Under state law, the assessor may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The assessor may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2003, the assessor has demand deposits (book balances) totaling \$5,405.

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. Cash and cash equivalents (bank balances) at December 31, 2003, is fully secured by federal deposit insurance.

G. VACATION AND SICK LEAVE

All employees receive from ten to fifteen days of noncumulative vacation leave each year, depending on length of service. Sick leave, which is noncumulative, is earned at the rate of ten days each year. At December 31, 2003, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure.

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

HI. RISK MANAGEMENT

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the assessor maintains commercial insurance policies covering his automobile, workmen's compensation and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2003.

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana
Notes to the Financial Statements (Continued)

**I. TOTAL COLUMN ON THE
BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

2. PRINCIPAL TAXPAYERS

The following are the principal taxpayers for the parish and their 2003 assessed valuation:

	2003 Assessed Valuation	Per cent of Total Assessed Valuation
International Paper Company	\$25,613,000	17.72%
Texas Gas Transmission Company	4,827,700	3.34%
Entergy Louisiana, Inc.	4,575,980	3.17%
Bell South Telecommunications	2,127,130	1.47%
Plum Creek Southern Timber	1,936,550	1.34%
Hibernia National Bank	1,640,680	1.14%
Southern Natural Gas	1,470,260	1.02%
Tennessee Gas Pipeline	1,259,650	0.87%
Northeast LA Telephone Company	1,240,570	0.86%
Cox Communication	<u>1,158,400</u>	<u>0.80%</u>
Total	<u>\$45,849,920</u>	<u>31.72%</u>

3. RECEIVABLES

The General Fund receivables of \$365,207 at December 31, 2003, are as follows:

Taxes - ad valorem	\$335,036
Intergovernmental revenues - state grant - state revenue sharing (net)	29,136
Other	<u>1,035</u>
Total	<u>\$365,207</u>

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana
Notes to the Financial Statements (Continued)

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment follows:

Balance at January 1, 2003	\$102,732
Additions	907
Deletions	<u>(290)</u>
Balance at December 31, 2003	<u>\$103,349</u>

5. PENSION PLAN

Substantially all employees of the Morehouse Parish Assessor's office are members of the Louisiana Assessor's 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 or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service rendered on or before June 30, 1999, and 3.33 per cent of their final-average salary for each year of credited service rendered on or after July 1, 1999, 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 or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, 3060 Valley Creek Road, Baton Rouge, Louisiana 70898, or by calling (225) 928-8886.

Plan members are required by state statute to contribute 8.00 per cent of their annual covered salary and the Morehouse Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 14 per cent of annual covered payroll. Contributions to the system include one-fourth of one per cent (one per cent for Orleans Parish) 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 Morehouse Parish Assessor are established and may be amended by state statute. As

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana
Notes to the Financial Statements (Continued)

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 Morehouse Parish Assessor's contributions to the system for the years ending December 31, 2003, 2002, and 2001, were \$33,877, \$27,785, and \$18,092, respectively, equal to the required contributions for each year.

6. POST RETIREMENT BENEFITS

The Morehouse Parish Assessor provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the assessor's employees become eligible for these benefits if they reach normal retirement age while working for the assessor. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the assessor. The assessor recognizes the cost of providing the benefits (assessor's cost of premiums) as an expenditure when the monthly premiums are paid. For the year ended December 31, 2003, the total amount of premiums paid was \$42,012, while the amount paid for retirees totaled \$8,601.

7. BANK LOAN PAYABLE

On July 31, 2003, the assessor borrowed \$125,000, from the Bank of Oak Ridge for general operations. The loan agreement required a single payment of \$125,000 with interest at 4.75 per cent, which was made on January 14, 2004.

8. LITIGATION AND CLAIMS

At December 31, 2003, the Morehouse Parish Assessor is not involved in any litigation, nor is he aware of any unasserted claims.

**9. EXPENDITURES OF THE ASSESSOR'S
OFFICE PAID BY THE POLICE JURY**

The cost of maintaining and operating the assessors office, as required by Louisiana Revised Statute 33:4713, is paid by the Morehouse Parish Police Jury.

**Independent Auditor's Report Required
by *Government Auditing Standards***

The following independent Auditor's report on compliance with laws and regulations and internal control is presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Mary Jo Finley, CPA
A Professional Corporation
129 Chambola Drive
Columbia, LA 71418
Phone (318) 649-5089

**Independent Auditor's Report on Compliance and
Internal Control Over Financial Reporting**

MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana

I have audited the general purpose financial statements of the Morehouse Parish Assessor as of December 31, 2003 and for the year then ended and have issued my report thereon dated April 12, 2004. I conducted my audit in accordance with U.S. 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 Morehouse Parish Assessor's 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 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Morehouse Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My 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 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

MOREHOUSE PARISH ASSESSOR

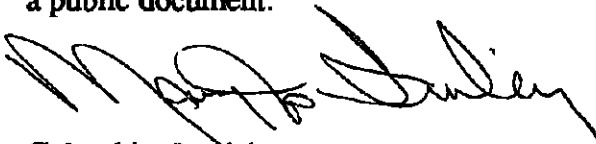
Bastrop, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

December 31, 2003

This report is intended solely for the information and use of the Morehouse Parish Assessor, the Louisiana Legislative Auditor, and management of the assessor's office and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.



Columbia, Louisiana

April 12, 2004

**MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana**

**Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2003**

A. SUMMARY OF AUDIT RESULTS

1. The Auditor's report expresses an unqualified opinion on the general purpose financial statements of Morehouse Parish Assessor.
2. No instances of noncompliance material to the financial statements of Morehouse Parish Assessor were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

**MOREHOUSE PARISH ASSESSOR
Bastrop, Louisiana**

**Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2003**

There were no audit findings reported in the audit for the year ended December 31, 2002.