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LEGISLATIVE AUDITOR
TERREBONNE PARISH
2001 AUDIT AS OF 9/30

TERREBONNE PARISH ASSESSOR

General Purpose Financial Statements
And Independent Auditor's Report
As of and for the Year Ended
December 31, 2002

KEITH J. ROVIRA
Certified Public Accountant

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 9-13-03

TERREBONNE PARISH ASSESSOR

General Purpose Financial Statements
And Independent Auditor's Report
As of and for the Year Ended
December 31, 2002

KEITH J. ROVIRA
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THE STATE OF LOUISIANA
Baton Rouge, Louisiana
Basic Financial Statements
and Independent Auditor's Report
As of and for the Year Ended
December 31, 2002

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KEITH J. ROVIRA,

CERTIFIED PUBLIC ACCOUNTANT
2001 METairie ROAD
METairie, LOUISIANA 70050-2807

REPORT NO. 03-14040

PERIODIC AUDIT REPORT

INDEPENDENT AUDITOR'S REPORT

Honorable Gene P. Bonvillian,
Terrebonne Parish Assessor
A Component Unit of the
Terrebonne Parish Consolidated Government
 Houma, Louisiana

I have audited the accompanying basic financial statements of the Terrebonne Parish Assessor, a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2002, as listed in the table of contents. These basic financial statements are the responsibility of the Terrebonne Parish Assessor. My responsibility is to express an opinion on these basic financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Terrebonne Parish Assessor as of December 31, 2002, and the results of operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Terrebonne Parish Assessor adopted the provisions of

Governmental Accounting Standards Board Statement No. 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments."

In accordance with Government Auditing Standards, I have also issued a report dated June 11, 2003, on my consideration of the Terrebonne Parish Assessor's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations and contracts. 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.

Management's Discussion and Analysis, as listed in the table of contents, is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

My audit was performed for the purpose of expressing an opinion on the basic financial statements taken as a whole. All other accompanying financial information listed as supplementary information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of the Terrebonne Parish Assessor. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Keith J. Roivira
Certified Public Accountant

June 12, 2003

MANAGEMENT'S DISCUSSION AND ANALYSIS

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TERREBONNE PARISH ASSESSOR
Thibodaux, Louisiana
Management's Discussion and Analysis
As of and for the Year Ended December 31, 2002

The Management's Discussion and Analysis (MDA) of the Terrebonne Parish Assessor's financial performance presents a narrative overview and analysis of the assessor's financial activities for the year ended December 31, 2002. This document focuses on the current year's acquisitions, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the basic financial statements.

The MDA is an element of the new reporting model adopted by the Government Accounting Standards Board (GASB) in their Statement No. 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments" issued June, 1999. Certain comparative information between the current year and prior year is required to be presented in the MDA. However, because this is the first year of implementing the new reporting model, certain necessary comparative information of the previous year was not prepared. Considering the financial resources necessary to prepare this information for the prior year and that the GASB Statement No. 34 permits the omission of this comparative information in the first year of adoption of the new reporting model, the assessor elected to exclude the information in this report. Subsequent reports will include the comparative information.

FINANCIAL REQUIREMENTS

The minimum requirements for financial reporting on the Terrebonne Parish Assessor's office that was established by OMB No. 34 are divided into the following sections:

- (a) Management's Discussion and Analysis
- (b) Basic Financial Statements
- (c) Required Supplementary Information (other than MDA)

Basic Financial Statements:

The basic financial statements present information for the assessor as a whole, in a format designed to make the statements easier for the reader to understand. The financial statements in this section are divided into the two following types:

- (1) Government-Wide Financial Statements, which include a Statement of Net Assets and a Statement of Activities. These statements

THIRTEEN PARISH ASSESSOR
Rousse, Louisiana
Management's Discussion and Analysis
As of and for the Year Ended December 31, 2002

present financial information for all activities of the assessor from an economic resources measurement focus using the accrual basis of accounting and providing both short-term and long-term information about the assessor's overall financial status.

(3) Fund Financial Statements, which include a Balance Sheet and a Statement of Revenues, Expenses, and Changes in Fund Balance for the General Fund (a governmental fund). These financial statements present information on the individual fund of the assessor allowing for more detail. The current financial resources measurement focus and the accrual basis of accounting used to prepare these statements is dependent on the fund type. The assessor's only governmental fund is the General Fund. The statements in this section represent the short-term financing of general government.

FINANCIAL ANALYSIS OF THE ENTITY

Statement of Net Assets
As of December 31, 2002

Current and other assets	\$ 909,760
Capital assets	- 10,881
 Total Assets	 \$10,224
 Liabilities	 —
 Total Liabilities	 —
 Net Assets:	
Invested in capital assets, net of debt	10,444
Unrestricted	939,760
 Total Net Assets	 <u>\$10,224</u>

The assessor does not have any "restricted" net assets. It does have "unrestricted" net assets, and those are net assets that do not have any limitations on what these assets may be used for.

THIRTEEN PARISH ASSESSOR
 Houma, Louisiana
 Management's Discussion and Analysis
 As of and for the Year ended December 31, 2002

Net assets of the assessor increased by \$96,981 or 12.1%, from December 31, 2001 to December 31, 2002. One of the major causes for this is the increase in ad valorem tax revenue. The other cause is the inclusion of capital assets, net of accumulated depreciation, into Net Assets. Capital assets, net of accumulated depreciation, which includes office furniture, office equipment and automobiles was not a part of the general fixed assets of the assessor under the basis of accounting used prior to the adoption of GASB No. 34.

**Statement of Revenues, Expenditures and
 Changes in Fund Balance
 for the year ended December 31, 2002**

Revenues	\$1,361,146
Expenditures	1,265,615
Net Change in Fund Balance	<u>\$96,531</u>

The assessor's total revenues increased by \$171,866, or 13.0%. The total cost of all programs and services decreased by \$96,680, or 11.6%.

CAPITAL ASSET AND DEBT ADMINISTRATION

At December 31, 2002, the assessor had \$178,884 invested in capital assets, including office furniture, office equipment and automobiles. This amount represents the total original cost of the capital assets (before deducting accumulated depreciation), and reflects a net decrease (including additions and deductions) of \$14,303 over last year's total. The table below lists capital assets by type, net of accumulated depreciation:

**Capital Assets at Year-End
 (Net of Depreciation)**

Office furniture and equipment	\$10,404
Total	<u>\$10,404</u>

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TERREBONNE PARISH ASSESSOR
Houma, Louisiana
Management's Discussion and Analysis
As of and for the Year Ended December 31, 2000

Debt:

The assessor had no debt outstanding at year end.

VARIATIONS BETWEEN ORIGINAL AND FINAL BUDGETS

Actual revenues were \$171,146 over budgeted revenues. Actual expenditures were \$7,381 less than budgeted expenditures.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The assessor considered the following factors and indicators when setting up next year's budget. These factors and indicators include: (1) costs associated with the design, development and implementation of the Geographical Information System (GIS) mapping project for the parish; (2) ad valorem tax revenue; (3) additional salaries and related costs due to an increase in health care and retirement contributions; (4) other operating costs of the office in the process of providing services to the public. The assessor expects that next year's revenues will be sufficient to cover expenses.

CONTACTING THE ASSESSOR

This financial report is designed to provide the citizens, taxpayers, customers, investors and creditors with a general overview of the assessor's finances, and to show the assessor's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact Mr. Dean P. Navillain, Terrebonne Parish Assessor at P. O. Box 5094 in Houma, Louisiana, 70361-5094, or call the office at 800-876-6610.

**BASIC FINANCIAL STATEMENTS
(GOVERNMENT-WIDE FINANCIAL STATEMENTS)**

THIRTEEN PARISH ASSESSOR
Rousse, Louisiana
Statement of Net Assets
As of December 31, 2002

ASSETS	
Cash (Note C)	\$86,881
Revenue receivables:	
Ad valorem taxes (Note A)	751,074
State revenue sharing	48,063
Other	21,883
Capital assets (net of depreciation) (Note D)	<u>110,464</u>
TOTAL ASSETS	<u>936,228</u>

LIABILITIES

TOTAL LIABILITIES —

NET ASSETS	
Invested in capital assets	10,464
Unrestricted	<u>829,764</u>
TOTAL NET ASSETS	<u>939,228</u>

The accompanying notes are an integral part of this statement.

TERREBONNE PARISH ASSESSOR
 Houma, Louisiana
 Statement of Activities
 For the Year Ended December 31, 2002

EXPENSES

Governmental Activities:	
General government	\$ 250,366
Intergovernmental expenses -	
Geographical Information System	416,575
Depreciation expense	<u>15,383</u>
 Total Expenses	<u>1,278,224</u>

GENERAL REVENUE

All valorem taxes	160,170
Intergovernmental - Reimbursements from Terrebonne Parish Consolidated Government for the Geographical Information System	440,435
State revenue sharing	40,845
Interest earned	3,268
Other	<u>5,215</u>
 Total General Revenue	<u>1,241,168</u>
Change in Net Assets	61,918
Net assets at beginning of year (unadjusted)	612,406
Net assets at end of year	<u>652,324</u>

The accompanying notes are an integral part of this statement.

**BASIC FINANCIAL STATEMENTS
(PRINCIPAL FINANCIAL STATEMENTS)**

THIRTEEN PARISH ASSOCIATION
Ecclesi, Louisiana
Balance Sheet
General Fund - Governmental Fund
December 31, 2002

ASSETS	
Cash	\$65,621
Revenue receivable:	
Ad valorem taxes	181,874
State revenue sharing	48,043
Other	23,862
TOTAL ASSETS	<u>\$309,360</u>

LIABILITIES AND FUND BALANCE

Liabilities:	
Fund balance - unreserved and undesignated	\$309,360
TOTAL LIABILITIES AND FUND BALANCE	<u>\$309,360</u>

The accompanying notes are an integral part of this statement.

TERREBONNE PARISH ASSSESSOR
 Houma, Louisiana
 Statement of Revenues, Expenditures
 and Changes in Fund Balance
 General Fund - Governmental Fund
 For the Year Ended December 31, 2002

REVENUES

Ad valorem taxes	\$840,130
State revenue sharing	48,049
Intergovernmental revenue - Reimbursements from Terrebonne Parish Consolidated Government for the Geographical Information System	449,428
Interest earnings	1,268
Other	2,233
 Total Revenues	 <u>1,341,140</u>

EXPENDITURES

Salaries and related expenditures	711,647
Intergovernmental expenditures - Geographical Information System	436,876
Operating services and maintenance	217,569
Office materials and supplies	15,617
Travel and other charges	8,889
Professional services	3,143
 Total Expenditures	 1,273,819
 Net Change in Fund Balance	 80,321
 Fund Balance at Beginning of Year	 821,211
 Fund Balance at End of Year	 <u>902,532</u>

The accompanying notes are an integral part of this statement.

THIRTEEN PARISH ASSOCIATION
Natchez, Louisiana
Reconciliation of the Governmental Fund Balance Sheet
to the Government-Wide Statement of Net Assets
December 31, 2002

Total Fund Balance - Governmental Fund	<u>9999,760</u>
Accounts reported for governmental activities in the statement of Net Assets are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet.	<u>10,464</u>
Total Net Assets of Governmental Activities	<u>5939,324</u>

The accompanying notes are an integral part of this statement.

TERREBONNE PARISH ASSSESSOR
Houma, Louisiana
Statement of Revenues, Expenditures
and Changes in Fund Balance
General Fund - Governmental Fund
For the Year Ended December 31, 2002

Net Change in Fund Balance - Governmental Funds	\$88,527
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation charged exceeded capital outlay in the current period.	\$8,309
Change in Net Assets of Governmental Activities	\$82,218

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

TERREBONNE PARISH ASSESSOR
Houma, Louisiana
Notes to the Financial Statements
December 31, 1992

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Introduction

As provided by Article VII, Section 34 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 and peculiarly responsible for the actions of the deputies.

The assessor's office is located in the Terrebonne Parish Courthouse in Houma, Louisiana. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing during the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

B. Basis of Accounting

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). The codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

In addition, the Terrebonne Parish Assessor adopted the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments for the first time this year. The

TERREBONNE PARISH ASSESSOR
Houma, Louisiana
Notes to the Financial Statements
December 31, 2002

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

assessor will be treated as a governmental-type activity for financial reporting purposes in this audit. The minimum requirements for the Terrebonne Parish Assessor's office established by GASB Statement No. 24 are divided into the following sections:

- (i) Management's Discussion and Analysis, (ii) Basic Financial Statements, and (iii) Required Supplementary Information (other than MD&A).

The accompanying financial statements of the Terrebonne Parish Assessor present information only as to the transactions of the programs of the assessor as authorized by Louisiana statutes and administrative regulations. Basis of accounting refers to when revenues and expenses 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.

Revenue Recognition

Revenues are recognized using the full accrual basis of accounting; therefore, revenues, including ad valorem taxes, state revenue sharing, intergovernmental revenue, interest and other revenues of the assessor, are recognized in the accounting period in which they are earned and become measurable.

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 recognized as revenue in the year the taxes are assessed.

Intergovernmental revenue - The assessor receives revenue in the form of reimbursements from Terrebonne Parish Consolidated Government for the Geographical Information System (G.I.S.) mapping program. The assessor is developing a state-of-the-art computerized mapping system which is funded by all parish taxing bodies on a prorated basis. As the assessor expends the monies out of his general fund's fund balance to fund this program, the parish government reimburses him for his costs, usually on a quarterly basis.

TERREBONNE PARISH ATTORNEY
Thibout, Louisiana
Notes to the Financial Statements
December 31, 1986

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Expense Recognition

Expenses are also recognized on the accrual basis; therefore, expenses, including salaries, operating services and expenses, intergovernmental expenses, etc. are recognized in the period incurred, if measurable.

2. Reporting Entity

As the governing authority of the parish, for reporting purposes, the Terrebonne Parish Consolidated Government is the financial reporting entity for Terrebonne Parish. The financial reporting entity consists of (i) the primary government (Terrebonne Parish Consolidated Government), (ii) organizations for which the primary government is financially accountable, and (iii) 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 Terrebonne Parish Consolidated Government for financial reporting purposes.

The basic criterion 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
 - a. the ability of the parish government 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 parish government.

TERREBONNE PARISH ASSESSOR
Thibout, Louisiana
Notes to the Financial statements
December 31, 2002

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1. Organizations for which the parish government does not appoint a voting majority, but are fiscally dependent on the parish government.
2. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Even though the assessor is an independently elected official, and is legally separate from the parish government, the exclusion from the parish government's financial statements would cause the parish government's financial statements to be misleading or incomplete. Also, the assessor is fiscally dependent on the parish government when the parish government has approval authority over the assessor's capital budget. The parish government has approval authority over the assessor's capital budget because office space is furnished to the assessor by the parish government and title to real property is in the name of the parish government. Because of these reasons, the assessor is determined to be a component unit of the Terrebonne Parish Consolidated Government.

3. Fund Accounting

The assessor uses a fund (General Fund) 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.

The assessor's General Fund is classified as a governmental fund. Governmental funds account for general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fixed assets.

The General Fund, as provided by Louisiana Revised Statute 47:1306, is the only fund of the assessor and accounts for the operation of the assessor's office. Ad valorem tax revenue authorized by Act 370 of 1995 is accounted for in this fund. General operating expenditures are paid from this fund.

TERREBONNE PARISH ASSESSOR
Thibodaux, Louisiana
Notes to the Financial Statements
December 31, 1992

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Expenditures:

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

4. Budgets

The proposed budget for 2003 was published in the official journal and made available for public inspection on December 13, 2001. A public hearing was held and the budget was adopted on December 18, 2001. Appropriations lapse at year end. The original adopted budget was amended and advertised on December 26, 2002. A public hearing was held and the budget was adopted on December 10, 2002.

The budget is legally adopted and amended, as necessary, by the assessor. It is prepared and reported on the accrual basis of accounting. Formal budget integration is employed as a management control device during the year. The assessor reserves all authority to make changes to the budget. When actual revenues fail to meet budgeted revenues by five per cent or more and/or actual expenditures exceed budgeted revenues by five per cent or more, a budget amendment to reflect such change is adopted by the assessor. Budgeted amounts included in the accompanying financial statements include the original adopted budget and any subsequent amendments, if applicable.

5. Cash and Cash Equivalents

Cash includes amounts in a demand deposit account. Cash equivalents, if any, include amounts in certificates of deposit. Under state law, the assessor may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

6. Ad Valorem Tax Receivables

There was no provision made for uncollectible ad valorem tax receivables because the amount was based on actual ad valorem taxes received in 2001.

TERREBONNE PARISH ASSESSOR
Thibodaux, Louisiana
Notes to the Financial Statements
December 31, 2002

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

7. Capital Assets

Capital assets are recorded at either historical cost or estimated historical cost and are depreciated over their estimated useful lives (excluding salvage value). Any donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives: office furniture and equipment - 5 years; automobile - 5 years.

Assets paid for by the parish government are not included in the assessor's capital assets.

8. Compensated Absences

Employees of the assessor earn from ten to fifteen days of vacation leave each year depending on length of service, and ten days of sick leave. Leave benefits do not vest or accumulate and must be taken in the year earned. Payment is not made for accumulated leave upon retirement, resignation or termination of employment. The cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the General Fund when the leave is actually taken.

9. Long-term Obligations

There were no long-term obligations at December 31, 2002.

10. Encumbrances

Encumbrance accounting is not utilized by the assessor due to the nature of operations and the ability of management to monitor budgeted expenditures on a timely basis.

11. Use of Estimates

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

THIRTEEN PARISH ASSESSOR
Bienville, Louisiana
Notes to the Financial Statements
December 31, 2002

NOTE B - LEVIED TAXES

In 2002, the assessor was authorized to levy up to 1.06 mills in ad valorem taxes. A 1.04-mill ad valorem tax was levied for the year ended December 31, 2002.

The following are the principal taxpayers for the parish:

	Type of Business	2002 Assessed Valuation	Percentage of Total Valuation
Transocean			
Texaco, Inc.	Oil Company	\$16,875,840	4.18%
BellSouth	Telephone	18,760,790	2.69
Tenneco Gas	Pipeline Co.	7,451,490	1.87
Transcontinental Gas Pipeline	Pipeline Co.	7,385,690	1.85
Southern Pipeline	Pipeline Co.	7,062,320	1.77
Entergy La., Inc.	Utility	6,834,390	1.74
Pennzoil Oil, Inc.	Oil Company	6,478,460	1.61
Willis, William G.			
State	Real Estate	8,394,000	1.33
Ship Shoal I & II Systems	Pipeline Co.	4,960,730	1.21
South La. Electric Utility		4,843,840	1.21
		<u>\$72,822,390</u>	<u>19.84%</u>

The total assessed valuation for all taxpayers at December 31, 2002, was \$360,186,840. This figure was used in calculating the percentage of the "2002 assessed valuation of each of the principal taxpayers" to the "assessed valuation for all taxpayers."

TERREbonne PARISH ASSESSOR
Mosses, Louisiana
Notes to the Financial Statements
December 31, 2002

NOTE C - CASH AND CASH EQUIVALENTS

At December 31, 2002, the assessor had cash and cash equivalents (check balances) as follows:

Checking account (demand deposit)	\$93,891
Total	<u>\$93,891</u>

These deposits are stated at cost. 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, 2002, the assessor had \$64,104 in deposits (collected bank balances). These deposits were secured from risk by \$16,194 of federal deposit insurance.

Although the bank balances were totally secured by the FDIC and pledged securities at December 31, 2002, Louisiana Revised Statute 19:1229 imposes a statutory requirement on the custodial bank for securities pledged to safeguard deposits of the assessor during the year and to advertise and sell the pledged securities within 15 days of being notified by the assessor that the fiscal agent has failed to pay deposited funds upon demand.

NOTE D - CAPITAL ASSETS

The capital assets used in the governmental-type activities are included on the Statement of Net Assets of the assessor and are capitalized at historical cost. Depreciation of all exhaustible capital assets used by the assessor is charged as an expense against operations. Accumulated depreciation is reported on the Statement of Net Assets. Depreciation expense for financial reporting purposes is computed using the straight-line method over the useful lives of the capital assets and is reported in the Statement of Activities.

TERREBONNE PARISH ASSESSOR
 Houma, Louisiana
 Notes to the Financial Statements
 December 31, 2003

NOTE D - CAPITAL ASSETS (CONTINUED)

A summary of changes in capital assets and accumulated depreciation during the year is listed as follows:

	Balance 1/1/03	Additions	Retire- ments	Balance 12/31/03
Capital Assets				
Office Furniture				
& equipment	\$155,063	\$3,876	\$26,332	\$132,511
Automobiles	35,228	—	4,752	30,472
Total	190,291	3,876	31,084	172,504
Less Accumulated Depreciation for				
Office furniture				
& equipment	33,228	8,061	10,238	31,047
Automobiles	31,931	1,321	3,733	30,472
Total	65,159	9,382	13,971	61,519

NOTE E - PENSION PLAN

Plan Description

Substantially all employees of the Terrebonne Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a multiple-employer (cost sharing), public employee retirement system, 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 60 with at least 10 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 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that

TERREBONNE PARISH ASSESSOR
Houma, Louisiana
Notes to the Financial Statements
December 31, 2002

NOTE B - PENSION PLAN (CONTINUED)

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. The report may be obtained by writing to the Louisiana Assessors' Retirement System, Post Office Box 1798, Shreveport, Louisiana 71166-1798, or by calling (318) 435-6446.

Funding Policy

For all of 2002, plan members (employees) were required by state law to contribute 8.0 percent of their annual covered salary into the retirement system. For the period of January 1, 2002 to September 30, 2003, the assessor (employer) was required to contribute 14.75 percent of an employee's annual covered payroll into the System. For the period October 1, 2002 to December 31, 2003, the employer's rate increased to 14.0 percent. Contributions to the System also include one-fourth of one percent (one percent 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 Terrebonne 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 assessor's (employer) contributions to the System for the years ending December 31, 2001 and 2002 were \$13,058, \$18,766 and \$16,571, respectively, equal to the required contributions for each year.

TERREBONNE PARISH ASSESSOR
 Houma, Louisiana
 Notes to the Financial Statements
 December 31, 2002

NOTE F - DEFERRED COMPENSATION PLAN

The assessor offers his employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, which is available to all the assessor's employees, permits employees to defer a portion of their salary until future years. The deferred compensation amount is not available to employees until termination, retirement, death or unforeseeable emergency. The assessor has no fiduciary responsibility to the administration of this plan. Participants, themselves, decide on the types of investments in which to invest their deferrals, and the plan administration is performed by an organization which is separate from the assessor's office. In this regard, there are no reporting requirements which need to be applied for this plan arrangement.

Deferrals on deposit in the plan had a balance totaling \$18,778 as December 31, 2002. This balance is stated at fair market value.

NOTE G - POSTRETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The assessor provides certain continuing health care and life insurance benefits for retired employees. 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 paid monthly and jointly by the retiree, employee and the assessor. The assessor recognizes the cost of providing these benefits (assessor's portion of premiums) as an expenditure when paid during the year. For 2002, the cost of health care and life insurance benefits paid by the assessor for retirees, and active employees, totaled \$13,011, and \$12,545, respectively.

NOTE H - LEASES

As of December 31, 2002, there were no future annual lease commitments for the assessor, nor were there any operating or capital leases outstanding.

TERREBORNE PARISH ASSESSOR
 Houma, Louisiana
 NOTES to the Financial Statements
 December 31, 2002

NOTE I - COMPENSATED ABSENCES

No payment is made for accumulated leave upon retirement, resignation or termination of employment. Therefore, there was no liability to be reported for compensated absences at December 31, 2002.

NOTE J - EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

Louisiana R.R. 13-5111 requires the Terreborne Parish Consolidated Government to provide the assessor with all necessary office space, utilities, furniture, equipment, supplies, and maps. During the year ended December 31, 2002, the parish government provided office space, utilities, and janitorial services on a limited basis. The value of these items are not reflected in the accompanying financial statements.

NOTE K - LITIGATION

At December 31, 2002, according to the assessor's legal counsel, there was no pending or threatened litigation which would require a liability to be recorded on the financial statements.

NOTE L - PROOF-YEAR RESTATEMENT OF NET ASSETS

The following adjustments were made to restate beginning net assets at December 31, 2001, due to the conversion of the assessor's financial statements to GASB No. 34 provisions:

Fund Balance at December 31, 2001, Previously Reported	Adjustments a. or b.	Beginning Net Assets at December 31, 2001, As Restated
\$831,313	\$16,878	\$837,191

THIENHOAUX PARISH ASSESSOR
Roux, Louisiana
Notes to the Financial Statements
December 31, 2003

NOTE L - PRIOR-YEAR RESTATEMENT OF NET ASSETS (CONTINUED)

The prior-year restatement to net assets had the following effects on the Statement of Net Assets:

- increasing net assets by \$175,984 for the additions of capital assets;
- decreasing net assets by \$165,520 for accumulated depreciation on capital assets;

REQUERIDAS SUPPLEMENTARIAS INFORMACION

TERREBONNE PARISH ASSSESSOR
Thibodaux, Louisiana
Required Supplementary Information
General Fund - Governmental Fund
Statement of Revenues, Expenditures, and Changes in
Fund Balance - Budget (Quasi Assets) and Actual
For the Year Ended December 31, 2001

	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>	<u>positive (negative)</u>
REVENUES			
Ad valorem taxes	\$640,000	\$530,000	\$80,170
State revenue sharing	40,000	45,000	45,045
Interest earnings	18,000	18,000	3,268
Other/miscellaneous	156,000	450,000	49,463
Total Revenues	\$244,000	1,180,000	171,346
EXPENDITURES			
Salaries and related expenditures	675,000	745,000	711,647
Operating services & maintenance	45,000	210,000	137,568
Office materials and supplies	38,000	35,000	15,017
Professional services	78,000	250,000	432,718
Travel and other charges	50,000	10,000	8,645
Capital outlay	40,000	40,000	42,000
Total Expenditures	\$225,000	1,280,000	1,391
Excess (Deficiency) of Revenues over Expenditures	(11,000)	100,000	88,937
Fund Balance at Beginning of Year	\$15,000	\$14,000	307,333
Fund Balance at End of Year	\$14,000	\$14,000	\$495,700

The accompanying notes are an integral part of this statement.

SUPPLEMENTAL INFORMATION SECTION

TERREBONNE PARISH ASSESSOR
Houma, Louisiana
Supplemental Information Schedule
Summary Schedule of Prior Audit Findings and
Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2002

I have audited the accompanying basic financial statements of the Terrebonne Parish Assessor as of and for the year ended December 31, 2002, and have issued my report thereon dated June 12, 2003. I conducted my 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. My audit of the financial statements as of December 31, 2002 resulted in an unqualified opinion.

Section I - Summary of Auditor's Report and Findings

There was one material weakness in internal control that was a reportable condition which required disclosure in the current-year and prior-year audit reports (Finding No. 1).

There were no instances of noncompliance that were required to be reported in the current-year or prior-year audit report.

There were no other findings, required to be reported, and no management letter was issued for the current audit period.

The one immaterial instance of noncompliance that I reported in a separate letter to the Terrebonne Parish Assessor during the prior-year audit was resolved in the prior year and was not repeated in the current year.

The Terrebonne Parish Assessor did not receive any federal funds during the twelve months ended on December 31, 2002.

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TERREBONNE PARISH ASSESSOR
Houma, Louisiana
Supplementary Information Schedule (Continued)
Summary Schedule of Prior Year Audit Findings and
Corrective Action Plan for Current Year Audit Findings
For the Year Ended December 31, 2001

Section II - Financial Statement Finding

Finding No. 1 (Segregation of Duties)

Fiscal Year Finding Initially Occurred: Has existed from inception.

Finding Described: The size of the assessor's operations and its limited staff preclude an adequate segregation of duties and other features of an adequate system of internal accounting control.

Corrective Action and Additional Explanations: Management is aware of this inadequacy in the internal control structure, however, it feels that to employ such controls would not be cost beneficial. No action will need to be taken.

Contact Person:
Gene P. Bervilleau,
Terrebonne Parish Assessor
Houma, Louisiana

Anticipated Completion Date: Not applicable.

OTHER REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS

KEITH J. RIVIRA
CERTIFIED PUBLIC ACCOUNTANT
1004 MICHIGAN ROAD
MONTGOMERY, ALABAMA 36117-3047

65001 821-4040

65001 821-4040

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 Gene P. Bonvillian
Terrebonne Parish Assessor
A Component Unit of the
Terrebonne Parish Consolidated Government
Houma, Louisiana

I have audited the basic financial statements of the Terrebonne Parish Assessor, a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2011, and have issued my report thereon dated June 17, 2012. I conducted my 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 a part of obtaining reasonable assurance about whether the Terrebonne Parish Assessor's basic financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of the 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 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 Terrebonne Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the basic financial statements and not to provide assurance on the internal control over financial reporting. However, I noted a matter involving the internal control over financial reporting and its operations that I consider to be reportable condition. 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 judgement, could adversely affect the assessor's ability to record, process, summarize and report financial data consistent with the assertions of management in the basic financial statements. This reportable condition is described in the accompanying Schedule of Audit Findings in the Supplementary Information section of this audit report and is referenced as Finding No. 1.

A material weakness is a reportable 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 basic 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 considered the reportable condition described above to be a material weakness.

This report is intended solely for the use of management and the State of Louisiana Legislative Auditor and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the State of Louisiana Legislative Auditor, is a matter of public record.



Keith J. Rovira
Certified Public Accountant

June 11, 2003