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WESTERN PARISH ASSessor
Minden, Louisiana

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

Under provisions of state law this report is a public document. A copy of this report has been provided to the clerk and other appropriate public officials. This report is available for public inspection at the Clerk's Office of the Legislative Auditor and the various accounting offices of the state agency of cost.

Released Date 8/27/03

WEBSTER PARISH ASSessor
Minden, Louisiana

General Purpose Financial Statements
As of and for the Year Ended
December 31, 2002

CONTENTS

	<u>Statement</u>	<u>Page</u>
INDEPENDENT AUDITORS' REPORT		1
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS		2
MANAGEMENT LETTER		4
General Purpose Financial Statements:		
Balance Sheet - All Fund Types and Account Groups	A	7
Governmental Funds:		
Statement of Revenues, Expenditures, and Changes in Fund Balance	B	8
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual	C	9
Notes to the Financial Statements		10
Supplemental Information Schedules:		
Summary Schedule of Prior Audit Findings	1	18
Corrective Action Plan for Current Year Audit Findings	2	11
Management's Response to Corrective Action Plan		22

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INDEPENDENT AUDITORS' REPORT

HONORABLE KERRY O. BURNS, CPA
WEBSTER PARISH ASSESSOR
Minden, Louisiana

We have audited the accompanying general purpose financial statements of the Webster Parish Assessor as of and for the year ended December 31, 2002, as listed in the table of contents. These general purpose financial statements are the responsibility of the Webster Parish Assessor's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *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 Webster Parish Assessor as of December 31, 2002, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Governmental Auditing Standards*, we have also issued a report dated June 25, 2003, on our consideration of the Webster Parish Assessor's internal control over financial reporting and our 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 our audit.

Minden, Louisiana
June 25, 2003

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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 ACCOUNTING STANDARDS**

HONORABLE KERRY O. BURNS, CLA
WEBSTER PARISH ASSESSOR
Minden, Louisiana

We have audited the general purpose financial statements of the Webster Parish Assessor as of and for the year ended December 31, 2002, and have issued our report thereon dated June 20, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 Webster 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. We noted certain immaterial instances of noncompliance that we have reported to management of the Webster Parish Assessor, in a separate letter dated June 25, 2003.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Webster Parish Assessor's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to

the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Webster Parish Assessor and management of the assessor's office and is not intended to be and should not be used by anyone other than those specified parties.



Monroe, Louisiana

June 25, 2009

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D. WISE, CPA *Chief Accounting Officer*
M. MARTIN, CPA *Chief Management Officer*

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D. WISE, CPA *Chief Accounting Officer*
M. MARTIN, CPA *Chief Management Officer*

ONE PARISH GENERAL STRATEGY
— FINANCIAL —
MEMBERSHIP LIMITED BY
CERTIFICATES OF INCORPORATION
STATE OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

MANAGEMENT LETTER

HONORABLE KERRY O. DUBNS, CLU
WEBSTER PARISH ASSESSOR
Minden, Louisiana

We have audited the financial statements of the Webster Parish Assessor as of and for the fiscal year ended December 31, 2002, and have issued our report thereon dated June 28, 2002.

In connection with our audit, we made certain observations relative to the records maintained, the accounting procedures in effect, and the overall administration of the financial affairs of the Webster Parish Assessor. As a supplement to the reports, we submit for your consideration the following observations, which did not meet the criteria of being material to the general-purpose financial statements.

Compliance items considered non-material to general-purpose financial statements

2002-01 Specific Reporting Requirements

According to LA. Rev. Stat. 42:181-204, all parish assessors shall furnish annually to the governing authority and clerk of court of their respective parishes, a written itemized report showing the expenditures made by their offices. The report shall be classified under the following headings:

(1) Salaries of officials; (2) Salaries of deputies; (3) Salaries of other employees; (4) Office supplies and furnishings; (5) Other expenditures. The report shall include the names of all deputies and employees, whether they were employed full time or temporarily, and shall also show the total salary or compensation paid to each of them during the year.

The Webster Parish Assessor has addressed prior audit findings, unless included in the above comments. Should you have any questions concerning the contents of this letter or if we can be of any additional service, please contact us at your convenience.

Very truly yours,



Jamison, Wise & Martin

June 23, 2009

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

WEATHER FARMER ASSOCIATE
 Minden, Louisiana
 ALL FUND TYPES AND ACCOUNT GROUPS

Balance Sheet, December 31, 2008

	ACCOUNT GROUP			TOTAL (MEMORANDUM)
	GOVERNMENTAL- FUND	GENERAL FUND- ASSETS	GENERAL- LONG TERM LIABILITIES	
	GENERAL FUND	ASSETS	LIABILITIES	
ASSETS				
Cash	\$ 85,522	-	-	85,522
Investments	331,697	-	-	331,697
Receivables	1,431,473	-	-	1,431,473
Other assets	478	-	-	478
Office furnishings and equipment	-	427,448	-	427,448
Amount to be provided for lease payments	-	-	21,756	21,756
TOTAL ASSETS	\$ 1,848,510	427,448	21,756	1,897,714
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts payable	\$ 3,144	-	-	3,144
Deferred revenues	176,749	-	-	176,749
Lease Obligations	-	-	21,756	21,756
Total Liabilities	179,893	-	21,756	201,649
Fund Equity:				
Investment in general fund assets	-	427,448	-	427,448
Fund balance:				
Government - undesignated	1,668,617	-	-	1,668,617
Total Fund Equity	1,668,617	427,448	-	1,718,073
TOTAL LIABILITIES AND FUND EQUITY	\$ 1,848,510	427,448	21,756	1,897,714

The accompanying notes are an integral part of this statement.

WEBSTER PARISH ASSessor
 Minden, Louisiana
GOVERNMENTAL FUNDS

**Statement of Revenues, Expenditures, and
 Changes in Fund Balances
 For the Year Ended December 31, 2002**

	<u>GENERAL FUNDS</u>
REVENUES	
Taxes - ad valorem	\$ 900,700
Intergovernmental revenues:	
state grant - state revenue sharing	152,408
Fees, charges, and commissions for service	14,473
Use of money and property - interest earnings	14,225
Other revenue	<u>2,316</u>
Total revenues	<u>1,084,122</u>
EXPENDITURES	
General government - (includes:	
Current:	
Personnel services and related benefits	814,452
Operating services	161,215
Travel and other charges	11,815
Capital outlay	<u>28,349</u>
Total expenditures	<u>1,115,831</u>
(DEFICIENCY) OF REVENUES OVER EXPENDITURES	(31,709)
FUND BALANCE AT BEGINNING OF YEAR	<u>1,076,470</u>
FUND BALANCE AT END OF YEAR	<u>\$ 1,044,761</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH ASSessor
 Minden, 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

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Taxes - ad valorem	\$ 825,000	983,763	(1,237)
Intergovernmental revenues -			
state grant - state revenue sharing	131,500	131,499	819
Fees, charges, and commissions for service	14,880	14,477	77
Use of money and property - interest earnings	12,500	14,225	1,725
Other revenue	9,880	2,214	(3,184)
Total revenues	<u>1,103,860</u>	<u>1,246,178</u>	<u>(3,680)</u>
EXPENDITURES			
General government - facilities			
Current			
Personnel services and related benefits	830,880	814,433	(4,433)
Operating services	169,500	152,285	17,215
Travel and other charges	22,800	11,093	18,997
Debt service	-	8,070	(8,070)
Capital Outlay	44,800	34,389	11,411
Total expenditures	<u>1,067,980</u>	<u>1,120,180</u>	<u>26,211</u>
(DEFICIENCY) OF REVENUES OVER EXPENDITURES	(34,700)	(34,002)	4,611
FUND BALANCE AT BEGINNING OF YEAR	<u>1,079,400</u>	<u>1,079,478</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$ 1,044,700</u>	<u>1,045,476</u>	<u>4,631</u>

The accompanying notes are an integral part of this statement.

WEBSTER PARISH ASSESSOR
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2002

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1874, 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 all valuations 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 primarily responsible for the actions of the 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 is 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, 2002, there are 25,862 real, movable, and public service assessment listings totaling \$168,021,385. The total assessed valuation increased by \$202,030 for the year ended December 31, 2002.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BAIS OF PRESENTATION

The accompanying general purpose financial statements of the Webster Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

A. REPORTING ENTITY

For financial reporting purposes, in conformance with Statement No. 14 of the Governmental Accounting Standards Board, the Webster Parish Assessor includes all funds, account groups, activities, or others, that are within the oversight responsibility of the Webster Parish Assessor as an independently elected parish official. The Webster Parish Assessor is considered to be a primary government and is not fiscally dependent on the parish police jury.

WEBSTER PARISH ASSessor
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2002

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 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 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 Act 17 of 1990, is accounted for in this fund. General operating expenditures are paid from this fund.

C. GENERAL FIXED ASSETS

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 87 per cent of fixed assets are valued at actual historical costs, based on the actual costs of like items, while the remaining 13% are based on estimated historical costs. No depreciation has been provided on general fixed assets.

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.

WEBSTER PARISH ASSessor
Minden, Louisiana

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

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 transactions can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current 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 recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, attached to an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1991 requires that the tax rolls 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 are recorded in the period in which they are earned.

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

Based on the above criteria, ad valorem taxes, state revenue sharing and fees for preparing tax rolls 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 at the object level of expenditures. Appropriations lapse at year-end and must be approved by the assessor.

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

WEBSTER PARISH ASSessor
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2002

F. ENCUMBRANCES

The Webster Parish Assessor does not employ the use of encumbrance accounting.

G. CASH & CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing 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 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, 2002, the assessor has cash and cash equivalents (book balances) totaling \$82,532. 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. Deposit balances (bank balances) at December 31, 2002, are secured as follows:

Bank balances	\$ 111,132
Federal deposit insurance	\$ 189,080
Pledged securities (uncollateralized)	231,762
Total	\$ 532,974

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the assessor, they are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, however, 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 bank has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the assessor's name.

WEBSTER PARISH ASSESSOR
Minden, Louisiana

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

B. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S. 53:2953) and the assessor's investment policy. Under state law, the Webster Parish Assessor may invest in United States bonds, treasury notes, or certificates. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

I. VACATION AND SICK LEAVE

Employees of the assessor's office earn from 16 to 28 days of vacation leave each year, depending on length of service. Vacation leave must be taken in the year earned. Employees earn 3 days of sick leave each year, plus one day of sick leave for each year of service. Sick leave may be accumulated, but lapses upon resignation or retirement.

The cost of leave privileges, computed in accordance with GASB Codification Section 680, is recognized as a current-year expenditure in the General Fund when leave is actually taken.

I. RISK MANAGEMENT

The assessor is exposed to various risk of loss related to theft, 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 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 two years ended December 31, 2003.

K. 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.

I. INVESTMENTS

GASB 3, par. 8 states that for an investment to be considered a cash equivalent, it must mature no more than three months after the date it is purchased. For the year ended December 31, 2003, the Webster Parish Assessor reported a 180 day certificate of deposit in the amount of \$115,000 as an investment. This Certificate of Deposit is secured from risk by \$233,762 of pledged securities held by the collateral bank in the name of the fiscal agent bank (GASB Category 1).

WRIGHT PARISH ASSessor
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2002

The market value of the Certificates is equal to the carrying amount as stated above.

3. PRINCIPAL TAXPAYERS

The following are the principal taxpayers for the parish and their 2002 assessed valuations:

	2002 Assessed Valuation	Per Cent of Total Assessed Valuation
International Paper Company	\$ 3,495,818	3.75%
Costal Towing, Inc.	4,009,999	2.98%
Marsden Oil Company	4,581,449	2.78%
Energy Services, Inc.	4,984,670	2.67%
El Paso Production Co.	2,972,790	1.81%
Regions Bank	3,872,680	1.87%
Bellsouth Telecommunications	2,758,940	1.68%
Calumet Lubricants, Co.	2,257,699	1.38%
Dakota Energy Field Services, Inc.	2,151,618	1.31%
Total	<u>325,668,508</u>	<u>21.73%</u>

4. RECEIVABLES

The General Fund receivables of \$1,021,527 at December 31, 2002, are as follows:

Class of Receivable	
Taxes - ad valorem	\$908,408
Intra-governmental revenues - state grant - state revenue sharing (net)	181,855
Fees, charges, and commissions for services	<u>10,125</u>
Total	<u>\$1,021,527</u>

WEBSTER PARISH ASSessor
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2002

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment follows:

Balance at January 1, 2002	\$297,544
Additions	45,049
Deductions	<u>(15,125)</u>
Balance at December 31, 2002	<u>\$427,468</u>

6. PENSION PLAN

Substantially all employees of Webster Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a cost sharing multiple-employer, defined benefit pension plan 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 58 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, not to exceed 180% of their final-average salary. Final-average salary is the employer's average salary over 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 financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1795, Shreveport, Louisiana 71166-1795, or by calling (318)-425-4445.

Plan members are required by state statute to contribute 5.50 per cent of their annual covered salary and the Webster 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 also 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 Webster Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:140, 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 Webster Parish Assessor's contributions to the system for the years ending December 31, 2002, 2001, and

WEBSTER PARISH ASSESSOR
Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2002

2002, were \$74,467, \$43,023, and \$33,637, respectively, equal to the required contributions for each year.

For R.S. 11:1481 3(a), each assessor in the state of Louisiana shall deduct eight percent from the salaries of the assessor and the assessor's employees who are eligible for membership in the Louisiana Assessors Retirement System. For R.S. 11:1473 (2)(b), the assessor may elect to pay all or a portion of the contributions required per R.S. 11:1481 3(a). For the year ended December 31, 2002, the Webster Parish Assessor elected to pay all contributions as required by R.S. 11:1481 3(a) for the assessor and the assessor's employees. The total paid for the year ended December 31, 2002 and 2001 were \$51,336 and \$43,629.

1. POST RETIREMENT BENEFITS

The Webster 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 recognized the cost of providing the benefits (assessor's cost of premiums) as an expenditure when the monthly premiums are paid. For the years ended December 31, 2002 and 2001, the total amount of premiums paid were \$137,583 and \$114,301, respectively, while the amounts paid for retirees totaled \$2,465 and \$4,843, respectively.

2. OPERATING LEASES

The assessor has operating leases of the following nature:

1. ECHO telephonic equipment - 48 month operating lease beginning in March, 2001 with monthly payments of \$252.
2. Minolta Equipment - 36 month operating lease beginning in July, 1999 with monthly payments of \$489.
3. Canon 185000 Digital Equipment - 48 month operating lease beginning in June 2002 with monthly payments of \$424.
4. Canon ImageRunner 2800 Equipment - 36 month operating lease beginning in January 2002 with monthly payments of \$234.

WEBSTER PARISH ASSessor
Mandeville, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2002

The minimum annual commitments under noncancelable operating leases are as follows:

Year	Payments
2003	\$18,920
2004	18,920
2005	6,800
2006	<u>1,544</u>
Total minimum annual commitments	<u>\$36,184</u>

9. CAPITAL LEASES

The assessor has capital leases of the following nature:

1. Canon color copier - 36 month capital lease beginning August, 2001, interest of 0%, and monthly payments of \$361. The lease contains a bargain purchase option for \$1.
2. 2002 GMC Yukon - 36 month capital lease beginning November, 2001, interest of 0%, and monthly payment of \$758.

The assets associated with these lease agreements have been recorded as assets and obligations in the accompanying financial statements. Following is a summary of the original lease amounts:

Equipment	\$18,817
Vehicles	<u>28,274</u>
Total capital lease agreements	<u>\$47,091</u>

Following is a schedule of future minimum lease payments under capital leases as of December 31, 2002:

Year	Payments
2003	12,979
2004	<u>5,828</u>
Total minimum annual commitments	<u>\$18,796</u>

WEBSTER PARISH ASSESSOR
Bossier, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 2002

10. LITIGATION AND CLAIMS

At December 31, 2002, the Webster Parish Assessor is involved in no pending nor threatened litigation.

11. COOPERATIVE EMPLOYER AGREEMENT

Effective November 7, 2000, the Webster Parish Assessor entered into a cooperative employer agreement with the Webster Police Jury. In exchange for the use of property owned by the Webster Parish Police Jury as a new site for the Webster Parish Tax Assessor's office, the Assessor paid a \$40,000 reimbursement to the Police Jury and has agreed to be responsible for all renovations, property and building improvements, and utilities of the building. The Police Jury agreed to be responsible for future ordinary maintenance and insurance of the property.

WEINSTEIN PARISH ASSESSOR
Minden, Louisiana

SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, 2002

PRIOR AUDIT FINDINGS

The follow-up and corrective action taken on all prior audit findings is presented in the summary schedule of prior audit findings (Schedule 1).

CURRENT AUDIT FINDINGS

The corrective action plan for current year audit findings is presented in Schedule 2.

WEBSTER PARISH ASSESSOR
Minden, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2002

The prior year audit findings for the year ended December 31, 2001, were as follows:

Section I – Internal Control and Compliance Material to the Financial Statements

In connection with the audit of the general purpose financial statements as of and for the year ended December 31, 2001, of the Webster Parish Assessor, there were 2 items required to be reported in accordance with Government Auditing Standards.

REF NO 2001-01 – Reporting Requirements – Initially Occurred 2001 -La Rev Stat 42:183-286 require annual reporting to the governing authority and clerk of court. For year end December 31, 2002 there is a similar finding.

REF NO 2001-02 – Public Bid Law – Initially Occurred 2001 -Items purchased which exceeded the bid law requirements. No similar items noted during the audit for the year end December 31, 2002.

Section II – Internal Control and Compliance Material to Federal Awards

In connection with the audit of the general purpose financial statements as of and for the year ended December 31, 2000, of the Webster Parish Assessor, there were no items required to be reported in accordance with OMB Circular A-133.

Section III – Management Letter

REF NO 2001-03 – Public purpose use of funds – Initially Occurred 2001 – Items for \$50 and \$128.15 did not appear to meet the public purpose requirements of Article VII Section 14 of the LA Constitution. No similar items noted during the audit for the year end December 31, 2002.

WEBSTER PARISH ASSessor
Minden, Louisiana

**Corrective Action Plan for
Current Year Audit Findings
For the Year Ended December 31, 2002**

Section I – Internal Control and Compliance Material to the Financial Statements

In connection with the audit of the general purpose financial statements as of and for the year ended December 31, 2002, of the Webster Parish Assessor, there were no items required to be reported in accordance with Government Auditing Standards.

Section II – Internal Control and Compliance Material to Federal Awards

In connection with the audit of the general purpose financial statements as of and for the year ended December 31, 2002, of the Webster Parish Assessor, there were no items required to be reported in accordance with OMB Circular A-133.

Section III – Management Letter

2002-1 Specific Reporting Requirements

Finding: According to LA Rev Stat 41:108-106, all parish assessors shall furnish annually to the governing authority and clerk of court of their respective parishes, a written itemized report showing the expenditures made by their office within 30 days after the close of the fiscal year. The Webster Parish Assessor's office did not provide this report for Webster Parish Police Jury as required for the year ending December 31, 2002. There was a similar finding in year ending December 31, 2001.

See management's response attached.



KERRY O. BURNS, CLA
ASSESSOR
Webster Parish

P.O. BOX 100

SUITE 100 WABAR 70087-0100

TELEPHONE (504) 837-8277

June 27, 2003

Corrective Action Plan

The following corrective action plan is our response to the Management Letter dated June 15, 2003:

2002-03 Specific Reporting Requirements

We will file the proper reports per LA Rev Stat 45:218-226 in the future.

If you have any questions concerning our implementation of corrective actions, please feel free to contact us.

Sincerely,

Kerry O. Burns, CLA
Webster Parish Assessor