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LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA

ANNUAL FINANCIAL REPORT

December 31, 2001

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 8/7/02

Leroy J. Chustz
Certified Public Accountant, APAC

**LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA
General Purpose Financial Statements
As of and for the Year Ended December 31, 2001**

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INDEPENDENT AUDITOR'S REPORT ON FINANCIAL REPORTS

**Honorable Jeff Taylor
Livingston Parish Assessor
Livingston, Louisiana**

I have audited the accompanying general purpose financial statements of **Livingston Parish Assessor**, a component unit of Livingston Parish Government, as of and for the year ended December 31, 2001, as listed in the Table of Contents. These general purpose financial statements are the responsibility of Livingston Parish Communications District'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 to auditing principles generally accepted in the United States of America ; *Governmental Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Louisiana Legislative Auditor. 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 **Livingston Parish Assessor** as of December 31, 2001, 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*, I have also issued a report dated June 14, 2002, on my consideration of **Livingston Parish Assessor's** internal control structure and a report dated June 14, 2002, on its compliance with laws and regulations.

Leroy J. Chustz
Certified Public Accountant, APAC
June 14, 2002

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

Honorable Jeff Taylor
Livingston Parish Assessor
Livingston, Louisiana

I have audited the general purpose financial statements of Livingston Parish Assessor, Livingston, Louisiana, as of and for the year ended December 31, 2001, and have issued my report thereon dated June 14, 2002. 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 *Governmental Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Livingston Parish Assessor's financial statements are free of material misstatement, I performed tests of 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 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 *Governmental Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audits, I considered Livingston 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.

This report is intended solely for the information and use of Livingston Parish Assessor's management, pass-through entities, and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Leroy J. Chustz

Leroy J. Chustz
Certified Public Accountant, APAC
June 14, 2002

**LIVINGSTON PARISH ASSESSOR
GOVERNMENTAL FUND TYPE AND ACCOUNT GROUP
COMBINED BALANCE SHEET
DECEMBER 31, 2001**

	<u>Governmental Fund Type</u>	<u>Account Group</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>General Fixed Assets</u>	<u>2001</u>
ASSETS			
Cash	\$ 79,928		\$ 79,928
Investments, at cost	76,875		76,875
Revenues receivable -			
Ad valorem taxes	985,896		985,896
State revenue sharing	26,771		26,771
Other	13,883		13,883
Office furnishings and equipment		\$ 224,726	224,726
TOTAL ASSETS	<u>\$ 1,183,353</u>	<u>\$ 224,726</u>	<u>\$ 1,408,079</u>
LIABILITIES AND FUND EQUITY			
<i>Liabilities:</i>			
Accounts payable	\$ 19,041		\$ 19,041
Payroll tax and benefits payable	4,895		4,895
Total Liabilities	<u>23,936</u>		<u>23,936</u>
<i>Fund Equity:</i>			
Investment in general fixed assets		\$ 224,726	224,726
Fund balances -			
Unreserved - undesignated	1,159,417		1,159,417
Total Fund Equity	<u>1,159,417</u>	<u>224,726</u>	<u>1,384,143</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 1,183,353</u>	<u>\$ 224,726</u>	<u>\$ 1,408,079</u>

The accompanying notes are an integral part of this statement.

**LIVINGSTON PARISH ASSESSOR
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, 2001**

	2001		Variance Favorable (Unfavorable)
	Budget	Actual	
Revenues:			
Ad valorem taxes	\$ 825,000	\$ 1,075,480	\$ 250,480
Intergovernmental revenues -			
Compensation from taxing bodies	13,000	77,173	64,173
State revenue sharing	15,000	78,378	63,378
Use of money and property	42,500	27,681	(14,819)
Other revenues	3,000	1,925	(1,075)
Total Revenues	898,500	1,260,637	362,137
Expenditures:			
Current -			
Salaries and related benefits	825,000	783,517	41,483
Professional services	136,000	116,107	19,893
Materials and supplies	70,900	109,159	(38,259)
Travel and other charges	49,025	18,955	30,070
Capital outlays			
Intergovernmental	100,000	100,000	
Total Expenditures	1,180,925	1,127,738	53,187
Excess of Revenues (Expenditures)	(282,425)	132,899	\$ 415,324
Fund Balance - January 1	1,026,518	1,026,518	
FUND BALANCE - DECEMBER 31	\$ 744,093	\$ 1,159,417	

The accompanying notes are an integral part of this statement.

**LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001**

NOTE 1 - INTRODUCTION

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 four-year term. The assessor assesses all real and moveable 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 provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

The assessor's office is located in the Livingston Parish Courthouse in Livingston, Louisiana. The assessor employs nineteen employees, including thirteen deputies. In accordance with Louisiana law, the assessor bases real and moveable 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.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying general purpose financial statements of the Livingston 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.

Reporting Entity

The assessor is an independently elected official; however, the assessor is fiscally dependent on the Livingston Parish Police Jury. The police jury maintains and operates the parish courthouse in which the assessor's office is located. In addition, the police jury's general purpose financial statements would be incomplete or misleading without inclusion of the assessor. For these reasons, the assessor was determined to be a component unit of the Livingston 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 compromise the financial reporting entity.

Fund Accounting

The assessor uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001

Funds of the assessor are classified as governmental funds. Governmental funds account for the assessor's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fixed assets. Governmental funds of the assessor include:

General Fund

The General Fund, as provided by Louisiana Revised Statute (R.S.) 47:1906, is the principal fund of the assessor and accounts for the operation of the assessor's office. General operating expenditures are paid from this fund.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach 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 15. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees and charges are recognized as revenue in the month in which they are earned and billed.

Substantially all other revenues are recorded when received by the Assessor.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for accumulated annual and sick leave, which is recognized when paid.

Budget Practices

The assessor uses the following budget practices:

1. The assessor prepares a General Fund budget, on the modified accrual basis of accounting, at the beginning of each year based upon prior year expenditures and anticipated revenues for the budget year.
2. The proposed budget is made available for public inspection no later than 15 days prior to the beginning of the year. A public hearing on the budget is advertised in the assessor's official journal (Denham Springs News).
3. All annual appropriations lapse at fiscal year end.

ent by segregating transactions

**LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001**

4. Budget amounts included in the accompanying financial statements include the original adopted budgets.
5. Formal budgetary integration (within the accounting system) is not employed as a management control device. During the fiscal year, actual revenues and expenditures are compared to budgeted revenues and expenditures by the assessor. If actual revenues are falling short of budgeted revenues by 5% or more or if actual expenditures to date plus projected expenditures for the remainder of the year exceed the budgeted expenditures by 5% or more, the original budget is amended by the assessor.

Encumbrances

Encumbrance accounting is used when purchase orders are recorded in order to reserve that portion of the applicable appropriation. The Board does not follow the encumbrance method of accounting.

Cash

Cash includes one interest-bearing demand deposit account. Under state law, the assessor may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or of any other state of the United States, or under the laws of the United States.

Investments

Investments are limited by R.S. 33:2955 and the assessor's investment policy. 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. Investments of the assessor do not require the additional disclosure requirements of GASB Statement No. 31.

Inventories

Inventories for supplies are immaterial and are recorded as expenditures when purchased.

Fixed Assets

Fixed assets are recorded as expenditures at the time purchased and the related assets are capitalized (reported) in the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

Compensated Absences

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

Fund Equity

The unreserved-undesignated fund balances for governmental funds represent the amount available for budgeting future operations. Reservations and designations of fund balances of governmental funds are created to either (1) satisfy legal

**LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001**

covenants that require that a portion of the fund balance be segregated or (2) identify the portion of the fund balance that is not appropriate for future expenditures.

Total Column on Balance Sheet

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

NOTE 3 - CASH AND CASH EQUIVALENTS

At December 31, 2001, the Assessor has cash and cash equivalents (book balances) as follows:

Interest-bearing demand deposits	\$ 79,428
Time deposits	<u>\$ 76,875</u>
Total	<u><u>\$ 156,303</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Collected bank balances	\$ 190,080
Federal deposit insurance coverage	100,000
Pledged securities	<u>90,080</u>
Unsecured amount in violation of state law	<u><u>\$ -0-</u></u>

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the assessor that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 4 - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets composed of furniture and office equipment follows:

Balance, December 31, 2000	\$ 215,728
Additions	-0-
Deletions	-0-
Adjustments	<u>8,998</u>
Balance, December 31, 2001	<u><u>\$ 224,726</u></u>

**LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001**

NOTE 5 - PENSION PLAN

Plan Description

Substantially all employees of the Livingston Parish Assessor's office are members of the Louisiana Assessors' 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 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% 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; P. O. Box 1786; Shreveport, LA 71166-1786, or by calling (318) 425-4446.

Funding Policy

Plan members are required by state statute to contribute 7.0% of their annual covered salary and the Livingston Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5.75% of annual covered payroll. Contributions to the System also include one-fourth of 1% of the taxes shown to be collected by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Livingston Parish Assessor are established and may be amended by state statute. As provided by R.S. 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 Livingston Parish Assessor's contributions to the System for the years ending December 31, 2001 and 2000, were \$39,097 and \$22,954, respectively, equal to the required contributions for each period.

NOTE 6 - POST-RETIREMENT BENEFITS

The Livingston Parish Assessor provides certain continuing health care and life insurance benefits for its retired employees as provided by Louisiana Revised Statute (LSA-RS) 17:1223. Substantially all of the Assessor's employees become eligible for those benefits if they reach normal retirement age while working for the Assessor's Office. The benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employees, retirees, and the Assessor's Office. The Assessor's Office recognizes the cost of providing these benefits (Assessor's portion of premiums is 50%) as an expenditure when monthly premiums are due. The cost of active employee's benefits totaled \$19,939 and the cost of retirees benefits totaled \$9,970 for the year ended December 31, 2001.

**LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001**

NOTE 7 - COMPENSATED ABSENCES

At December 31, 2000, all employee benefits terminated for lack of substantiation and the Livingston Parish Assessor instituted a new policy effective January 1, 2001. Accumulated leave as of December 31, 2001, was not accrued because it was immaterial.

NOTE 8 - ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

Certain operating expenditures of the assessor's office are provided by the Livingston Parish Police Jury and are not included in the accompanying financial statements. For the period January 1, 2001 to December 31, 2001, the police jury provided office space and utilities for the assessor's office.

NOTE 9 - LEVIED TAXES

For the year 2001, the Livingston Parish Assessor levied 7.52 mills on \$ 288,092,950, of total assessed valuation of property in Livingston Parish which generated \$1,104,716 in property taxes.

NOTE 10 - LITIGATION AND CLAIMS

The Assessor has indicated that at December 31, 2001, there were no obligations pending against the Assessor's Office.

NOTE 11 - ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 12 - RISK MANAGEMENT

The Assessor is exposed to various risks of loss relating to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Assessor attempts to minimize risk from significant losses through the purchase of commercial insurance.

NOTE 13 - FEDERAL FINANCIAL ASSISTANCE

The Assessor's Office received no federal funds during the year 2001.

**LIVINGSTON PARISH ASSESSOR
LIVINGSTON, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001**

NOTE 14 - GASB 33 AND GASB 34 IMPLEMENTATION

The GASB issued Statement Number 33, "Accounting and Financial Reporting for Non-exchange Transactions", in December of 1998. The provisions for the pronouncement are effective for financial statements for periods after June 15, 2000. The effects on the Assessor's financial statement are not known at this time; however, the pronouncement will be implemented for the fiscal year ending December 31, 2004.

The GASB issued Statement Number 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments", in June of 1999. The date of implementation is effective in three phases based on a government's total annual revenues in the first fiscal year ending after June 15, 1999 (earlier application is encouraged). The Livingston Parish Assessor's total annual revenues were less than \$10 million in the fiscal year ending June 30, 1999; therefore, the Livingston Parish Assessor is (Phase 3) required to implement the provisions for the pronouncement for financial statements for the period beginning after June 15, 2003. GASB Statement Number 34 establishes a new governmental financial reporting model that will feature, among other significant changes, management discussion and analysis, a unique combination of fund-based and government-wide financial statements, required supplementary information, accounting for infrastructure assets, and accounting for the depreciation of infrastructure assets. The effects on the Assessor's financial statement are not known at this time; however, the pronouncement will be implemented for the year ending December 31, 2004, if not implemented earlier.

**OTHER REPORTS REQUIRED BY
GOVERNMENTAL AUDITING STANDARDS**

LIVINGSTON PARISH ASSESSOR

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended December 31, 2001

I have audited the financial statements of Livingston Parish Assessor as of and for the year ended December 31, 2001, and have issued our report thereon dated June 14, 2002. 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 *Governmental Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements as of December 31, 2001, resulted in an unqualified opinion.

Section I Summary of Auditor's Results

	YES	NO	N/A
<i>Financial Statements</i>			
Internal control over financial reporting:			
Material weakness(es)		X	
Reportable condition(s)		X	
Noncompliance material to the financial statements		X	

Federal Awards

Internal control over major programs:			
Material weakness(es) identified			X
Reportable condition(s) identified			X
Type of auditor's report on compliance for major programs			X
Any findings required to be reported by Section 510(a) of Circular A-133			X

Identification of Major Programs:

CFDA Number(s) _____ Name of Federal Program (or Cluster) _____

Not applicable

Dollar threshold used to distinguish between Type A and Type B Programs: \$ N/A

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133? Yes No N/A

LIVINGSTON PARISH ASSESSOR
Schedule of Findings and Questioned Costs, Continued
December 31, 2001

Section II Financial Statement Findings

Current Year Findings

No findings to report

Prior Year Findings

See Schedule of Prior Year Findings on Page 16.

Section III Federal Award Findings and Questioned Costs

No findings to report.

LIVINGSTON PARISH ASSESSOR

SCHEDULE OF PRIOR YEAR AUDIT FINDINGS

For the Year Ended December 31, 2001

SECTION I-Internal Control and Compliance Material to the Financial Statements:

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken (Yes, No, Partially)	Planned Corrective Action/Partial Corrective Action Taken	Additional Explanation
99/00-16	1999	Fixed Asset Accounting.	Yes		
99/00-13	2000	Wear and Tear on Leased Vehicle.	No	Mr. Taylor has referred this matter to the District Attorney, but has received no response to date.	

SECTION II-Internal Control and Compliance Material to the Federal Awards:

No findings reported.

SECTION III-Management Letter:

No findings reported.