

# DEEMER

CPA & CONSULTING  
SERVICES, LLC

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BRENDEN W. DEEMER, CPA  
bwdeemer@bellsouth.net

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ASSESSOR  
FOURTH MUNICIPAL DISTRICT  
PARISH OF ORLEANS

Accountant's Review and Attestation Reports,  
With Financial Statements and  
Notes To the Financial Statements

For The Year Ended December 31, 2007

Deemer CPA and Consulting Services, LLC

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

9/24/08

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**Accountant's Review Report**

To Dr. Betty Jefferson, Assessor  
Fourth Municipal District, Parish of Orleans

I have reviewed the accompanying general purpose financial statements of the Assessor, Fourth Municipal District, Parish of Orleans as of December 31, 2007, and for the year then ended, as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of the Assessor, Fourth Municipal District.

A review consists principally of inquiries of the Assessor, Municipal District, Parish of Orleans' personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, I do not express such an opinion.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, I have issued a report dated August 22, 2008, on the results of my agreed-upon procedures.

My review was made for the purpose of expressing limited assurance that there are no material modifications that should be made to the financial statements in order for them to be in conformity with generally accepted accounting principles. The information included in Management's Discussion and analysis is presented only for supplementary analysis purposes. Such information has been subjected to the inquiry and analytical procedures applied in the review of the financial statements, and I am not aware of any material modifications that should be made thereto.

  
Deemer CPA and Consulting Services, LLC  
New Orleans, Louisiana  
August 22, 2008

**Assessor, Fourth Municipal District, Parish of Orleans  
Management's Discussion and Analysis (Unaudited)**

This section of the Assessor, Fourth Municipal District, Parish of Orleans, annual financial report, provides the Assessor's narrative discussion and analysis of its' financial statements for the year ended December 31, 2007. The discussion focuses on the Assessor's basic financial statements including a) government-wide financial statements, b) fund financial statements, and c) notes to the basic financial statements.

Financial Highlights:

The assets of the Assessor's office have exceeded the liabilities of the office by \$106,389 for the year ended December 31, 2007 as compared to the prior year when assets exceeded liabilities by \$138,609.

Total net assets consist of the following:

- a) Capital assets of \$14,581 include property and equipment, net of accumulated depreciation.
- b) Unrestricted net assets of \$91,808, represents amounts available to maintain continued operations and obligations of the Assessor's office.

Overview of the Basic Financial Statements:

The basic financial statements include: a) government-wide financial statements, b) fund financial statements, and c) notes to the basic financial statements. The Assessor also includes in this report additional information to supplement the basic financial statements, such as required supplementary information. Comparative data is presented when available.

Government Wide Financial Statements:

The Assessor's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Assessor's office's overall financial status. Financial reporting at this level provides a similar perspective to reporting found in the private sector, including the use of accrual accounting and the elimination or reclassification of activities between funds.

The Statement of Net Assets is the first of these government-wide statements. This statement of position presents information that includes all of the Assessor's office's assets and liabilities, with the difference reported as net assets. Increases or decreases in net assets may provide an indication of whether or not the financial status of the office is

Overview of the Basic Financial Statements: (continued)

either improving or deteriorating. Evaluation of the overall financial health of the Assessor's office should include non-financial factors such as the diversification of the taxpayer base as well as the financial information provided in this report.

The second government-wide financial statement is the Statement of Activities, which reports the change in net assets during the current calendar year. All revenues and expenses are included whether or not cash is received or paid.

The government-wide financial statements are presented in Exhibit "A" and Exhibit "B" of this report.

Fund Financial Statements:

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Assessor used one fund to account for the activities in the basic financial statements which was the general fund.

The basic governmental fund financial statements are presented in Exhibit "C" through Exhibit "F".

Notes to the Financial Statements:

The accompanying notes to the financial statements provide essential information to have a full understanding of the government-wide and fund financial statements. The notes to the financial statements are immediately following the basic financial statements.

Financial Analysis of the Fourth District Assessor's Office as a whole:

Summary of Net Assets

	<u>2007</u>		<u>2006</u>	
	<u>Governmental</u>	<u>Percentage</u>	<u>Governmental</u>	<u>Percentage</u>
	<u>Activities</u>	<u>of Total</u>	<u>Activities</u>	<u>of Total</u>
Assets:				
Cash	\$ 91,808	86%	\$121,148	85%
Fixed Assets (Net)	14,581	14%	21,872	15%
Total Assets	<u>\$106,389</u>	<u>100%</u>	<u>\$143,020</u>	<u>100%</u>

Summary of Net Assets (continued)

	<u>2007</u>		<u>2006</u>	
	<u>Governmental Activities</u>	<u>Percentage of Total</u>	<u>Governmental Activities</u>	<u>Percentage of Total</u>
Liabilities:				
Accounts Payable	<u>\$0</u>	<u>100%</u>	<u>\$4,411</u>	<u>100%</u>
Net Assets:				
Investment in general				
Fixed assets	\$14,581	14%	\$21,872	16%
Unrestricted Net Assets	<u>91,808</u>	<u>86%</u>	<u>116,737</u>	<u>84%</u>
Total Net Assets	<u>\$106,389</u>	<u>100%</u>	<u>\$138,609</u>	<u>100%</u>

The Assessor has reported a positive balance in net assets for its governmental activities, however approximately 14% of its net assets are tied up in fixed assets.

The following data is presented on the accrual basis of accounting whereby expenses are recognized when incurred and revenues are recognized when earned. A summary of the Assessor's office's changes in net asset is presented below:

Summary of Net Assets

	<u>2007</u>		<u>2006</u>	
	<u>Governmental Activities</u>	<u>Percentage of Total</u>	<u>Governmental Activities</u>	<u>Percentage of Total</u>
Revenue:				
Board of Assessors				
Allotment	\$200,379	99%	\$272,222	100%
Document transfer tax	<u>566</u>	<u>1%</u>	<u>-0-</u>	<u>0%</u>
Total Revenue	<u>\$200,945</u>	<u>100%</u>	<u>\$272,222</u>	<u>100%</u>

Summary of Net Assets (continued)

	<u>2007</u>		<u>2006</u>	
	<u>Governmental</u> <u>Activities</u>	<u>Percentage</u> <u>of Total</u>	<u>Governmental</u> <u>Activities</u>	<u>Percentage</u> <u>of Total</u>
Expenditures:				
Salaries & related				
Benefits	\$163,849	73%	\$108,502	74.7%
Employee bonuses	1,189	.5%	-0-	-0-
Supplies	7,617	3.3%	-0-	-0-
Travel	12,171	5.4%	-0-	-0-
Contract Services	11,880	5.2%	-0-	-0-
Office Expense	14,731	6.5%	36,756	25.3%
Dues	1,828	.8%	-0-	-0-
Trainings & Conferences	<u>12,609</u>	<u>5.3%</u>	<u>-0-</u>	<u>-0-</u>
Total Expenses	<u>\$225,874</u>	<u>100.0%</u>	<u>\$145,258</u>	<u>100.00%</u>
Change In Net Assets	\$ (24,929)		\$ 54,375	
Beginning Net Assets	<u>116,737</u>		<u>62,362</u>	
Ending Net Assets	<u>\$ 91,808</u>		<u>\$ 116,737</u>	

Governmental Revenue:

The primary source of revenue for the Assessor's office is property taxes. A total of 99% of the Assessor's revenue is attributable to property taxes allocated to this district. Consequently, the overall economy and success of local businesses have a direct impact on the Assessor's revenue stream.

Governmental Expenditures:

Approximately 73% of total expenditures for the Assessor's office are salary and related benefits as this office is staff oriented. The remaining 27% of expenditures vary from office supplies to conferences and travel. These line items are being expended at a rate of 6.5% or less of total expenditures.

Financial Analysis of the Assessor's General Fund:

The general fund is the Assessor's operating fund which is utilized in the day to day operation of the office. The general fund is reported in fund statements with short-term inflows and outflows of expendable resources. This information provides an assessment of resources available at the end of each year in comparison to future financing requirements. The modified accrual basis of accounting is utilized in these statements, whereby capital assets are reported as expenditures and depreciation expense is unrecorded.

The general fund balance is \$91,808 which represents a decrease of 24,929 from the prior year. This decrease is primarily the result of an increase in salaries and related benefits and increased travel and conference expenses. The increase in expenditures was due to additional staff being hired, supply purchases, and attendance at out of state conferences. The remaining general fund balance is unreserved and available for continued Assessor service requirements.

Comparison of Revenue Allocations:

	2007	2006	Increase/Decrease
Board of Assessors Allotment	\$ 200,379	\$ 189,102	6%
Document Transfer tax	566	2,858	(80%)
Data Sales	-0-	568	(100%)
Revenue Sharing	-0-	6,667	(100%)
Interest	-0-	438	(100%)
Total revenues	<u>\$200,945</u>	<u>\$199,633</u>	1%

Although there is no outstanding debt at year end for the Assessor's office, the general fund ending balance is insufficient to cover a year of expenditures at their current rate. It is imperative that the Assessor maintain a strong financial position to cover cash flow needs and any deficits that may occur. The Assessor must monitor operating expenditures and budget balances in order to maintain quality service to taxpayers.

Budgetary Highlights:

Both the general fund budget and expenditures in 2007 were more than the actual amounts reported in 2006. This change is attributable to an increase in staff mid-year, increased supply purchases and out of state travel.

Capital Assets and Debt Administration:

Capital Assets:

The Assessor's investment in capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2007 was \$14,581. Depreciation expense for the year ended December 31, 2007 amounted to \$7,291. The following table provides a summary of capital asset activity.

	Capital Assets Governmental Activities	2007
Depreciable Assets:		
Furniture And Equipment		\$21,872
Less Accumulated Depreciation		<u>(7,291)</u>
Book Value - Depreciable Assets		<u>\$14,581</u>

Long-Term Debt:

The Assessor's office has no long term debt as of December 31, 2007. The office operates on a pay-as-you-go basis.

Assessor's Financial Management:

The financial report of the Assessor's office is developed to provide an overview of the operations of the office and to ensure it's compliance with finance related laws and regulations. If you have any questions about this report or require additional information, please contact the Fourth District Assessors Office, Parish of Orleans at 4E01 City Hall, 1300 Perdido Street, New Orleans, Louisiana 70112.

Exhibit "A"

Assessor, Fourth Municipal District  
Parish of Orleans  
Statement of Net Assets  
As of December 31, 2007

	<u>General Fund</u>
<b>Assets</b>	
Cash	\$ 91,808
Fixed Assets	<u>14,581</u>
<b>Total Assets</b>	<u><u>\$ 106,389</u></u>
<b><u>Liabilities</u></b>	
Accounts Payable	<u>\$ -</u>
Total Current Liabilities	\$ -
<b><u>Net Assets</u></b>	
Investment in general fixed assets	\$ 14,581
Net Assets-Unreserved	<u>91,808</u>
<b>Total Net Assets</b>	<u><u>\$ 106,389</u></u>

See accompanying notes and accountant's report.

Exhibit "B"

Assessor, Fourth Municipal District  
 Parish of Orleans  
 Statement Of Activities  
 For The Year Ended December 31, 2007

	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net (Expenses) Revenue and changes in Net Assets</u>
<b>Governmental Activities:</b>			<b>Governmental Activities</b>
General government	\$ 218,584	\$ 566	\$ (218,018)
General revenues			
Compensation from taxing bodies			<u>200,379</u>
Total general revenues			200,379
Change in net assets			\$ (17,639)
Net assets			
Beginning of year			<u>124,028</u>
End of year			<u>\$ 106,389</u>

See accompanying notes and accountant's report.

**Assessor, Fourth Municipal District  
Parish of Orleans  
Balance Sheet  
Governmental Fund Type  
As of December 31, 2007**

<b>Assets</b>	
Cash	\$ 91,808
<b>Total Assets</b>	<b><u>\$ 91,808</u></b>
<b><u>Liabilities and Net Assets</u></b>	
Accounts Payable	\$ -
Total Current Liabilities	\$ -
<b><u>Net Assets</u></b>	
Net Assets-unreserved	<u>91,808</u>
<b>Total Net Assets</b>	<b><u>91,808</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 91,808</u></b>

See accompanying notes and accountant's report.

**Assessor, Fourth Municipal District  
Parish of Orleans  
Reconciliation of the Governmental Fund Balance Sheet  
To the Statement of Net Assets  
For The Year Ended December 31, 2007**

Total Net Assets for the Governmental Fund at December 31, 2007	\$ 91,808
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Total Net Assets reported for Governmental Activities  
In the Statement of Net Assets is Different Because:

Capital Assets used in governmental activities are not  
financial resources, therefore, are not reported in  
the funds. Those assets consist of:

Furniture and equipment	<u>14,581</u>
Total Net Assets of governmental activities at December 31, 2007	<u>\$ 106,389</u>

See accompanying notes and accountant's report.

**Assessor, Fourth Municipal District  
Parish of Orleans  
Statement Of Revenues, Expenditures, & Changes in Fund Balance  
For The Year Ended December 31, 2007**

<b>Revenue</b>	<u>Actual</u>
Board of Assessors allotment	\$ 200,379
Document transfer tax	<u>566</u>
<b>Total Revenue</b>	<b>\$ 200,945</b>
 <b>Expenditures</b>	
Salaries & Related Benefits	163,849
Employee Bonuses	1,189
Supplies	7,617
Travel	12,171
Contract Services	11,880
Office Expense	14,731
Dues	1,828
Training & Conferences	<u>12,609</u>
<b>Total Expenses</b>	<b>225,874</b>
<b>Excess of revenues over expenditures</b>	<b>(24,929)</b>
<b>Fund balance at beginning of year</b>	<u>116,737</u>
<b>Fund balance at end of year</b>	<b><u>\$ 91,808</u></b>

See accompanying notes and accountant's report.

**Assessor, Fourth Municipal District  
Parish of Orleans  
Reconciliation of the Statement of Revenue, Expenditures, and Changes  
in Fund Balance to the Statement of Activities  
For The Year Ended December 31, 2007**

Total Net Changes in fund balance at December 31, 2007 per Statement of Revenue, Expenditures and Changes in Fund Balance	\$(24,929)
The Changes in Net Assets reported for the governmental activities in the Statement of Activities is different because:	
Less: Depreciation expense for the year ended December 31, 2007	<u>7,290</u>
Total changes in net assets of governmental activities at December 31, 2007	<u><u>\$(17,639)</u></u>

See accompanying notes and accountant's report.

**Assessor, Fourth Municipal District, Parish of Orleans**  
**Notes to the Basic Financial Statements**  
**For the Year Ended December 31, 2007**

**1. Summary of Significant Accounting Principles**

**General** – Article VII, Section 24 of the Louisiana Constitution of 1974, provides for seven assessors in New Orleans, who shall compose the Board of Assessors for Orleans Parish. One shall be elected from each municipal district of New Orleans, and each shall be a resident of the district from which he/she is elected. The assessor shall be elected at the same time as the municipal officers of New Orleans, for terms of four years each. In the event a vacancy occurs in any one of the seven assessors' office, the Board of Assessors shall appoint an interim assessor for the unexpired term.

The assessor assesses all real and moveable property in her municipal district subject to ad valorem taxation. The assessor is authorized to appoint as many deputies as may be necessary for taxpayers in her district. The deputies are authorized to perform all functions of the office, but the assessor is officially responsible for the actions of the deputies.

For financial reporting purposes, the assessor includes all funds and account groups activities that are controlled by the assessor as an independently elected parish official. The activities of other independently elected parish officials and municipal level government are not included within the accompanying financial statements as they are considered autonomous governments. These units of government issued financial statements separate from that of parish assessors.

**Basis of Accounting** – The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles generally accepted in the United States of America.

The method of accounting used by all governmental fund types is the modified accrual basis of accounting. The modified accrual basis of accounting recognizes revenues when they become both measurable and available. The government considers property taxes as available if they are collected within 60 days after year-end. A one-year availability period is used for revenue recognition for all other government fund revenues. Expenditures are recorded when the related liability is incurred.

**Fund Accounting** – 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. 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 resources. The accounts of the Assessor, Fourth Municipal District, Parish of Orleans, are organized on the basis of a fund and an account group to report on its financial position and results of operations. The Fund and Account Group presented in the financial statements are described as follows:

#### **General Fund**

The General Fund, as provided by Louisiana Revised Statute 47:1906, is classified as a government fund, and is the main operating fund of the Assessor, Fourth Municipal District, Parish of Orleans, and accounts for all financial resources, except those required to be accounted for in the account group. Revenue is accounted for in the General Fund based upon the purpose for which it is to be spent and the means by which spending activities are controlled. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1908 is accounted for in the fund. General operating expenditures are paid from this fund.

#### **General Fixed Assets Account Group**

Equipment used in government fund type operations is accounted for in the General Fixed Assets Account Group, rather than in a government fund. The Fourth Municipal District Assessor has adopted a policy to capitalize property and equipment purchases of \$1,000 or more. Like purchases of lesser amounts are expensed in the period. All fixed assets are valued at historical cost. No depreciation has been provided on fixed assets.

**Budget and Budgetary Accounting-** The Board of Assessors, Parish of Orleans, legally adopts an annual budget, which authorizes the annual appropriation of the Assessor's office. The budgetary practices include public notice, participation and inspection. Additionally, the Board of Assessors' budget authorizes supplementary appropriations during the year to the Assessors, Fourth Municipal District, Parish of Orleans. Since the Board of Assessors legally adopts a budget, the Assessor, Fourth Municipal District, Parish of Orleans, is not required to follow the legal budgetary practices of public notice, participation and inspection.

The annual budget prepared by the Assessor, Fourth Municipal District, Parish of Orleans, is on a basis consistent with accounting principles generally accepted in the United States of America. The budget is prepared by function. Revenues are estimated and expenditures of prior years are considered when preparing the budget for the current year.

The budget is submitted to the board of Assessors. Revenues to operate the office of the Assessor, Fourth Municipal District, Parish of Orleans, and any supplementary appropriations during the year are derived from a dedicated millage rate which is collected and allocated by the Board of Assessors based on the Board of Assessors legally adopted budget, and from a document transfer tax levied on each real estate transfer in the district. The budget is available for public inspection at the Assessor's office.

**Assessor's Salary and Personal Allowance** – The salary of each Assessor in the Parish of Orleans is paid by the Board of Assessors, Parish of Orleans, and therefore is not included in the accompanying financial statements. In addition to her salary, the Assessor, Fourth Municipal District, Parish of Orleans, is granted ten percent (10%) of her annual compensation as a personal expenditure allowance provided that the tax receipts of the respective tax recipient bodies shall not be reduced. The amount of personnel expenditures incurred by the Assessor, Fourth municipal District, parish of Orleans, is included in the accompanying General-Purpose Financial Statements.

**Total Columns of Combined Statements-Overview** – Total columns are captioned "Memorandum Only" to indicate that they are presented only to assist with financial analysis. Data in these columns do not present financial position, results of operations or changes in financial position in conformity with accounting principles generally accepted in the United States of America. Neither is such data comparable to a consolidation.

**Vacation and Sick Leave** – Each employee, after one year of service, is entitled to two weeks vacation. There is no provision for the accumulating or vesting of vacation time.

**Cash and Cash Equivalents** – Cash and cash equivalents include cash and deposits with original maturities of 90 days or less. Under state law, the Assessor may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana Law and national banks having their main offices in Louisiana and may invest in United States bonds, treasury notes or certificates. These are classified as investments if their original maturities exceed 90 days. At December 31, 2007, the cash on deposit in financial institutions were adequately secured by federal deposit insurance.

## 2. General Fixed Assets

There were no changes in general fixed assets for the twelve months ended December 31, 2007:

	<u>12/31/06</u>	<u>12/31/07</u>
Furniture and equipment	\$ 21,872	\$ 21,872

## 3. Pension Plan

Substantially all full-time employees of the Assessor, Fourth Municipal District, Parish of Orleans, are members of the Louisiana Assessors' Retirement System, a multiple employer(cost sharing), Public Employee Retirement System (PERS), controlled and administered by a separate board of trustees.

All full-time employees who are under the age of 55 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 after age 50 with at least 30 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 or credited service, not to exceed 100 percent 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 receive the benefit to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

Contributions to the System include one-fourth of one percent of the taxes shown to be collected by the tax rolls of each parish. State statute requires covered employees to contribute a percentage of their salaries to the System. 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 current year employer's contribution was 13.5% of salaries, and the employee's contribution was 8%.

The Legislature of Louisiana enacted a bill that was approved by the Governor on July 2, 1999, that gave the assessor the authority to elect and pay the employees share of the contribution. The Assessor, Fourth Municipal District, Parish of Orleans, made this election effective November 1, 2003, therefore 100% of the contributions for 2007 were paid by the Assessor. Because of this election, the Assessor is paying 21.5% of qualified salaries to the retirement system.

The following provides certain disclosures for the assessor and the retirement system that are required by GASB codifications Section P20.129;

	<u>12/31/07</u>
Contribution rates:	
Employees	0%
Employer	<u>21.5%</u>

Total current year payroll \$92,144  
(Twelve months ended December 31, 2007)

	Amount	Actual
Contributions:		
Employees	\$-0-	\$-0-
Employer	<u>19,811</u>	<u>21,943</u>
Total	<u>\$19,811</u>	<u>\$21,943</u>

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 Assessor's Retirement System, Box 1786, Shreveport, LA 71166-1786, or by calling (318) 425-4446.

The pension benefit obligation is a standardized measure of the present value of pension benefits adjusted for the effect of projected salary increases and step-rated benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits when due, and make comparisons among PERS and employers. The System does not make separate measurements of assets and pension benefit obligations for individual employers.

Historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is presented in the Systems September 30, 2007 comprehensive annual financial report.

**Assessor, Fourth Municipal District  
Parish of Orleans  
Statement Of Revenues, Expenditures, & Changes in Fund Balance  
Budget (GAAP BASIS) and Actual  
For The Year Ended December 31, 2007**

<b>Revenue</b>	<u>Actual</u>	<u>Budget</u>	Variance Favorable/ (Unfavorable)
Board of Assessors allotment	\$ 200,379	\$ 200,000	\$ 379
Document transfer tax	566	0	566
<b>Total Revenue</b>	<b>\$ 200,945</b>	<b>\$ 200,000</b>	<b>\$ 945</b>
<b>Expenditures</b>			
Salaries & Related Benefits	163,849	158,000	(5,849)
Employee Bonuses	1,189	0	(1,189)
Supplies	7,617	3,600	(4,017)
Travel	12,171	8,000	(4,171)
Contract Services	11,880	11,000	(880)
Office Expense	14,731	15,000	269
Dues	1,828	0	(1,828)
Training & Conferences	12,609	0	(12,609)
<b>Total Expenses</b>	<b>225,874</b>	<b>195,600</b>	<b>(30,274)</b>
<b>Excess of revenues over expenditures</b>	<b>(24,929)</b>	<b>4,400</b>	<b>(29,329)</b>
<b>Fund balance at beginning of year</b>	<b>116,737</b>		
<b>Fund balance at end of year</b>	<b>\$ 91,808</b>		

See accompanying notes and accountant's report.

**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)**

May 22, 2008

Deemer CPA and Consulting Services, LLC  
P.O. Box 870847  
New Orleans, Louisiana 70187

(Auditors)

In connection with your review of our financial statements as of December 31, 2007 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations:

These representations are based on the information available to us as of May 27, 2008.

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes  No

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes  No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes  No

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes  No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:82, as applicable.

Yes  No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

*Betty Jefferson*

Assessor 6-23-2008 Date

**ATTESTATION REPORT  
(Governmental Entity)**

**Independent Accountant's Report  
on Applying Agreed-Upon Procedures**

To: Dr. Betty Jefferson, Assessor

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Assessor, Fourth Municipal District, Parish of Orleans and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Assessor, Fourth Municipal District, Parish of Orleans's compliance with certain laws and regulations during the year ended December 31, 2007 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

*Public Bid Law*

1. Select all expenditures made during the year for material and supplies exceeding \$20,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

After reviewing the general ledger, it was noted that there were no purchases recorded for supplies exceeding \$20,000, nor were there any public works recorded exceeding \$100,000.

*Code of Ethics for Public Officials and Public Employees*

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

The Fourth Municipal District Assessor's Office does not have a Board of Directors and the Assessor has reported that she does not have any outside business interests nor is she aware of any outside business interests of employees or their immediate families.

3. Obtain from management a listing of all employees paid during the period under examination.

The required list of employees paid during the period under examination was provided.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

This procedure was determined not applicable, since the response for employees and immediate family members did not include a list of outside business interests.

#### *Budgeting*

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

6. Trace the budget adoption and amendments to the minute book.

The Fourth Municipal District Assessor's Office does not have a Board. Management does not maintain minutes from any meetings.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5 % or more or if actual expenditures exceed budgeted amounts by 5% or more.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues met budgeted revenues however, expenditures exceeded budgeted amounts by more than 5% for the year.

#### *Accounting and Reporting*

8. Randomly select 6 disbursements made during the period under examination and:

(a) trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the six selected disbursements and found that 5 of the 6 selected disbursements had check copies that agreed to the payee and amounts noted in the general ledger and on the invoices and other supporting documentation provided. An invoice was not provided for one of the disbursements which was paid via an ACH debit of the office bank account.

(b) determine if payments were properly coded to the correct fund and general ledger account; and

Five of the payments were properly coded to the correct fund and general ledger account. It was indeterminable as to whether or not the (ACH debit) was properly coded since an invoice was not provided.

(c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the Assessor, Fourth Municipal District, Parish of Orleans.

#### *Meetings*

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Fourth Municipal District Assessor's Office, Parish of Orleans does not have a Board.

#### *Debt*

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I inspected copies of all bank deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

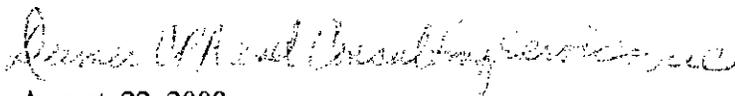
#### *Advances and Bonuses*

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

There was a total of \$1,189.00 paid to employees that were noted as bonuses by the Assessor.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Assessor, Fourth Municipal District, Parish of Orleans, and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



August 22, 2008

**Assessor, Fourth Municipal District, Parish of Orleans**  
**Schedule of Findings**  
**Updated Prior Year and Current Year**  
**For the Year Ended December 31, 2007**

**Budget**  
**2006-01**

**Unresolved**

**Finding:** Budget adjustments were not made to limit budget variances throughout the year. It was noted that the office did not comply with LSA R.S. 39 1301-1315, which requires that the adopted budget be amended when expenditures exceed budgeted projections by 5% or more.

**Recommendation:** It is recommended that management monitor its budget and make budget amendments as needed.

**Management Response:** Budget amendments will be made in the future.

**Bonuses paid to Employees**  
**2007-01**

**Questioned Cost: \$1,189.00**

**Finding:** It was noted during this engagement that \$1,189.00 was paid to various employees as bonuses. There was no approval on file for pay outside of the normal compensation schedule for these employees.

**Recommendation:** Compensation to employees must be paid in accordance with Civil Service rules and regulations and Louisiana Revised Statutes.

**Management Response:** These amounts were noted in the original budget as miscellaneous expenses for employees.

**Invoice Not On File**  
**2007-02**

**Questioned Cost: \$295.43**

**Finding:** During my testwork of sampled expenditures, it was noted that one invoice was not maintained on file.

**Recommendation:** It is recommended that all invoices and supporting documentation for expenditures be maintained on file.

**Management Response:** Our office will contact the vendor and request a duplicate invoice which will be maintained on file.