1050

Livingston Parish Assessor

Annual Financial Statements

As of December 31, 2007 and for the Year then Ended

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

Release Date 5/28/08

LEROY J. CHUSTZ
Certified Public Accountant
A Professional Accounting Corporation

Livingston Parish Assessor

Annual Financial Statements

As of December 31, 2007 and for the Year then Ended

Livingston Parish Assessor

Annual Financial Statements
As of and for the Year Ended December 31, 2007
With Supplemental Information Schedules

TABLE OF CONTENTS

	Statement	Page
Independent Auditor's Report		4
Required Supplementary Information:		
Management's Discussion and Analysis		7
Basic Financial Statements:		
Government-Wide Financial Statements:		
Statement of Net Assets	A	15
Statement of Activities	B	16
Fund Financial, Government Fund Financial Statements:		
Balance Sheet	C	18
Reconciliation of the Government Funds Balance Sheet	D	19
Statement of Revenues, Expenditures, and Changes in Fund Balance	E	20-21
Reconciliation of the Change in Fund Balances of Governmental Funds	F	22
Notes to the Financial Statements	Note	
Introduction		24
Summary of Significant Accounting Policies	1	24
Government-Wide and Fund Financial Statements	A	24
Measurement Focus, Basis of Accounting, and Financial Statement Presentation	B	25
Deposits	C	26
Receivables and Payables	D	26
Inventories and Prepaid Items	E	26
Restricted Assets	F	26
Capital Assets	G	26
Compensated Absences	H	27
Long-Term Obligations	I	27
Fund Equity	J	27
Extraordinary and Special Items	K	28
Estimates	L	28
Reconciliations of Government-Wide and Fund Financial Statements	M	28

Livingston Parish Assessor

Annual Financial Statements
As of and for the Year Ended December 31, 2007
With Supplemental Information Schedules

TABLE OF CONTENTS

Stewardship, Compliance and Accountability	2	29
Cash and Cash Equivalents	3	29
Receivables	4	30
Pension Plan	5	30
Post Retirement Benefits	6	31
Capital Assets	7	31
On-behalf Payments for Fringe Benefits and Salaries	8	32
Levied Taxes	9	32
Short-Term Debt	10	32
Risk Management	11	32
Contingent Liabilities	12	32
Deferred Revenue	13	33
Required Supplemental Information:	Schedule	
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual - General Fund	1	35
Other Reports Required By Government Auditing Standards:		
Report on Compliance and on Internal Control over Financial Reporting based on an Audit of Financial Statements performed in Accordance with *Government Auditing Standards*		37
Schedule of Findings and Questioned Costs		39
Schedule of Prior Year Audit Findings		41
Governance Letter		42
Addendum to Governance Letter		45

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INDEPENDENT AUDITOR'S REPORT

Honorable Jeff Taylor
Livingston Parish Assessor
Livingston, Louisiana

I have audited the accompanying general purpose financial statements of **Livingston Parish Assessor,** as of and for the year ended December 31, 2007, as listed in the Table of Contents. These basic financial statements are the responsibility of Livingston Parish Assessor's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance 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 basic financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Livingston Parish Assessor as of December 31, 2007 and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated May 5, 2008, on my consideration of the **Livingston Parish Assessor's** internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of my audit.

Management's discussion and analysis and the other Required Supplemental Information on pages 7 through 13 and 35, respectively, are not a required part of the basic financial statements, but are supplemental information required by the Government Auditing Standards Board. I have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of supplemental information. However, I did not audit the information and express no opinion on it.

My audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the **Livingston Parish Assessor's** basic financial statements. The other accompanying supplementary schedules, as listed in the table of contents are presented for purpose of additional analysis and are not a required part of the basic financial statements of **Livingston Parish Assessor**. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

Leroy J. Chustz

Certified Public Accountant, APAC
May 5, 2008

Required Supplemental Information (Part I)

Management's Discussion and Analysis

Livingston Parish Assessor
Livingston, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended December 31, 2007

Introduction

The Livingston Parish Assessor is pleased to present its Annual Financial Statements developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - Management's Discussion and Analysis - For State and Local Governments* (GASB 34), and related standards. This is the first year of presentation under the new GASB 34 format.

The Assessor's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Assessor's financial activity, (c) identify changes in the Assessor's financial position, (d) identify any significant variations from the Assessor's financial plan, and (e) identify individual fund issues or concerns.

Since Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the Assessor's financial statements on pages 13 through 19 of this report.

Financial Highlights

- At December 31, 2007, the Assessor's assets exceeded its liabilities by $3,039,796 (net assets). All net assets are unrestricted and may be used to meet the Assessor's ongoing obligations.
- For the year ended December 31, 2007, the Assessor's total net assets increased by $225,858.
- At December 31, 2007, the Assessor's General Fund reported an ending fund balance of $2,810,916. This was an increase of $161,960 for the year.
- At December 31, 2007, the Assessor had cash and cash equivalents of $79,660 which represents a decrease of $3,405 from the prior year.
- At December 31, 2007, the Assessor had certificate of deposits of $641,881 which represents an increase of $10,110 from the prior year.
- At December 31, 2007, the Assessor had capital assets net of accumulated depreciation of $228,880. This was a increase of $154,661 from the prior year.
- The Assessor had capital asset purchases of $83,911 and depreciation expense of $49,613 for the year ended December 31, 2007.

Overview of the Annual Financial Report

The financial statement focus is on both the Livingston Parish Assessor as a whole and on the major individual funds. Both perspectives, government-wide and major funds, allow the user to address relevant questions, broaden a basis for comparison, and enhance the Assessor's accountability. The statements then proceed to provide an increasingly detailed look at specific financial activities.

Livingston Parish Assessor
Livingston, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended December 31, 2007

The MD&A is intended to serve as an introduction to the Assessor's basic financial statements, which consist of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Assessor's finances in a manner similar to a private-sector business.

The Statement of Net Assets presents information on the Assessor's assets and liabilities using the accrual basis of accounting, in a manner similar to the accounting used by private business enterprises. The difference between the assets and liabilities is reported as net assets. Over time, the increases or decreases in net assets and changes in the components of net assets may serve as a useful indicator of whether the financial position of the Assessor is improving or deteriorating.

The Statement of Activities presents information showing how the Assessor's net assets changed during the most recent fiscal year, focusing on both the gross and net costs of various activities that are supported by the Assessor's general tax and other revenues. This is intended to summarize and simplify the reader's analysis of the cost of various governmental services.

The Assessor's activities are presented as Governmental activities.

- Governmental activities - The Assessor's basic services are reported here. These activities are financed primarily by advalorem taxes.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Assessor, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. The Assessor uses one category of funds to account for financial transactions: governmental funds. Traditional users of governmental financial statements will find the fund financial statement presentation more familiar.

A governmental fund is used to account for the Assessor's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Assessor's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Assessor's programs. The basic governmental fund financial statements can be found on pages 16 through 21 of this report.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Assessor's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Change in Fund Balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The reconciliations can be found on page 18 and 21 of this report.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 22 through 31 of this report.

Government-Wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The following table provides a summary of the Assessor's net assets for the current year as compared to the prior year. For more detailed information, see the Statement of Net Assets on page 14 of this report.

	2007	2006
Assets:		
Current and Other Assets	$ 2,992,574	$ 2,824,390
Capital Assets	228,880	177,541
Total Assets	3,221,454	3,001,931
Liabilities:		
Other Liabilities	181,658	187,993
Total Liabilities	181,658	187,993
Net Assets:		
Invested in Capital Assets, Net of Related Debt	228,880	177,541
Unrestricted	2,810,916	2,636,397
Total Net Assets	$ 3,039,796	$ 2,813,938

One-Hundred percent of the Assessor's net assets is unrestricted and may be used to meet the Assessor's ongoing obligations to its citizens.

At December 31, 2007, the Assessor had cash, cash equivalents, and certificates of deposits of $721,541. This represents approximately 22% of current and other assets.

Approximately 7% of the Assessor's net assets reflects its investment in capital assets.

Livingston Parish Assessor
Livingston, Louisiana

Management's Discussion and Analysis
As of and for the Year Ended December 31, 2007

In order to further understand what makes up the changes in net assets, the following table provides a summary of the results of the Assessor's activities for the current year as compared to the prior year. An analysis of the primary sources of these changes follows the table. For more detailed information, see the Statement of Activities on pages 15 of this report.

Governmental Activities	2007	2006
Revenues:		
General Revenues:		
Ad Valorem Tax Revenue	$ 2,234,486	$ 2,085,903
State Revenue Sharing	115,333	88,827
Interest Income	82,607	56,082
Other	70,313	6,998
Total Revenues	2,502,739	2,237,810
Program Expenses:		
Public Works	2,269,440	1,823,734
Total Program Expenses	2,269,440	1,823,734
(Loss) on Sale of Capital Asset	(7,441)	
Change in Net Assets	225,858	414,076
Net Assets, Beginning	2,813,938	2,399,861
Net Assets, Ending	$ 3,039,796	$ 2,813,937

The Assessor's total revenues increased by $264,929 or 12% of the prior year amount due primarily to an increase in ad valorem tax revenue of $148,583. Total program expenses increased by $445,706 or 24%.

Fund Financial Analysis

As noted earlier, the Assessor uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds

The focus of the Assessor's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Assessor's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the Assessor's net

resources available for spending at the end of the year. The basic governmental fund financial statements can be found on pages 17 through 21 of this report.

The General Fund is the only fund of the Assessor. At the end of the current year, the total fund balance for the General Fund was $2,810,916, all of which was unreserved. As a measure of the General Fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unreserved fund balance represents 120% of total General Fund expenditures, while total fund balance represents 120% of the same amount.

During the current year, the Assessor's General Fund balance increased by $161,960.

General Fund Budgetary Highlights

The Assessor demonstrated legal compliance by adopting and amending its budget in accordance with provisions of the Local Government Budget Act. As required by state law, actual revenues and other sources were within 5% of budgeted revenues and other sources. Actual expenditures exceeded budgeted expenditures and other uses by less than 1%.

An analysis of significant variations between original and final budget amounts and between final budget amounts and actual budget results and the reasons for those variations are listed below.

- The original budget for ad valorem tax revenue was exceeded the final budget by $340,698 due to an increase in ad valorem tax revenue.

Capital Asset and Debt Administration

At December 31, 2007, the Assessor had $228,880 net of depreciation, invested in capital assets. This amount represents an increase of $51,338 (net of depreciation).

The following table provides a summary of the Assessor's capital assets (net of depreciation) at the end of the current year as compared to the prior year. For more detailed information, see Note 8 to the financial statements on page 30 of this report.

Capital Assets (Net of Depreciation)
December 31, 2007 and 2006

	2007	2006
Buildings	35,502	35,502
Equipment and Furniture	90,923	75,474
Vehicles	208,570	142,325
Computers	68,159	65,943
Accumulated Depreciation	(174,274)	(141,702)
Capital Assets, Net	$ 228,880	$ 177,542

Major asset additions include the following:

- $66,245 for new vehicles.
- $15,449 for equipment and furniture.

Contacting the Assessor's Financial Management

This financial report is designed to provide Livingston Parish citizens, taxpayers, customers and creditors with a general overview of the District's finances and show the Assessor's accountability for the money it receives. Questions regarding this report or requests for additional information should be addressed to the Livingston Parish Assessor, Post Office Box 307, Livingston, LA 70754.

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Basic Financial Statements

Government-Wide Financial Statements

Livingston Parish Assessor

Statement A

Statement of Net Assets
December 31, 2007

	Governmental Activities
Assets	
Cash & Cash Equivalents	$ 79,660.04
Certificates of Deposit	641,881.09
Receivables	2,271,033.23
Capital Assets, Net	228,879.52
Total Assets	3,221,453.88
Liabilities	
Accounts Payable	38,691.20
Payroll Taxes Payable	47,383.35
Deferred Revenue	66,666.84
Accrued Leave Payable	28,916.97
Total Liabilities	181,658.36
Net Assets	
Invested in Capital Assets, Net	228,879.52
Unrestricted	2,810,916.00
Total Net Assets	$ 3,039,795.52

See accompanying notes to the financial statements.

Livingston Parish Assessor

Statement B

Statement of Activities
For the Year Ended December 31, 2007

	Expenses	Program Revenues Charges for Services	Net Revenue (Expense) and Changes in Net Assets Governmental Activities
Governmental Activities			
Personal Services and Related Benefits	$ 1,811,541.73	-	$ 1,811,541.73
Operating Services	131,219.97	-	131,219.97
Material and Supplies	86,616.75	-	86,616.75
Professional Services	129,652.68	-	129,652.68
Travel and Education	60,795.68	-	60,795.68
Depreciation Expense	49,612.96	-	49,612.96
Total Governmental Activities	$ 2,269,439.77	$ -	2,269,439.77
General Revenues			
Ad Valorem			2,234,486.35
Revenue Sharing			115,332.59
Other Revenues			70,312.58
Interest Earned			82,607.41
Total General Revenues			2,502,738.93
Gain (loss) on sale of capital asset			(7,441.46)
Change in Net Assets			225,857.70
Net Assets, Beginning of Year			2,813,937.82
Net Assets, End of Year			$ 3,039,795.52

See accompanying notes to the financial statements.

Basic Financial Statements

Fund Financial Statements

Governmental Fund Financial Statements

Livingston Parish Assessor

Statement C

Balance Sheet
Governmental Funds
December 31, 2007

	General Fund
Assets	
Cash & Cash Equivalents	$ 79,660.04
Certificates of Deposit	641,881.09
Recievables (Net)	2,271,033.23
Total Assets	$ 2,992,574.36
Liabilities & Fund Balance	
Liabilities:	
Accounts Payable	$ 38,691.20
Payroll Taxes Payable	47,383.35
Deferred Revenue	66,666.84
Total Liabilities	152,741.39
Fund Balance:	
Unreserved	2,839,832.97
Total Liabilities & Fund Balance	$ 2,992,574.36

See accompanying notes to the financial statements.

Livingston Parish Assessor

Statement D

Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Assets
December 31, 2007

Total Fund Balances, Governmental Funds	$ 2,839,832.97
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:	
Governmental capital assets, net of depreciation	228,879.52
Earned compensatory time is expensed in the governmental activities when paid and therefore the liability is not reported in the funds	
Compensatory time payable	(28,916.97)
Net Assets, Governmental Activities	$ 3,039,795.52

See accompanying notes to the financial statements.

Livingston Parish Assessor

Statement E

Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2007

	2007
Revenues:	
Taxes -	
Ad Valorem Taxes	$ 2,240,698.35
Intergovernmental Revenues -	
Compensation from Taxing Bodies	25,827.59
State Revenue Sharing	89,505.00
Use of Money and Property -	
Interest Earned	76,395.41
Other Revenues -	
Information Services	1,217.00
Computer System	66,666.58
Proceeds from disposal of assets	8,500.00
Other	2,429.00
Total Revenues	2,511,238.93
Expenditures:	
Personal Servives and Related Benefits -	
Salaries - Assessor	123,360.29
Salaries - Deputies	957,847.61
Salaries - Other	143,462.37
Benefits - Retirement	248,786.27
Benefits - Life Insurance	6,860.37
Benefits - IRA Match	23,425.94
Benefits - SS & Medicare	28,538.68
Benefits - Unemployement	1,615.97
Benefits - HSA	32,550.00
Benefits - Health Insurance	228,542.62
Benefits - Retiree Insurance	194.52
Total Salaries and Benefits	1,795,184.64
Professional Services -	
Professional Services - Legal	23,617.50
Professional Services - Accounting	29,960.00
Professional Services - Surveying & Mapping	18,029.52
Professional Services - Computer Support	34,648.55
Professional Services- Research Services	1,608.60
Dues, Ads, Publications	8,179.51
Seminars	13,105.00
Public Relations	504.00
Total Professional Services	129,652.68
Materials and Supplies -	
Supplies - Office Expense	23,029.52
Supplies - Uniforms	11,834.87
Supplies - Office Forms	15,097.33
Supplies - Auto	33,814.23
Internet Service	889.10
Bank Charges	370.90
Total Materials and Supplies	85,035.95

Livingston Parish Assessor

Statement E

Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2007

Operating Services -	
Insurance - Auto	34,116.10
Insurance - Other	3,084.41
Insurance - Workers Compensation	19,870.62
Equipment Maintenance	690.00
Office Equipment Maintenance	5,403.66
Fleet Maintenance	6,442.41
Copier Rent	20,938.77
Storage Rent	1,966.38
Office Rent	11,927.22
Communications - Phone	14,870.68
Communications - Cellular	4,412.49
Water	1,041.01
Shipping	1,580.80
Utilities	737.26
Florist	89.75
Equipment Expense	986.70
Taxes	2,796.51
Other Expense	1,846.00
	132,800.77
Travel and Other Charges -	
Assessor's Expense Allowance	12,336.03
Travel and Educcation	48,459.65
Total Travel and Other Charges	60,795.68
Capital Outlays -	
Equipment Purchased	116,892.50
Total Capital Outlays	116,892.50
Total Expenditures	2,320,362.22
EXCESS REVENUES (EXPENDITURES)	190,876.71
Fund Balance December 31, 2006	2,648,956.26
Fund Balance December 31, 2007	$ 2,839,832.97

See accompanying notes to the financial statements.

Livingston Parish Assessor

Statement F

Reconciliation of the Change in Fund Balances of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2007

Total Net Change in Fund Balances, Governmental Funds	$ 190,876.71
Amounts reported for governmental activities in the statement of activities are different because:	
The liability and expense for compensated absences are not reported in governmental funds. Payments for compenssated absences are not reported as salaries when they occur. Only the payment consumes financial resources, and it would take a catastrophic event for this liability to become a current liability. This is the increase in compensated absences in the current year.	(16,357.09)
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. These differences consist of:	
Capital Outlay	116,892.50
Depreciation expense	(49,612.96)
The proceeds from the disposal of a vehicle ($8,500) is reported as revenue in the governmental funds. However, the book value of the book value of the vehicle ($15,941.46) is removed from the capital assets account in the statement of net assets and offset against the sale proceeds resulting in a loss on disposal of $7,441.46. Thus more revenue is reported in the governmental funds than the loss reproted in the statement of activities.	(15,941.46)
Change in Net Assets, Governmental Activities	$ 225,857.70

See accompanying notes to the financial statements.

Basic Financial Statements

Notes to the Financial Statements

LIVINGSTON PARISH ASSESSOR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007

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 Livingston Parish Assessor 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.

1. Summary of Significant Accounting Policies

A. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of Livingston Parish Assessor. The Assessor does not have any business-type activities and reports only governmental activities. Governmental activities are supported for the most part by Ad valorem tax and State Revenue Sharing.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues. The Assessor reports primarily general revenues.

Separate financial statements are provided for governmental funds.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Interest on investments and the change in fair value of the investments is recorded as earned. All other revenue items are considered to be measurable and available only when cash is received by the government.

Livingston Parish Assessor reports the following governmental funds:

General Fund - Accounts for all financial resources of the Assessor except those required to be accounted for in another fund.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes. The Assessor reports only general revenues consisting of interest on investments and the change in fair value of the investments, which are restricted per court order.

When both restricted and unrestricted resources are available for use, it is the Assessor's policy to use restricted resources first, then unrestricted resources as they are needed.

C. Deposits and Investments

The Assessor's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Assessor's investment policy allow the Assessor to invest in collateralized certificates of deposit, government-backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government-backed securities.

Investments for the Assessor are reported at fair market value.

D. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either due to/from other funds (i.e., the current portion of interfund loans) or advances to/from other funds (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as due to/from other funds.

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

E. Inventories and Prepaid Items

All inventories are valued at cost using the first-in/first-out method. Inventories of the governmental funds are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

F. Restricted Assets

Certain proceeds of specific revenue sources that are legally restricted to expenditures for a specified purpose are classified as restricted assets because their use is limited to specific expenditures.

G. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. Capital assets are capitalized at historical cost. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of $500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Buildings & Improvements	20 - 40 Years
Machinery & Equipment	5 - 25 Years
Furniture and Fixtures	5 - 12 Years

H. Compensated Absences

Assessor employees earn vacation leave of 10 days per year for the first to tenth year of employment, 15 days per year for eleventh to twentieth year of employment, and 20 days per year for the twenty-first and greater years of employment. No leave can be carried forward.

I. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

J. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

K. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Assessor, which are either unusual in nature or infrequent in occurrence.

L. Estimates

The preparation of financial statements in conformance with accounting principles generally accepted in the United States of America requires 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 revenues, expenditures, and expenses during the reported period. Actual results could differ from those estimates.

M. Reconciliations of Government-Wide and Fund Financial Statements

The following reconciles the fund balances of governmental funds to the government-wide statement of net assets:

Fund Balances, Governmental Funds	$	2,839,833
Plus Governmental Capital Assets, Net of Depreciation		228,880
Less Compensatory Time		(28,917)
Net Assets, Governmental Activities	$	3,039,796

The following reconciles the net change in fund balances for governmental funds to the changes in net assets of governmental activities:

Net Change in Fund Balances, Governmental Funds	$	190,877
Plus Capital Outlay		116,893
Less Depreciation Expense		(49,613)
Less Compensatory Time		(16,357)
Capital Asset Disposal		(15,941)
Change in Net Assets, Governmental Activities	$	225,858

2. Stewardship, Compliance, and Accountability

Budget Information

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.
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.

3. Cash and Cash Equivalents

At December 31, 2007, the Assessor has cash and cash equivalents (book balances) totaling $721,541.13 as follows:

Cash on Hand	$ 500
Demand Deposits	79,165
Certificates of Deposit	641,876
	$ 721,541

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

At December 31, 2007, the Assessor has $733,230.00 in deposits (collected bank balances). These deposits are secured from risk by $207,809.77 of federal deposit insurance and $525,420.23 of U.S. Government securities.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, 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 has failed to pay deposited funds upon demand.

4. Receivables

The receivables of $2,271,033.23 at December 31, 2007 are as follows:

Accrued Tax Receivable	$ 2,283,033
Other- Automated Technology	66,667
Other Receivable	1,240
Allowance for Uncollectible	(79,906)
	$ 2,271,033

5. Pension Plan

Plan Description

Substantially all employees of the Livingston Parish Assessor 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 8.0% of their annual covered salary and the Livingston Parish Assessor is required to contribute at an actuarially determined rate of 13.5% for 2007. 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, 2007 and 2006, were $142,996.85 and $117,967.88 respectively, equal to the required contributions for each period.

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 Livingston Parish Assessor. 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 Livingston Parish Assessor. The Livingston Parish Assessor recognizes the cost of providing these benefits as an expenditure when monthly premiums are due. The cost of active employee's benefits was not available because the accounting records do not provide adequately segregated transactions related to retiree costs.

7. Capital Assets

Capital assets and depreciation for governmental activities as of and for the year ended December 31, 2007:

Governmental Activities	Balance 12/31/06	Increases	Decreases	Balance 12/31/07
Capital Assets Being Depreciated:				
Buildings	$ 35,500.98	$	$ -	$ 35,500.98
Vehicles	142,324.77	99,227.50	(32,982.40)	208,569.87
Equipment and Furniture	75,474.36	15,448.66	-	90,923.02
Computers	65,943.19	2,216.34	-	68,159.53
Total Capital Assets Being Depreciated	$ 319,243.30	$ 116,892.50	$(32,982.40)	$ 403,153.40
Less Accumulated Depreciation For:				
Buildings	$ 8,146.43	$ (3,370.50)	3,371	$ 8,146.43
Vehicles	62,472.80	(35,930.50)	11,543.84	38,086.14
Equipment and Furniture	46,731.13	(3,232.65)	-	43,498.48
Computers	24,351.50	(10,449.81)	-	13,901.69
Total Accumulated Depreciation	141,701.86	(52,983.46)	14,914.34	103,632.74
Capital Assets Being Depreciated, Net	177,541.44	63,909.04	(18,068.06)	223,382.42
Governmental Activities Capital Assets, Net	$ 177,541.44	$ -	-	$ 177,541.44

Depreciation expense of $49,615.96 for the fiscal year ended December 31, 2007 was charged to the general fund.

8. On-behalf Payments for Fringe Benefits and Salaries

Certain operating expenditures of the Livingston Parish Assessor are provided by the Livingston Parish Council and are not included in the accompanying financial statements. For the period January 1, 2007 to December 31, 2007, the Parish Council provided office space and utilities for the Livingston Parish Assessor.

9. Levied Taxes

For the year 2007, the Livingston Parish Assessor levied 8.42 mills, which generated $2,304,018.24 in property taxes.

10. Short-Term Debt

The Assessor had no short-term debt outstanding at December 31, 2007, and had no short-term debt activity during the year then ended.

11. Risk Management

The Assessor is exposed to various risks of loss related to theft, damage, or destruction of assets, torts, injuries, natural disasters, and many other unforeseeable events. The Assessor purchases commercial insurance policies and bonds for any and all claims related to the aforementioned risks. The Assessor's payment of the insurance policy deductible is the only liability associated with these policies and bonds. There has been no significant decrease in insurance coverage from the prior year, and the amount of settlements has not exceeded the insurance coverage for the past three fiscal years.

12. Contingent Liabilities

At December 31, 2007, the Assessor is not involved in any lawsuits and is not aware of any claims which are not covered by insurance.

13. Deferred Revenue

The Livingston Parish Council approved the acquisition and insolation of automated equipment and necessary software for use by the Livingston Parish Assessor. The total anticipated cost is $371,000. The Livingston Parish Assessor will pay $171,000 of the total and the remaining $200,000 will be paid on a prorata basis by all other taxing bodies over a 3 year period beginning in 2007.

Required Supplemental Information (Part II)

Statement of Revenues, Expenditures, and Changes in Fund Balances

Budget and Actual

General Fund

Livingston Parish Assessor

Schedule 1

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
General Fund
For the Year Ended December 31, 2007

	Budgeted Amounts		Actual Amounts: GAAP Basis	Variance with Final Budget: Favorable (Unfavorable)
	Original	Final		
Revenues				
Ad Valorem	$ 1,900,000	1,900,000	2,240,698	$ 340,698
Revenue Sharing - State of Louisiana	88,000	88,000	89,505	1,505
Compensation from Taxing Bodies	25,000	25,000	25,828	828
Interest Earned	45,000	45,000	76,395	31,395
Other	-	-	78,813	78,813
Total Revenues	2,058,000	2,058,000	2,511,239	453,239
Expenditures				
Current Expenditures:				
Salaries and Wages	1,519,000	1,519,000	1,795,185	(276,185)
Operating Services	110,000	110,000	130,004	(20,004)
Material and Supplies	187,000	187,000	85,036	101,964
Professional Services	112,000	112,000	129,653	(17,653)
Travel and Education	70,000	70,000	63,592	6,408
Capital Outlay:				
Capital Outlay	60,000	60,000	116,893	(56,893)
Total Expenditures	2,058,000	2,058,000	2,320,363	(262,363)
Excess Revenues and Other Sources (Expenditures and Other Uses)	-	-	190,877	
Fund Balance, Beginning of Year	2,648,956	2,648,956	2,648,956	
Fund Balance, End of Year	$ 2,648,956	$ 2,648,956	$ 2,839,834	

OTHER REPORTS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

LEROY J. CHUSTZ, CPA, APAC

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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 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, 2007, and have issued my report thereon dated May 5, 2008. 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 *Government Auditing Standards,* issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the **Livingston Parish Assessor's** internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the **Livingston Parish Assessor's** internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the **Livingston Parish Assessor's** internal control over financial reporting.

My consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, I identified certain deficiencies in internal control over financial reporting that I consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. I consider the deficiencies described in the accompanying schedule of findings and responses to be significant deficiencies in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, I believe that both of the significant deficiencies (2007-1 and 2007-2) described above are a material weaknesses.

Compliance and Other Matters

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 grant agreements, 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 two instances of noncompliance or other matters that are required to be reported under Government Auditing Standards and which are described in the accompanying schedule of findings and responses as items 2007-3 and 2007-4.

The Livingston Parish Assessor's response to the findings identified in my audit were not available at the time of the issuance of this report

This report is intended solely for the information and use of management, others within the entity, and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Leroy J. Chustz

Certified Public Accountant, APAC
May 5, 2008

LIVINGSTON PARISH ASSESSOR

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2007

I have audited the financial statements of Livingston Parish Assessor as of and for the year ended December 31, 2007, and have issued our report thereon dated May 5, 2008 . 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, 2007, resulted in an unqualified opinion.

Section I Summary of Auditor's Results

	YES	NO	N/A
Financial Statements			
Internal control over financial reporting:			
Material weakness(es)	X		
Significant Deficiency(ies)		X	
Noncompliance material to the financial statements	X		
Federal Awards			
Internal control over major programs:			
Material weakness(es) identified			X
Significant Deficiency(ies) 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

Section II Financial Statement Findings

Current Year Findings

Internal Controls

2007-1 Timekeeping System - Material Weakness

Our review of the time cards indicate that the employees are not attesting to the correctness of the hours claimed for each pay period nor is there any evidence that supervisors are reviewing and approving hours claimed by employees. We discovered numerous insignificant computational errors in the accumulation of the time data by the clerical personnel assigned the responsibility of accumulating the time to be sent to the accountant for preparation of payroll. I recommend that the Assessor review the system presently in effect and revise the policy to require signatures by both the employees and their supervisor and that someone be required to recheck the hours submitted for payroll.

2007-2 Bill Payment Process - Material Weakness

The bill payment system utilized by the assessor's office has one key employee who receives all bills, processes the bills for payment, forwards the bills to the accountant for check preparation, receives the checks from the accountant, provides the checks (without the supporting invoices) to the signer and receives the signed checks to be mailed to the payees. In order to improve this weakness, some of the incompatable responsibilities should be separated and assigned to other personnel. Additionally, the check signer, as the responsible party, should be provided with the invoices at the time the checks are to be signed. All invoices and other supporting documentation should be marked or stamped is such a way as to prevent repayment of the same invoices.

Compliance

2007-3 Non compliance with Local Government Budget Act

Total actual expenditures exceed budgeted expenditures by over 14%. According to the Local Government Budget Act, actual expenditures are allowed to exceed budgeted expenditure by no more than 5%. The Assessor should have amended the budget to the extent necessary to provide for the additional expenditures. Periodic monitoring of actual versus budget is necessary and would have provided management with the awareness that the budget needed to be amended.

I recommend that the accounting reporting include budget comparison statements and that the statements be reviewed and budgets be amended as necessary.

2007-4 Non Compliance with Public Bid Law

The assessor's office purchased new vehicles during 2007. Bids were solicited and advertised. In the bid specifications was a caveat that the bidder must be within 20 miles of the assessor's office in Livingston. According to the Attorney General's representative, such restrictive covenants are contrary to the provisions of the Public Bid Law. In conjunction with the purchase of one of the new vehicles, a vehicle was also traded in. Trading in of surplus property is not allowed because the disposal of public property is not subjected to a competitive process such as bidding or auction. I recommend that the Assessor consult with his attorney prior to soliciting bids in the future.

Management's Corrective Action Plan

Management's corrective action plan was not available at the time of the issuance of this audit.

Section III Federal Award Findings and Questioned Costs

No findings to report.

SCHEDULE OF PRIOR YEAR AUDIT FINDINGS

There were no prior year findings.

LEROY J. CHUSTZ, CPA, APAC

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May 5, 2008

To the Board of Commissioners of
Livingston Parish Assessor

I have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Livingston Parish Assessor for the year ended December 31, 2007, and have issued my report thereon dated May 5, 2008. Professional standards require that I provide you with the following information related to my audit.

My Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in my engagement letter dated December 17, 2007, my responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. My audit of the financial statements does not relieve you or management of your responsibilities.

As a part of my audit, I considered the internal control of Livingston Parish Assessor. Such considerations were solely for the purpose of determining my audit procedures and not to provide any assurance concerning such internal control.

As a part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed test of Livingston Parish Assessor 's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my tests was not to provide an opinion on compliance with such provisions.

My responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

I are responsible for communicating significant matters related to the audit that are, in my professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, I am not required to design procedures specifically to identify such matters.

My responsibility for other information in documents containing the entity's financial statements and report does not extend beyond the financial information identified in the report. I do not have an obligation to perform any procedures to corroborate other information contained in these documents, such as management's discussion and analysis and supplementary budgetary statements.

Planned Scope and Timing of the Audit

I performed the audit according to the planned scope and timing previously communicated to you in my Entrance Memorandum about planning matter on January 11, 2007.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of my engagement letter, I will advise management about the appropriateness of accounting policies and their application. The significant accounting policy used by Livingston Parish Assessor are described in Note 1 to the financial statements, no new accounting policies were adopted and the application of existing policies was not changed during 2007. I noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimated are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

> Management's estimate of the depreciation expense and useful life of capital assets is based on policy guidelines. I evaluated the key factors and assumptions used to develop the capital asset policy in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

> The disclosure of retiree insurance costs were not disclosed because the accounting records do not provide for the segregation of those costs.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing and completing my audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No adjustments were identified in the course of my audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to my satisfaction, that could be significant to the financial statements or the auditor's report. I are pleased to report that no such disagreements arose during the course of my audit.

Management Representations

I have requested certain representations from management that are included in the management representation letter dated May 5, 2008.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the government unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the government unit's auditors. However, these discussions occurred in the normal course of my professional relationship and my responses were not a condition to my retention.

This information is intended solely for the use management of Livingston Parish Assessor and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Leroy J. Chustz

Leroy J. Chustz, CPA, APAC

LIVINGSTON PARISH ASSESSOR
ADDENDUM TO LETTER TO GOVERNANCE BODIES
DECEMBER 31, 2007

Journal Entries Made as a Result of the Audit:

	Debit	Credit
Capital Outlay	$ 8,500.00	
Proceeds from disposal of capital asset		$ 8,500.00
To gross up trade in of vehicle		
Compensated absences payable	28,916.97	
Salaries - compensated absences expense		28,916.97
To remove compensated absences from governmental fund basis presentation.		

Journal Entries Passed as a Resit of the Audit:

	$	
		$

1050

JEFFREY G. TAYLOR
LIVINGSTON PARISH ASSESSOR

May 16, 2008

To whom it may concern:

These are the answers to the audit report

2007 – 1 Time keeping system

The Livingston Parish Assessors' office has employees that work in the field and these employees sign in when they come to the office. They may actually start work a lot earlier but they are not required to come to the office just to check in. We have now implemented a system to better monitor accountability. Each employee must call their supervisor when they reach the first destination. The supervisor signs the employee in and the employee signs the acknowledgement when they come in.

2007 - 2

The LPAO has now broken up the duties for bill payment. One employee receives bills, prepares them and sends them to Accountant. Another employee picks up finished bills and reviews. This employee also mails all bills.

2007 – 3 Non compliance with Local Government Budget

We agree with this finding. We will better monitor budget monthly instead of quarterly. This will insure that we will never be over budget.

2007 – 4 Public Bid Law

In trying to reduce travel for repair or work, we put a mile limit on our bid. We have removed this and also now require public bid for all vehicles instead of trade in.

Sincerely,

Jeffrey G. Taylor
Assessor

P. O. Box 307 • Livingston, LA 70754 • (225) 686-7278 • (225) 686-1817 Fax