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**UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA**

FINANCIAL STATEMENTS

DECEMBER 31, 2001

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

Release Date 7.24.02

**UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA**

FINANCIAL STATEMENTS

DECEMBER 31, 2001

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INDEPENDENT AUDITOR'S REPORT

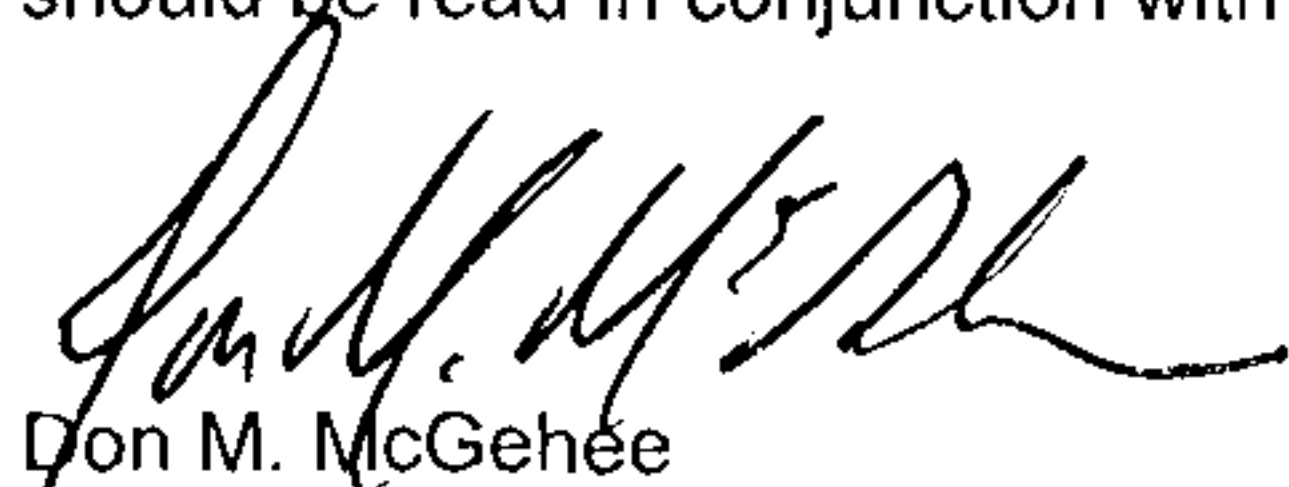
The Honorable Terry Newcomb Baker
Union Parish Assessor
Courthouse Building
Farmerville, Louisiana 71241

I have audited the accompanying general purpose financial statements of the Union Parish Assessor, a component unit of the Union Parish Police Jury, as of December 31, 2001, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of Union Parish Assessor's office management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Union Parish Assessor as of December 31, 2001, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued my report dated June 20, 2002, on my consideration of Union Parish Assessor's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. 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.



Don M. McGehee
Certified Public Accountant
June 20, 2002

UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
 COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
 DECEMBER 31, 2001
 WITH COMPARATIVE TOTALS FOR DECEMBER 31, 2000

	<u>Governmental</u> <u>Fund Type</u>	<u>Account</u> <u>Group</u>	<u>Totals</u> <u>(Memorandum Only)</u>	
	<u>General</u> <u>Fund</u>	<u>General</u> <u>Fixed</u> <u>Assets</u>	<u>2001</u>	<u>2000</u>
ASSETS				
Cash	\$ 38,340	\$ 0	\$ 38,340	\$ 18,544
Investments	100,000	0	100,000	150,841
Accounts Receivable, net	334,410	0	334,410	287,022
Interest Receivable	873	0	873	849
Furniture and Equipment	<u>0</u>	<u>89,681</u>	<u>89,681</u>	<u>78,603</u>
TOTAL ASSETS	<u>\$ 473,623</u>	<u>\$ 89,681</u>	<u>\$ 563,304</u>	<u>\$ 535,859</u>
LIABILITIES AND EQUITY				
LIABILITIES				
Accounts Payable	\$ 600	\$ 0	\$ 600	\$ 2,687
Accrued Liabilities	1,736	0	1,736	1,091
Deferred Revenue	<u>47,974</u>	<u>0</u>	<u>47,974</u>	<u>27,479</u>
TOTAL LIABILITIES	<u>50,310</u>	<u>0</u>	<u>50,310</u>	<u>31,257</u>
FUND EQUITY				
Investment in General Fixed Assets	0	89,681	89,681	78,603
Fund Balance-				
Unreserved and Undesignated	<u>423,313</u>	<u>0</u>	<u>423,313</u>	<u>425,999</u>
TOTAL FUND EQUITY	<u>423,313</u>	<u>89,681</u>	<u>512,994</u>	<u>504,602</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 473,623</u>	<u>\$ 89,681</u>	<u>\$ 563,304</u>	<u>\$ 535,859</u>

See accompanying notes to financial statements.

**UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA**
STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE
FOR THE YEARS ENDED DECEMBER 31, 2001 AND 2000

	<u>2001</u>	<u>2000</u>
REVENUES		
Ad Valorem Taxes	\$ 301,039	\$ 283,601
Intergovernmental-In Lieu of Taxes	11,327	5,654
Fees for Preparing Tax Roll	3,771	2,570
Interest Income	14,405	15,412
Other Revenues	<u>2,738</u>	<u>2,380</u>
TOTAL REVENUES	<u>333,280</u>	<u>309,617</u>
EXPENDITURES		
Capital Outlay	11,203	18,238
Materials and Supplies		
Auto Expense	883	884
Library	15	35
Office Supplies	7,534	7,783
Operating Services		
Dues and Subscriptions	3,356	1,738
Equipment Maintenance	1,946	10,719
Insurance	1,709	1,471
Lease	4,908	3,842
Postage	997	1,646
Professional Fees	15,666	5,451
Publication of Legal Notices	216	217
Telephone	2,997	2,710
Personal Services and Related Expenses		
Salaries	182,300	196,552
Fringe Benefits	85,470	74,588
Payroll Taxes	1,189	1,092
Workman's Compensation	1,509	1,357
Travel, Training, and Meetings		
Expense Allowance	7,490	7,490
Training and Meetings	2,404	4,840
Travel	<u>4,174</u>	<u>1,314</u>
TOTAL EXPENDITURES	<u>335,966</u>	<u>341,967</u>
DEFICIENCY OF REVENUES UNDER EXPENDITURES	(2,686)	(32,350)
FUND BALANCE-BEGINNING	<u>425,999</u>	<u>458,349</u>
FUND BALANCE-ENDING	<u>\$ 423,313</u>	<u>\$ 425,999</u>

See accompanying notes to financial statements.

**UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA**

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE--
BUDGET (GAAP BASIS) AND ACTUAL--GOVERNMENTAL FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2001

	<u>Budget</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
REVENUES			
Ad Valorem Taxes	\$ 319,000	\$ 301,039	\$ (17,961)
Intergovernmental - In Lieu of Taxes	10,600	11,327	727
Fees for Preparing Tax Roll	2,500	3,771	1,271
Interest Income	12,000	14,405	2,405
Other Revenues	<u>2,500</u>	<u>2,738</u>	<u>238</u>
TOTAL REVENUES	<u>346,600</u>	<u>333,280</u>	<u>(13,320)</u>
EXPENSES			
Capital Outlay	2,500	11,203	(8,703)
Material and Supplies			
Auto Expense	800	883	(83)
Library	250	15	235
Office Supplies	5,500	7,534	(2,034)
Operating Services			
Dues and Subscriptions	2,200	3,356	(1,156)
Equipment Maintenance	3,800	1,946	1,854
Insurance	1,500	1,709	(209)
Lease	5,000	4,908	92
Postage	1,500	997	503
Professional Fees	20,000	15,666	4,334
Publication of Legal Notices	150	216	(66)
Telephone	3,500	2,997	503
Personal Services and Related Expenses			
Salaries	181,900	182,300	(400)
Fringe Benefits	91,200	85,470	5,730
Payroll Taxes	190	1,189	(999)
Workman's Compensation	1,650	1,509	141
Travel, Training, and Meetings			
Expense Allowance	7,490	7,490	0
Training and Meetings	5,000	2,404	2,596
Travel	<u>2,200</u>	<u>4,174</u>	<u>(1,974)</u>
TOTAL EXPENDITURES	<u>336,330</u>	<u>335,966</u>	<u>364</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	10,270	(2,686)	(12,956)
FUND BALANCE-BEGINNING	<u>429,390</u>	<u>425,999</u>	<u>(3,391)</u>
FUND BALANCE-ENDING	<u>\$ 439,660</u>	<u>\$ 423,313</u>	<u>\$ (16,347)</u>

See accompanying notes to financial statements.

UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2001

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 term of four years. The assessor assesses all real and movable property in the parish subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of the Union Parish Tax Assessor conform to generally accepted accounting principles as applied to governmental units. The accounting and reporting procedures conform to the requirements of Louisiana Revised Statutes 24:513 and to the guides set forth in the Louisiana Governmental Audit Guide and to the industry audit guide, Audits of State and Local Governmental Units, published by the American Institute of Certified Public Accountants.

A. Reporting Entity

For financial reporting purposes, in conformity with GASB Statement No. 14, the Union Parish Assessor is a component unit of the Union Parish Police Jury. For the purposes of this financial report, this component unit serves as the nucleus for its own financial reporting entity and issues separate financial statements.

B. Fund Accounting

The accounts of the Union Parish Assessor are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The fund presented in the financial statements is described as follows:

Governmental Fund--
General Fund

The General Fund is the general operating fund of the Assessor. It is used to account for all financial resources except those required to be accounted for in another fund.

C. Fixed Assets

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Fixed assets provided by the police jury are not recorded in the general fixed assets account group. Fixed assets are recorded at cost or estimated historical costs based on the actual costs of like items. No depreciation has been provided on general fixed assets.

UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2001

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Measurement Focus

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

E. Basis of Accounting

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Assessor uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls, interest income, and amounts received in lieu of taxes are susceptible to accrual. Other revenues become measurable and available when cash is received by the Union Parish Assessor and are recognized as revenue at that time.

Expenditures

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

The Union Parish Assessor reports deferred revenue on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

F. Use of Estimates

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

**UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2001**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. Budgetary Practices

The Union Parish Assessor adopted an operating budget on a basis consistent with generally accepted accounting principles on its governmental fund type for the year ended December 31, 2001, as required by generally accepted accounting principles as applicable to governmental units and as required by Louisiana law. Prior to the year ended December 31, 2001, the assessor adopted an amended budget approving revisions to revenues and expenditures. The amended budget for the general fund is presented in the Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual.

The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

H. Vacation and Sick Leave

All employees receive from five to ten days of noncumulative vacation leave each year, depending on length of service. Employees earn eighteen days of noncumulative sick leave each year. At December 31, 2001, there are no accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure.

I. Memorandum Only - Total Columns

Total columns on the general purpose financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

J. Comparative Data

Comparative total data for the prior year has been presented in certain of the accompanying financial statements in order to provide an understanding of changes in the financial position and operations.

NOTE 2 - CASH AND INVESTMENTS

Cash and investments consist of interest bearing demand deposits and time deposits, respectively. 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 principal offices in Louisiana. Deposits are carried at cost which approximates market 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 bank. 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, 2001, the carrying amount of deposits was \$138,340 and the bank balance \$146,553. The bank balance was covered by federal depository insurance.

UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2001

NOTE 3 - LEVIED TAXES

As provided by Louisiana Revised Statute 47:1925, the assessor is authorized to levy an ad valorem tax in lieu of pro rata deductions from ad valorem taxing authorities. The authorized millage should be an amount necessary to provide no less ad valorem taxes than that received by the assessor in the initial year. For the year ended December 31, 2001, the Union Parish Assessor levied 4.58 mills to provide funding for his office.

The following are the principal taxpayers for the parish and their 2001 assessed valuation:

	2001 Assessed Valuation	Per Cent of Total Assessed Valuation
Con Agra Poultry	\$ 5,042,730	6.94 %
Rail Car Leasing	2,867,300	3.95 %
Entergy	2,857,410	3.93 %
Enervest Operating	2,684,250	3.69 %
Plum Creek Southern	2,544,010	3.50 %
Claiborne Electric	1,970,340	2.71 %
ACF Industries	1,925,170	2.65 %
Reliant Energy Gas Transmission	1,925,011	2.65 %
BellSouth Telephone	1,713,090	2.36 %
Pinnacle Transportation	1,283,680	1.77 %
Total	<u>\$ 24,812,991</u>	<u>34.15 %</u>

NOTE 4 - RECEIVABLES

The general fund receivables, including the applicable allowance for uncollectible accounts, are as follows:

Ad valorem Taxes	\$ 339,261
Less: Allowance for Uncollectibles	<u>(4,851)</u>
Net Ad valorem Taxes Receivable	<u>\$ 334,410</u>

NOTE 5 - CHANGES IN FIXED ASSETS

A summary of changes in office furnishings and equipment is as follows:

Balance at January 1	78,603
Additions	11,203
Deletions	<u>(125)</u>
Balance at December 31	<u>\$ 89,681</u>

UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2001

NOTE 6 - PENSION PLAN

Substantially all employees of the Union Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. The system provides retirement, death, and disability benefits to plan members and beneficiaries. Benefits are established by statute.

The system issues an annual publicly available report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786 or by calling (318)425-4446.

Plan members were required by state statute to contribute 7.00% of their annual covered salary January through June, 2001. The state statute establishing the plan member contribution rate was changed to 8.00% of annual covered salary beginning in July, 2001. The Union Parish Assessor is required to contribute at an actuarially determined rate. The rate of annual covered payroll was 5.75% for January through June, 2001, 7.25% for July through September, 2001, and 10.75% beginning in October, 2001. Contributions to the system include .0025% of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Union Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Union Parish Assessor's payments to the system for the year ended December 31, 2001 were \$13,955, which were equal to the required contribution for the year.

NOTE 7 - POST EMPLOYMENT BENEFITS

The Union Parish Assessor provides certain continuing health care insurance benefits for its retired employees. Substantially all of the assessor's employees become eligible for these benefits if they reach normal retirement age while working for the assessor. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly health care premiums are paid by the assessor.

The assessor recognizes the cost of providing these benefits (assessor's cost of premiums) as an expenditure when the monthly premiums are paid. For the year ended December 31, 2001, the total amount of premiums paid was \$70,135, while the amount paid for the eligible retirees totaled \$25,422. These premiums are financed on a "pay-as-you-go" basis.

NOTE 8 - LEASE

The Union Parish Assessor leases a vehicle under a three year cancelable operating lease agreement. The agreement requires the assessor to buy and maintain liability and physical damage insurance and to maintain and repair the vehicle to keep it in good working order and condition. At the end of the lease, the assessor may be required to pay an additional charge to the lessor for excess wear and excess mileage. If the lease is terminated before the three year term has expired, a similar charge may be required.

ADDITIONAL REPORTS

DON M. McGEHEE
(A Professional Accounting Corporation)
P.O. Box 1344
806 North Trenton
Ruston, Louisiana 71273-1344

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Terry Newcomb Baker
Union Parish Assessor
Courthouse Building
Farmerville, Louisiana 71241

I have audited the general purpose financial statements of the Union Parish Assessor, a component unit of the Lincoln Parish Police Jury, as of and for the year ended December 31, 2001, and have issued my report thereon dated June 20, 2002. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Union Parish Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

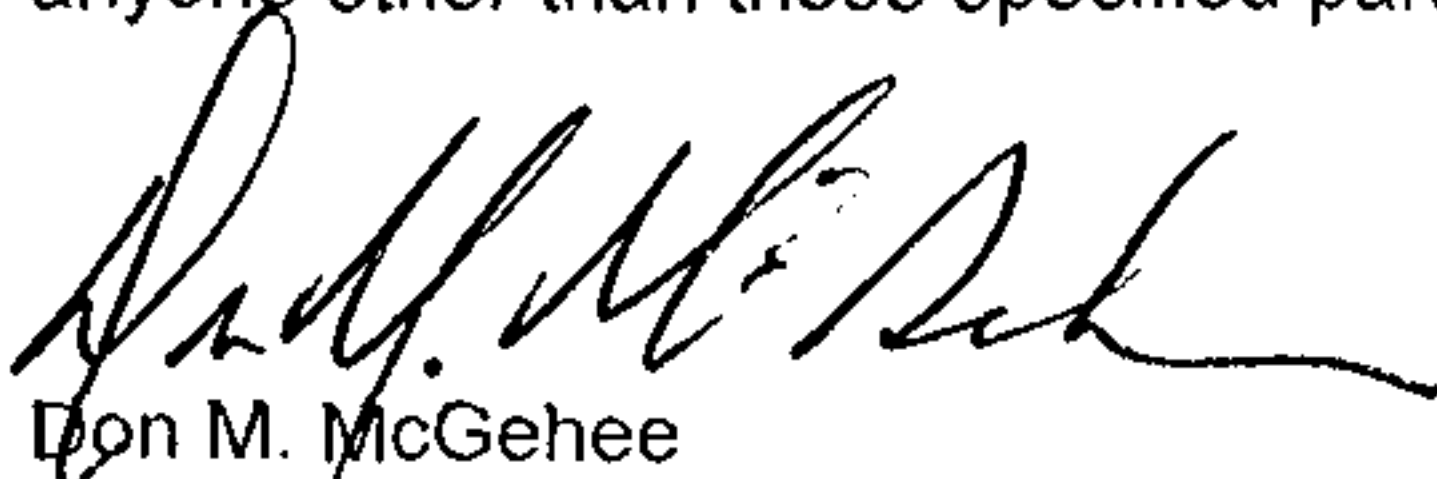
Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Union Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be a reportable condition. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgement, could adversely affect the Union Parish Assessor's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. This reportable condition is described below:

It came to my attention that the Union Parish Assessor's Office has too few personnel involved in the accounting system to have adequate separation of duties for internal control.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, I consider the reportable condition described above to be a material weakness.

This report is intended for the information of the assessor, management, the Legislative Auditor of Louisiana, and the Union Parish Police Jury and is not intended to be and should not be used by anyone other than these specified parties.



Don M. McGehee
Certified Public Accountant
June 20, 2002

UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE TWO YEARS ENDED DECEMBER 31, 2001

I have audited the financial statements of the Union Parish Assessor as of and for the year ended December 31, 2001, and have issued my report thereon dated June 20, 2002. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. My audit of the financial statements as of December 31, 2001 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses Yes No Reportable Conditions Yes No

Compliance

Compliance Material to Financial Statements Yes No

Section II Financial Statement Findings

2001-1. The Union Parish Assessor Office has too few personnel involved in the accounting system to have adequate separation of duties for internal control.

**UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2000**

SECTION 1 INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENT

<u>FINDINGS</u>	<u>RESPONSE</u>
2000-1. Too few personnel involved in the accounting system to have adequate separation of duties for internal control.	Unresolved-2001.1

**UNION PARISH ASSESSOR
FARMERVILLE, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED DECEMBER 31, 2001**

SECTION 1 INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENT

FINDINGS

2001-1. Too few personnel involved in the accounting system to have adequate separation of duties for internal control.

RESPONSE

It would not be cost-effective to hire additional personnel to provide adequate separation of duties for internal control with such a small workload.