

ST. HELENA PARISH ASSESSOR
GREENSBURG, LOUISIANA

Annual Financial Statements

As of and for the Year Ended December 31, 2023
With Supplementary Information Schedules

St. Helena Parish Assessor

**Annual Financial Statements
As of and for the Year Ended December 31, 2023
With Supplemental Information Schedules**

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Independent Auditor's Report

Honorable Wesley Blades
St. Helena Parish Assessor
Greensburg, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Helena Parish Assessor, a component unit of the St. Helena Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise St. Helena Parish Assessor's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Helena Parish Assessor, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United State of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the St. Helena Parish Assessor and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the St. Helena Parish Assessor's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the St. Helena Parish Assessor's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the St. Helena Parish Assessor's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

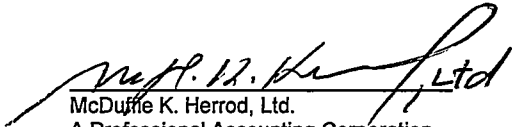
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. Helena Parish Assessor's basic financial statements. The other supplementary information listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of compensation, benefits & other payments to agency head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, based on our audit and other procedures performed as described above,

the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have issued a report dated June 26, 2024, on our consideration of the St. Helena Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not provide an opinion on the effectiveness of the Assessor's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the St. Helena Parish Assessor's internal control over financial reporting and compliance.



McDuffie K. Herrod, Ltd.
A Professional Accounting Corporation
June 26, 2024



**Required Supplemental Information – Part I
Management’s Discussion and Analysis**

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Management's Discussion and Analysis
As of and for the Year Ended December 31, 2023**

Introduction

As management of the St. Helena Parish Assessor, Greensburg, Louisiana (the "Assessor"), we offer readers of the Assessor's financial statements this narrative overview and analysis of the financial activities of the Assessor for the fiscal year ended December 31, 2023. This management discussion and analysis ("MD&A") is designed to provide an objective and easy to read analysis of the Assessor's financial activities based on currently known facts, decisions, or conditions.

This discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the St. Helena Parish 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 the following in conjunction with the Assessor's financial statements and footnotes, which follow this section.

Financial Highlights

- The Assessors net position decreased by \$115,478. The total ending net position at December 31, 2023, of (\$846,389) was due to OPEB liabilities.
- Ad valorem taxes, the main source of revenue for the assessor's office, totaled \$423,308 on the fund basis for the current fiscal year, as compared to \$413,925 for the fiscal year ending December 31, 2022.
- Total expenses on the government wide basis for the fiscal year ending December 31, 2023 were \$667,211, increasing by \$200,355 from \$466,856 for the prior fiscal year.

Overview of the Annual Financial Report

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

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 District's finances in a manner similar to a private-sector business.

**St. Helena Parish Assessor
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The Statement of Net Position presents information on all the Assessor's assets and liabilities using the accrual basis of accounting, in a manner similar to the accounting used by most private business enterprises. The difference between the assets and liabilities is reported as net position. Over time, increases or decreases in net position and changes in the components of net position 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 position changed during the most recent fiscal year, focusing on both the gross and net cost of various activities that are supported by the Assessor's various revenues. This is intended to summarize and simplify the reader's analysis of the cost and/or subsidy of various government services.

In both of the Government-Wide Financial Statements, the Assessor's activities are of a single type:

- Governmental Activities – The assessor's basic services are reported here, and are financed primarily through ad valorem 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 fund financial statements will find the fund financial statements presentation more familiar.

Governmental funds are used to account for most of 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.

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 Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Management's Discussion and Analysis
As of and for the Year Ended December 31, 2023**

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 on the government-wide and fund financial statements.

Government-Wide Financial Analysis

As noted earlier, net position 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 position for the current year as compared to the prior year. For more detailed information, see the Statement of Net Position in this report.

Net Position 2023 and 2022		
	Governmental Activities	
	2023	2022
Assets:		
Current and Other Assets	\$ 760,584	\$ 693,223
Capital Assets	3,737	10,574
Total Assets	764,321	703,797
Deferred Outflows of Resources:		
Pension Related	228,163	369,175
OPEB Related	39,032	26,684
Total Deferred Outflows of Resources	267,195	395,859
Liabilities:		
Long-Term Debt Outstanding	1,834,658	1,721,246
Other Liabilities	6,107	6,121
Total Liabilities	1,840,765	1,727,367
Deferred Inflows of Resources:		
Pension Related	37,140	44,622
OPEB Related		58,578
Total Deferred Inflows of Resources	37,140	103,200
Net Position:		
Net Investment in Capital Assets	3,737	10,574
Unrestricted	(850,126)	(741,485)
Total Net Position	\$ (846,389)	\$ (730,911)

The change in "Current Assets" was an increase of \$67,361. The majority of the increase was due to an increase in investments of \$78,214.

"Capital Assets" decreased by \$6,837, reflecting the depreciation expense recorded for the fiscal year ending December 31, 2023.

"Current Liabilities" decreased by \$14.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Management's Discussion and Analysis
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“Non-Current Liabilities” increased by \$113,412 due to an increase in OPEB liability of \$166,225 offset by a decrease in compensated absences of \$973 and a decrease in net pension liability \$51,840.

“Total Net Position” (total assets less total liabilities) decreased by \$115,478 for the fiscal year ending December 31, 2023.

Statement of Activities

In order to further understand what makes up the changes in net position, the table following provides a summary of the results of the Assessor's activities for the current year as compared to the prior year.

	<u>Governmental Activities</u>	
	<u>2023</u>	<u>2022</u>
Revenues:		
Program Revenues:	\$ 89,816	\$ 73,647
Operating Grant and Contributions		
General Revenues:		
Property Taxes	423,308	413,925
Revenue Sharing	19,188	18,384
Interest Income	19,074	4,959
Miscellaneous	347	396
Total Revenues	<u>551,733</u>	<u>511,311</u>
Expenses:		
General Government	<u>667,211</u>	<u>466,856</u>
total Expenses	<u>667,211</u>	<u>466,856</u>
Change in Net Position	<u>(115,478)</u>	<u>44,455</u>
Net Position, Beginning	<u>(730,911)</u>	<u>(775,366)</u>
Net Position, Ending	<u>\$ (846,389)</u>	<u>\$ (730,911)</u>

Governmental Activities

The Assessor's governmental net position decreased by \$115,478 to \$(846,389).

Changes in net position decreased by \$159,933 compared to the prior year. Revenues increased by \$40,422 and expenses increased by \$200,355. The increase in revenues noted above is related to an increase in property tax of \$9,383, increase in interest income of \$14,115, and an increase in

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Management's Discussion and Analysis
As of and for the Year Ended December 31, 2023**

program revenues of \$16,169. The increase in expenses notes above is related primarily to an increase in pension expense, other post-employment benefit expense, and salaries and related benefits.

A comparative breakdown of governmental activities revenue by source for the years ending December 31, 2023 and 2022 is as follows:

Revenues by Source	<u>2023</u>		<u>2022</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
Property Taxes	\$ 423,308	76.72%	\$ 413,925	80.95%
State Revenue Sharing	19,188	3.48%	18,384	3.60%
Interest Earnings	19,074	3.46%	4,959	0.97%
Charges for Services	347	0.06%	396	0.08%
Non-employer Revenue	89,816	16.28%	73,647	14.40%
	<u>\$ 551,733</u>	<u>100.0%</u>	<u>\$ 511,311</u>	<u>100.0%</u>

A comparative breakdown of governmental activities total expenses for the years ending December 31, 2023 and 2022 is as follows:

Expenses	<u>2023</u>		<u>2022</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
Salaires & Related Benefits	\$ 621,531	93.15%	\$ 421,299	90.24%
Computer Processing	1,600	0.24%	1,600	0.34%
Depreciation	6,837	1.02%	6,870	1.47%
Insurance	200	0.03%	200	0.04%
Other Operating	4,501	0.67%	6,882	1.47%
Professional Fees	20,680	3.10%	14,347	3.07%
Supplies	6,979	1.05%	10,737	2.30%
Telephone	4,883	0.73%	4,921	1.05%
	<u>\$ 667,211</u>	<u>100.00%</u>	<u>\$ 466,856</u>	<u>100.00%</u>

Fund Financial Analysis

As noted earlier, the Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Assessor has only one fund type-governmental funds.

Governmental Funds

The focus of the Assessor's governmental fund 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, unassigned fund balance may serve as a useful measure of the Assessor's net resources available for spending at the end of the year.

At the end of the current year, the Assessor's single governmental fund reported an ending fund balance of \$754,477, all of which \$751,832 was unassigned. This represents an increase of \$67,375 of the prior year's ending fund balance.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Management's Discussion and Analysis
As of and for the Year Ended December 31, 2023**

Budgetary Highlights

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. Required supplementary information can be found beginning on page 37 of this report.

Budgetary Comparison Schedule – The Assessor adopts an annual appropriated budget for the general fund. Budgetary comparison statements have been provided for this fund to demonstrate compliance with the budget, presented as Schedule 1.

There were no variances in the budget to actual revenues and expenditures that would result in a violation of the Local Government budget Act.

Capital Assets

The Assessor's net investment in capital assets for its governmental activities as of December 31, 2023 amounts to \$3,737 (\$82,770 cost less \$79,033 accumulated depreciation). The investment in capital assets includes a vehicle, office furniture, computers, software and equipment. Depreciation expense was \$6,837 for the fiscal year ending December 31, 2023.

	Governmental Activities	
	<u>2023</u>	<u>2022</u>
Capital Assets		
Furniture & Equipment	\$ 63,141	\$ 63,141
Vehicles	<u>19,629</u>	<u>19,629</u>
Total Capital Assets	82,770	82,770
Less: Accumulated Depreciation	<u>(79,033)</u>	<u>(72,196)</u>
Total Net Capital Assets	<u>\$ 3,737</u>	<u>\$ 10,574</u>

During the year ending December 31, 2023, the Assessor had no capital outlay additions. There were no capital deletions for the current fiscal year. Additional information on the St. Helena Parish Assessor's capital assets can be found in note 7 on page 27 of this report.

Other Factors Affecting the Assessor

The St. Helena parish Assessor's management approach is conservative. This is reflected in conformance to enacted budgets and in the efforts of the Assessor to control the level of expenditures.

Requests for Information

This financial report is designed to provide a general overview of the Assessor's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to The Honorable Wesley Blades, Assessor; Post Office Box 607, Greensburg, Louisiana 70441.

Basic Financial Statements
Government-Wide Financial Statements

**St. Helena Parish Assessor
Greensburg, Louisiana**

Statement A

**Statement of Net Position
As of December 31, 2023**

	<u>Governmental Activities</u>
Assets	
Current Assets:	
Cash and Cash Equivalents	\$ 3,977
Investments	342,930
Receivables, Net of Allowances	411,032
Prepaid Assets	2,645
Net Pension Asset	-
Total Current Assets	<u>760,584</u>
Capital Assets:	
Capital Assets, Net	<u>3,737</u>
Total Capital Assets	<u>3,737</u>
Total Assets	<u>764,321</u>
 Deferred Outflows of Resources	
Pension Related	228,163
OPEB Related	<u>39,032</u>
Total Deferred Outflows of Resources	<u>267,195</u>
 Total Assets and Deferred Outflows of Resources	<u><u>\$ 1,031,516</u></u>
 Liabilities	
Current Liabilities:	
Accounts Payable	<u>6,107</u>
Total Current Liabilities	<u>6,107</u>
Long Term Liabilities:	
Net Pension Liability	273,312
Compensated Absences	2,833
OPEB Liability	<u>1,558,513</u>
Total Long Term Liabilities	<u>1,834,658</u>
Total Liabilities	<u>1,840,765</u>
 Deferred Inflows of Resources	
Pension Related	37,140
OPEB Related	-
Total Deferred Inflows of Resources	<u>37,140</u>
 Total Liabilities and Deferred Inflows of Resources	<u><u>\$ 1,877,905</u></u>
 Net Position	
Net Investment in Capital Assets	3,737
Unrestricted	<u>(850,126)</u>
Total Net Position	<u><u>\$ (846,389)</u></u>

The accompanying notes are an integral part of this financial statement

**St. Helena Parish Assessor
Greensburg, Louisiana**

Statement B

**Statement of Activities
As of December 31, 2023**

	<u>(Expenses)</u>	<u>Operating Grants and Contributions</u>	<u>Net (Expenses) Revenues</u>	<u>Net (Expenses) Revenues and Changes in Net Position</u>
Governmental Activities				Governmental Activities
General Government	\$ 667,211	\$ 89,816	\$ (577,395)	\$ (577,395)
Total Governmental Activities	<u>\$ 667,211</u>	<u>\$ 89,816</u>	<u>\$ (577,395)</u>	<u>\$ (577,395)</u>
 General Revenues:				
Taxes:				
Ad Valorem Taxes				423,308
Revenue Sharing				19,188
Interest Income				19,074
Miscellaneous				347
Total General Revenues and Transfers				<u>461,917</u>
Change in Net Position				(115,478)
Net Position - Beginning				<u>(730,911)</u>
Net Position - Ending				<u>\$ (846,389)</u>

The accompanying notes are an integral part of this financial statement

Basic Financial Statements
Fund Financial Statements

St. Helena Parish Assessor
Greenburg, Louisiana

STATEMENT C

Governmental Fund Balance Sheet
December 31, 2023

	<u>General Fund</u>
ASSETS	
Cash and Cash Equivalents	\$ 3,977
Investments	342,930
Accounts Receivable	411,032
Prepaid Assets	<u>2,645</u>
TOTAL ASSETS	<u><u>760,584</u></u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Other Accrued Liabilities	932
Liabilities for Protested Taxes	<u>5,175</u>
Total Liabilities	<u>6,107</u>
Fund balances:	
Non-spendable	2,645
Unassigned Fund Balance	<u>751,832</u>
Total Fund Balance	<u>754,477</u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 760,584</u></u>

The accompanying notes are an integral part of this financial statement

St. Helena Parish Assessor
Greensburg, Louisiana

STATEMENT D

Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Financial Statement of Net Position
As of December 31, 2023

Amounts reported for governmental activities in the Statement of Net Position are different because:

Total Fund Balance, Governmental Funds (Statement C) \$ 754,477

Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the governmental funds.

Governmental Capital Assets, Net of Accumulated Depreciation 3,737

Long term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.

Compensated Absences Payable (2,833)
Unfunded Net Other Post-Employment Benefits Obligation (1,558,513)
Net Pension Asset (273,312)
Deferred Outflows of Resources 267,195
Deferred Inflows of Resources (37,140)

Net Position of Governmental Activities (Statement A) \$ (846,389)

The accompanying notes are an integral part of this financial statement

**St. Helena Parish Assessor
Greensburg, Louisiana**

STATEMENT E

**Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2023**

	General Fund
REVENUES	
Ad Valorem Taxes	\$ 423,308
Intergovernmental	
State Revenue Sharing	19,188
Interest	19,074
Other	347
Total Revenues	461,917
EXPENDITURES	
Salaries	300,346
Benefits	50,806
Payroll Taxes	4,547
Computer Processing	1,600
Insurance	200
Other Operating	4,501
Professional Fees	20,680
Supplies	6,979
Telephone	4,883
Capital Outlays	-
Total Expenditures	394,542
Net Change in Fund Balances	67,375
Fund Balances, Beginning	687,102
Fund Balances, Ending	\$ 754,477

The accompanying notes are an integral part of this financial statement

**St. Helena Parish Assessor
Greensburg, Louisiana**

STATEMENT F

**Reconciliation of The Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended December 31, 2023**

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Change in Fund Balances, Total Governmental Funds (Statement E)	\$	67,375
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.</p>		
Expenditures for capital assets	\$	-
Less:		
Current year depreciation		(6,837)
		(6,837)
Compensated absence payable after one year are not recorded as an expenditure in the governmental funds, but they are recorded as an expenditure in the statement of activities. (This entry records the change on compensated absences)		973
Non-employer contributions to cost-sharing pension plan		89,816
Pension Expense		(171,506)
Increases in unfunded post-employment benefits obligations for medical insurance expected in future periods are not recorded for government funds on the fund basis		(95,299)
Change in Net Position of Governmental Activities (Statement B)	\$	(115,478)

The accompanying notes are an integral part of this financial statement

Notes to the Financial Statements

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

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 movable 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 pecuniary responsible for the actions of the deputies.

The assessor's office is located adjacent to the St. Helena Parish Courthouse in Greensburg, Louisiana. The assessor employs four employees, including one chief deputy. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by September 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2023, there are 8,552 real property and movable taxpayer property assessments totaling \$80,185,400, of the total assessments, 5,474 are taxable and 3,078 are homestead exempt. This represents an increase of 379 assessments over the prior year.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the St. Helena Parish Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999.

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and net Position*, effective for financial statement periods after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net position by the government that is applicable to a future reporting period, and *Deferred Inflows of Resources* as an acquisition of net position by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities. GASB Concepts Statement 4 identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required component of the residual measure and by renaming that measure as net position, rather than net assets. The definition and reporting of net position is further described in *Footnote K-Net Position/Fund Equity*.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

B. REPORTING ENTITY

The assessor is an independently elected official; however, the St. Helena Parish Police Jury does maintain and operate the parish courthouse in which the assessor's office is located and provides funds for equipment and furniture of the assessor's office. However, because the police jury does not provide significant assistance to the assessor, which makes the assessor fiscally independent of the police jury, the assessor was determined not to be a component unit of the St. Helena Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

The assessor uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain tax assessment functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all or most of the assessor's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the assessor.

The following are the assessor's major governmental funds:

General Fund - the primary operating fund of the assessor and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the assessor's policy.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General and Assessment Funds of Statements A and B are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the assessor's operations.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

The amounts reflected in the General and Assessment Funds of Statements A and B use the modified accrual basis of accounting. 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 pay liabilities of the current period. The assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad Valorem taxes and related state revenue sharing are recorded in the year the taxes are assessed. Ad Valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. They are recorded when assessed.

Compensation for taxing bodies for preparation of tax rolls and notices is recorded in the year ad valorem taxes are assessed. The compensation is generally received in January and February of the ensuing year.

State Revenue Sharing authorized by Act 37 of 1994, is disbursed by the State Treasurer to the parish Sheriff for distribution to the eligible taxing authorities. The Sheriff disburses the monies in three annual payments to the Assessor and because no due date exists for receipt of these payments from the Sheriff, they are recorded when received.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Expenditures

Expenditures, including all salaries, office supplies, and capital outlay are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Government-Wide Financial Statements (GWFS)

These financial statements are presented in accordance with GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*.

Statement No. 34 established standards for financial reporting, with presentation requirements originally including a statement of net assets (or balance sheet) and a statement of activities. The definition and composition of these statements, as originally defined in GASB Statement No. 34, are as amended by GASB Statements included in the following paragraphs.

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and net Position*, effective for financial statement periods after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net position by the government that is applicable to a future reporting period, and *Deferred Inflows of Resources* as an acquisition of net position by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement

**St. Helena Parish Assessor
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**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

elements, which are distinct from assets and liabilities. GASB Concepts Statement 4 identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required component of the residual measure and by renaming that measure as net position, rather than net assets. The definition and reporting of net position is further described in *Footnote K-Net Position/Fund Equity*.

The Assessor has also adopted GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. The application of this standard to long-term debt offerings of the Assessor is more fully described in *Footnote J—Long-Term Obligations*.

The column labeled Statement of Net Position (Statement A) and the column labeled Statement of Activities (Statement B) display information about the assessor as a whole. These statements include all the financial activities of the assessor. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided; 2) program-specific operating grants and contributions; and, 3) program-specific capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

E. BUDGETS

The assessor uses the following budget practices:

The Assessor prepares a budget at the beginning of each fiscal year based upon prior year expenditures and anticipated revenues for the budget year. The proposed budget was prepared on the cash basis of accounting and was made available for public inspection. The Assessor formally adopted the budget for 2023 on December 1, 2022. The final budget was amended on December 12, 2023. All appropriations lapse at year-end.

Formal budget integration (within the accounting system) is not employed as a management control device. During the fiscal year, the Assessor compares actual revenues and expenditures to budgeted revenues and expenditures. If actual revenues are falling short of budgeted revenues by five percent or more or if actual expenditures to date plus projected expenditures for the remainder of the year exceed the budgeted expenditures by five percent or more, the original budget is amended by the Assessor. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

F. CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits. 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 principal offices in Louisiana.

Under state law, the assessor may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

G. INVENTORY AND PREPAID ITEMS

The St. Helena Parish Assessor utilizes the “purchase method” of accounting for supplies in the governmental funds whereby expendable operating supplies are recognized as expenditures when purchased. As a result, the St. Helena Parish Assessor did not record any inventory at December 31, 2023.

Certain payments to vendors reflect cost applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements, when applicable. Prepaid expenses at the end of December 31, 2023 was \$2,645.

H. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture	7 Years
Equipment	5 Years
Vehicles	5 Years

I. COMPENSATED ABSENCES

The assessor has the following policy relating to vacation and sick leave:

All full-time employees earn annual leave based on years of service. Each full-time employee of the St. Helena Parish Assessor’s Office shall receive two weeks of paid annual leave for each year of service up to a period of three years.

**St. Helena Parish Assessor
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Employees with over three years of service shall receive three weeks of paid annual leave per year. An employee can accumulate and carry over up to ten days of annual leave.

Should an employee leave the employ of the Assessor's office prior to the completion of a year, that employee will be paid for a maximum of 25 annual leave days based on time of service, at the rate of .833 days of annual leave for each month worked. Employees with over three years of service who leave the employ of the Assessor's office prior to receiving annual leave for that year will be paid a maximum of 25 annual leave days based on time of service, at the rate of 1.25 days for each month worked during the year.

Each full-time employee of the St. Helena Parish Assessor's office shall accumulate one day of sick leave for each month that they remain in the employ of the Assessor's office, but not to exceed a cumulative total of sixty days. Employees will not be paid for accumulated sick leave, and leave must be used for actual illness.

The Assessor's recognition and measurement criterion for compensated absences follows:

GASB Statement No. 16, *Accounting for Compensated Absences*, provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

- i. The employees' rights to receive compensation are attributable to services already rendered.
- ii. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

- i. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
- ii. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

Only the current portion of the liability for compensated absences should be reported in the fund. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources.

The entire compensated absences liability is reported on the government-wide financial statements. For governmental fund financial statements, the current portion of unpaid compensated absences is the amount that is normally expected to be paid using expendable available financial resources. These amounts are recorded in the account "compensated absences payable" in the general fund from which the employees who have accumulated leave are paid. The noncurrent portion of the liability is not reported.

**St. Helena Parish Assessor
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**Notes to Financial Statements
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J. 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 position. The District has implemented GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, but since current debt issues have no associated bond issuance costs, the implementation of this standard did not require revision in current accounting policies for existing debt. If applicable, bond premiums and discounts continue to be amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Under GASB Statement No. 65, if applicable for any new debt issue, debt issuance costs other than prepaid insurance costs should be recognized as an expense in the period incurred. Any prepaid insurance cost of any new debt issuance should be reported as an asset and recognized as an expense in a systematic and rational manner over the duration 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 cost, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

K. NET POSITION AND FUND BALANCE

GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*, required reclassification of net assets into three separate components. GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, revised the terminology by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. GASB Statement No. 63 for the government-wide financial statements requires the following components of net position:

Net Investment in Capital Assets – This component of net position includes capital assets, net of accumulated depreciation, reduced by outstanding balance of any bonds, or indebtedness attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net asset calculation as unspent proceeds.

Restricted Net Position – This component of net position consists of constraints placed on net asset use by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This component of net position consists of net position that do not meet the definition of “restricted” or “net investment in capital assets.”

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In the Fund Financial Statements, governmental fund equity is classified as fund balance. Beginning with fiscal year 2011, the Assessor implemented GASB Statement 54 “Fund Balance Reporting and Governmental Fund Type Definitions.” This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used.

- a. **Nonspendable fund balance** – amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact,
- b. **Restricted fund balance** – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation,
- c. **Committed fund balance** – amounts constrained to specific purposes by a government itself using its highest level of decision-making authority, to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint,
- d. **Assigned fund balance** – amounts a government intends to use for a specific purpose, intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority,
- e. **Unassigned fund balance** – amounts that are available for any purpose, positive amounts are reported only in the general fund.

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.

When restricted, committed, assigned or unassigned fund balances are available for use, the Assessor considers amounts to have been spent first out of restricted funds, then committed funds, then assigned funds, and finally unassigned funds as needed, unless it have been provided for otherwise in the restriction, commitment, or assignment action.

The General Fund, the Assessor’s only major governmental fund, had an unassigned fund balance of \$751,832.

L. 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 municipality, which are either unusual in nature or infrequent in occurrence.

M. ESTIMATES

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

**St. Helena Parish Assessor
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**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

N. LEASES

Leases are recorded in accordance with GASB No.87, *Leases*. At the commencement of a lease, the Assessor initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of the lease payments made. The leased asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct cost. Subsequently, the leased asset is amortized on a straight-line basis over the shorter of its useful life or the lease term. Key estimates related to leases include the discount rate used to discount the expected lease payments to present value, lease term and lease payments. As of December 31, 2023, the Assessor did not have any lease liabilities.

O. RECENTLY ADOPTED ACCOUNT PRONOUNCEMENT

In May 2020, the GASB issued Statement No. 96, *Subscription Based Information Technology Arrangements*, effective for fiscal years beginning after June 15, 2022. The objective of the Statement is to better meet the information needs of financial statement users by establishing uniform accounting and financial reporting requirements and improving the comparability of financial statements among governments that have entered into subscription-based information (SBITAs). This Statement: (1) defines a SBITA; (2) establishes that a SBITA results in subscription assets (an intangible asset) and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding SBITA. The study of the District's SBITAs proved to be immaterial; therefore, the implementation of this standard did not require any changes to the Assessor's financial reporting.

2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. BUDGETARY INFORMATION

The St. Helena Parish Assessor adopts a budget each year. All budgets are presented in accordance with the cash basis of accounting. All annual appropriations lapse at year-end. See Note 1 regarding operating budgets. The Assessor complied with the local budget act.

B. DEPOSITS AND INVESTMENT LAWS AND REGULATIONS

In accordance with state law, all uninsured deposits of funds in financial institutions must be secured with acceptable collateral valued at the lower market or par. As reflected in Note 3 regarding cash and cash equivalents, the Assessor complied with the deposits and investments laws and regulations.

C. DEFICIT FUND EQUITY

As of December 31, 2023, the Assessor did not have a deficit in fund equity.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
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3. CASH EQUIVALENTS

At December 31, 2023, the Assessor has cash and cash equivalents (book balances) as follows:

	December 31, 2023
Interest Bearing Demand Deposits	\$ 3,977
Louisiana Asset Management Pool (Lamp)	342,930
	<u>\$ 346,907</u>

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

At December 31, 2023 the Assessor had \$16,731 in deposits (collected bank balances), all of which were demand deposits. The Demand deposits are secured from risk by \$250,000 of Federal Deposit Insurance.

Even though the pledged securities, if applicable, are considered uncollateralized (Category 3) under the provisions for GASB Statement 3, Louisianan Revise Statue 39:1229 imposed a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

Custodial Credit Risk: Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Assessor does not have a formal policy for custodial risk. However, 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.

4. INVESTMENTS

Investments are categorized into these three categories of credit risk.

1. Insured or registered, or securities held by the Assessor or its agent in the Assessor's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Assessor's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Assessor's name

In accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, all investments, when held, are carried at fair market value, with the estimated fair market value based on quoted market prices.

**St. Helena Parish Assessor
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**Notes to Financial Statements
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Interest Rate Risk: The assessor does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value arising from increasing interest rates.

The only investment held by the Assessor at December 31, 2023 are deposits in LAMP carried as cash and cash equivalents as noted in Note 3. The assessor reports its investments in LAMP (See Note 3) as cash due to the highly liquid nature of these deposits.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA - R.S. 33:2955. The value of the portfolio is carried at amortized cost. As of December 31, 2022, the Assessor had a balance of \$342,930 invested in LAMP.

GASB Statement No. 40, Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

1. Credit risk: LAMP is rated AAAM by Standards and Poor's.
2. Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
3. Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
4. Interest rate risk: LAMP is designed to be highly liquid to give participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP'S total investments is 30 days (from LAMP'S monthly Portfolio Holding) as of December 31, 2023.
5. Foreign currency risk: Not applicable.

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

**St. Helena Parish Assessor
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**Notes to Financial Statements
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5. TAXABLE PROPERTIES AND LEVIED TAXES

Total Assessed value was \$80,185,400 and total taxable property valuation was \$58,424,625 for the year ended December 31, 2023, an increase of \$2,966,542 of taxable property value from 2022. The authorized mileage of 7.46 was levied in 2023, the same mileage as levied in 2022. The following are the principal taxpayers (top five) for the parish:

<u>Taxpayer</u>	<u>Business Type</u>	<u>Assessed Valuation 2023</u>	<u>% of Total Assessed Valuation</u>	<u>Ad Valorem Tax Revenue</u>
Transcontinental Gas Pipeline	Pipeline	11,707,880	15.37%	\$ 87,341
Dixie Electric	Public Utility	4,741,740	6.23%	35,373
Union Carbide	Chemical Plant	4,515,170	5.93%	33,683
Entergy LA, LLC	Public Utility	2,570,470	3.38%	19,176
Sotera, LLC	Timber Company	1,864,090	2.45%	13,906

6. RECEIVABLES

The receivable for the Assessor was \$411,032 at December 31, 2023.

<u>Class of Receivable</u>	
Ad Valorem Taxes	\$ 416,086
Intergovernmental	3,433
Allowance for Uncollectible	<u>(8,487)</u>
Net Accounts Receivable	<u>\$ 411,032</u>

Uncollectible accounts due for Ad Valorem taxes are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. The Estimated Uncollectible accounts at December 31, 2023 for Ad Valorem taxes of \$8,487.

7. CAPITAL ASSETS

A summary of changes in capital assets for 2023 follows:

	<u>Balance 1/1/2023</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance 12/31/2023</u>
Capital Assets				
Furniture & Equipment	\$ 63,141	\$ -	\$ -	\$ 63,141
Vehicles	19,629			19,629
Total Capital Assets	82,770	-	-	82,770
Less: Accumulated Depreciation	72,196	6,837	-	79,033
Total Net Capital Assets	<u>\$ 10,574</u>	<u>\$ (6,837)</u>	<u>\$ -</u>	<u>\$ 3,737</u>

Depreciation charged to governmental functions for general government was \$6,837.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

8. RETIREMENT SYSTEMS

Plan Description: Membership in the Louisiana Assessors' Retirement Fund is a condition of employment for Assessors and their full time employees. The Louisiana Assessors' Retirement Fund was created by Act 91 Section 1 of the 1950 regular Legislature Session. The fund is a cost sharing, multiple-employer, qualified governmental defined benefit pension plan covering assessors and their deputies employed by the parish of the State of Louisiana, under the provisions of Louisiana Revised Statutes 11:401 through 1494. The plan is a qualified plan as defined by the Internal Revenue Code Section 401(a), effective January 1, 1998.

Retirement Benefits:

Plan benefits are as follows:

For employees hired prior to October 1, 2013:

Any age with 30 or more year of creditable service

Age 55 with 12 years of creditable service

For employees hired after October 1, 2013:

Age 55 with 30 years of service

Age 60 with 12 years of service

Employees who became members prior to October 1, 2006, are entitled to annual pension benefits equal to 3 1/3% of their average final compensation based on the 36 consecutive months of highest pay, multiplied by their total years of service, not to exceed 100% of final compensation. Employees who become members on or after October 1, 2006 will have their benefit based on the highest 60 months of consecutive service. Employees may elect to receive their pension benefits in the form of a joint/survivor annuity.

If employees terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity. Members may elect to receive the actuarial equivalent to their retirement allowance in a reduced retirement payable throughout life with the following options:

1. If the member dies before he has received all retirement payments purchased by his contributions, the amount he had contributed to the fund before his retirement, the balance shall be paid to his legal representatives or to such person as he shall nominated by written designation.
2. Upon the member's death, his reduced retirement allowance shall be continued throughout the life of and paid to his surviving spouse.
3. Upon the member's death, one-half of his reduced retirement allowance shall be continued throughout the life of and paid to his surviving spouse.
4. The member may elect to receive some other board-approved benefit or benefits that together with the reduced retirement allowance shall be of equivalent actuarial value to his retirement allowance.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
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Survivor Benefits:

The Fund provided benefits to surviving spouse and minor children under certain condition which are outline in the Louisianan Revised Statutes.

Disability Benefits:

The Board of Trustees shall award disability benefits to eligible members who have been officially certified as disabled by the State medical Disability Board. The disability benefit shall be the lesser of (1) or (2) as set forth below:

1. A sum equal to the greater of 45% of final average compensation, or the member's accrued retirement benefit at the time of termination of employment due to disability; or
2. The retirement benefit which would be payable assuming accrued creditable service plus additional accrued service, if any, to the earliest normal retirement age based on final average compensation at the time of termination of employment due to disability.

Upon approval for disability benefits, the member shall exercise an optional retirement allowance as provided in R.S. 11:1423 and no change in the option selected shall be permitted after it has been filed with the board. The retirement option factors shall be the same as those utilized for regular retirement based on the age of the retiree and that of the spouse, had the retiree continued in active service until the earliest normal retirement date.

Back-DROP(Deferred Retirement Option Plan) Benefits:

In lieu of receiving a normal retirement benefit pursuant to R.S. 11:1421 through 1423, an eligible member of the Fund may elect to retire and have their benefits structured, calculated, and paid as provided:

An active contributing member of the Fund shall be eligible for Back-DROP only if all of the following apply:

- The member has accrued more service credit than the minimum required for eligibility for a normal retirement benefits.
- The member has attained an age that is greater than the minimum required for eligibility for a normal retirement benefit, if applicable.
- The member has revoked their participation, if any in the Deferred Retirement Option Plan pursuant to R.S. 11:1456.2.

At the time of retirement, a member who elects to receive a Back-DROP benefit shall select a Back-DROP period to be specified in whole months. The duration of the Back-DROP period shall not exceed the lesser of 36 months or the number of months of creditable service accrued after the member first attained eligibility for normal retirement. The Back-DROP period shall be comprised of the most recent calendar days corresponding to the member's employment for which service credit in the Fund accrued.

The Back-DROP benefit shall have two portions: a lump-sum portion and a monthly benefit portion. The member Back-Drop monthly benefit shall be calculated pursuant to the provisions applicable for service retirement set forth in R.S. 11:1421 through 1423.

**St. Helena Parish Assessor
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**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

In addition to the monthly benefit received, the member shall be paid a lump-sum benefit equal to the Back-DROP maximum monthly retirement benefit multiplied by the number of months selected as the Back-DROP period. Cost-of-living adjustments shall not be payable on the member's Back-DROP lump sum.

Upon the death of a member who selected the maximum option pursuant to R.S. 11:1423, the member's named beneficiary or, if none, the member's estate shall receive the deceased member's remaining contributions, less the Back-DROP benefit amount. Upon the death of a member who selected Option 1 pursuant to R.S. 11:1423, the member's named beneficiary or, if none, the member's estate, shall receive the member's annuity savings fund balance as of the member's date of retirement reduced by the portion of the Back-DROP account balance and previously paid retirement benefits that are attributable to the member's annuity payments as provided by the annuity savings fund.

Excess Benefit Plan

Under the provisions of this excess benefit plan, a member may receive a benefit equal to the amount by which the member's monthly benefit from the Fund has been reduced because of the limitations of Section 415 of the Internal Revenue Code.

Funding Policy:

Contributions for all members are established by statute at 8% of earned compensation. The contributions are deducted from the member's salary and remitted by the participating agency.

Administrative cost of the Fund are financed through employer contributions. According to the state statute, contributions for all employers are actuarially determined each year. Employer contributions were 3.5 percent of members' earnings for the year ended September 30, 2023. During the year ending December 31, 2023 the Assessor recognized revenue as a result of support received from non-employer contributing entities of \$89,816 for its participation in the Louisiana Assessors' Retirement Fund.

The St. Helena Parish Assessor's contribution to the system for the years ending December 31, 2023, and 2022 was \$10,780 and \$11,182 respectively equal to the required contributions for each year.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:

At December 31, 2023, the Assessor reported a net pension liability of \$273,312 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of September 30, 2023 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension liability was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contribution of all participating, actuarially determined. At December 31, 2023, the Assessor's proportion was .557827%, which was an increase of 0.066981% from its proportion measured as of September 30, 2022.

For the year ended December 31, 2023, the Assessor recognized pension expense of \$171,506 representing its proportionate share of the system's net expense including amortization of deferred amounts.

At December 31, 2023, the Assessor reported deferred outflows of resources and deferred inflows of resources related to the pension system from the following sources:

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 8,802	\$ 30,050
Changes in Assumptions	71,907	
Net difference between projected and actual earnings pension plan investments	142,792	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	1,005	7,090
Differences in actual and proportionate contributions	180	
Employer Contributions subsequent to the measurement date	<u>3,477</u>	
Total	<u>\$ 228,163</u>	<u>\$ 37,140</u>

The Assessor reported a total of \$3,477 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of September 30, 2023, which will be recognized as a reduction in net pension liability in the year ended December 31, 2024.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year	
2024	\$ 43,174
2025	57,291
2026	112,169
2027	(23,677)
2028	<u>(1,769)</u>
	<u>\$ 187,188</u>

Actuarial Assumptions.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of September 30, 2023 is as follows:

Valuation Date	September 30, 2023
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	5.50%, Net of investment expense, including inflation
Expected Remaining Service Lives	6 years
Inflation Rate	2.10%

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

Salary Increases	5.25%
Annuitant and Beneficiary mortality	Pub-2010 Public Retirement Plans Mortality Table for General Health Retirees multiplied by 120% with full generational projection using appropriate MP-2019 improvement scale.
Active Members Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Health Retirees multiplied by 120% with full generational projection using appropriate MP-2019 improvement scale.
Disabled Lives Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Health Retirees multiplied by 120% with full generational projection using appropriate MP-2019 improvement scale.

The current year actuarial assumption utilized for this report are based on the assumptions used in the September 30, 2023 actuarial funding valuation, which (with the exception of mortality) were based on the results of an actuarial experience study for the period October 1, 2014 – September 30, 2019. All assumptions selected were determined to be reasonable and represent expectations of future experience for the Fund.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These range are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, of 2.5% and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 7.85% as of September 30, 2023.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of September 30, 2023, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity	7.50%
International equity	8.50%
Domestic bonds	2.50%
International bonds	3.50%
Real estate	4.50%

The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from the participating employers and non-employer contributing entities will be made at actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement systems’ Actuarial Committee. Based on these assumptions and the other assumptions and method as specified in the report, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore the long-term

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate:

The following presents the net pension liability (asset) of the participating employers calculated using the discount rate of 5.50%, as well as what the employers' net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
	<u>4.50%</u>	<u>5.50%</u>	<u>6.50%</u>
Louisiana Assessor Fund Rates			
Share of Net Pension Liability (Asset)	\$ 613,956	\$ 273,312	\$ (16,338)

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, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

9. OTHER POSTEMPLOYMENT BENEFITS

General Information about the OPEB Plan

Plan Description. The St. Helena Parish Assessor's health and dental care and life insurance benefits are provided through the Insurance Committee of the Assessors' Insurance Fund dba Louisiana Assessors' Association Employee Benefits Plan, which is a form of a group health plan sponsored and maintained by Insurance Committee of the Assessors' Insurance Fund dba Louisiana Assessors' Association. Eligibility for medical coverage is based on following:

- 55 years old and 12 years of service, or
- 30 years of service at any age

Coverage is also provided to spouses of retirees who are currently receiving benefits. If the retiree predeceases the spouse, coverage for the surviving spouse continues.

Contribution Rates. Employees and spouses are not required to contribute to their post employment benefit costs.

Employees covered by benefit terms. At December 31, 2023, the following employees were covered by the benefit terms:

Active Employees	3
Inactive employees or beneficiaries currently benefit Payments	2
	5

Total OPEB Liability

The Assessor's total OPEB liability of \$1,558,513 was measured as of December 31, 2023 and was determined by an actuarial valuation as of that date.

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

Actuarial Assumptions and other inputs – The total OPEB liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.3%
Salary increases	3.0%, per annum, compounded annually
Discount rate	3.26%, per annum, compounded annually
Participation	100% of members assumed to elect retiree coverage at retirement
Marriage	For Actives, assumed husbands are 3 years older than their wives With 40% of active participants electing spouse coverage at retirement

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2023, the end of the applicable measurement period.

Mortality rates:

Healthy retirement-Sex-distinct Pub-2010 general mortality with separate employee and healthy annuitant rates, projected generationally using scale MP-2021

Beneficiaries-Sex-distinct Pub-2010 general contingent survivors mortality, projected generationally using scale MP-2021

Disability retirement-Sex-distinct Pub-2010 general disabled retirees mortality, projected generationally using scale MP-2021

Changes in the Total OPEB Liability

Balance as of December 31, 2022	\$ 1,392,288
Changes for the year:	
Service cost	49,976
Interest	53,238
Economic/demographic gains or losses	-
Assumption changes	85,498
Benefit payments	<u>(22,487)</u>
Net changes	<u>166,225</u>
Balance as of December 31, 2023	<u>\$ 1,558,513</u>

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the Assessor, calculated using the discount rate of 3.26%, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.26%) or 1-percentage-point higher (4.26%) than the current discount rate:

	1% Decrease (2.26%)	Current Discount Rate (3.26)	1% Increase (4.26%)
Total OPEB Liability	\$ 1,770,536	\$ 1,558,513	\$ 1,384,379

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates – The following presents the total OPEB liability of the Assessor, as well as what the Assessor’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare trend rates:

	1% Decrease	Current Trend Rate	1.% Increase
Total OPEB liability	\$ 1,410,342	\$ 1,558,513	\$ 1,739,270

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2023, the Assessor recognized OPEB expense of \$117,786. At December 31, 2023, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experiences	\$ -	
Changes in Assumptions	39,032	\$ -
Employer contributions subsequent to the measurement date	-	-
	\$ 39,032	\$ -

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year		
2024	\$	39,032
2025		
2026		-
2027		-
2028		-
Thereafter		-
	\$	39,032

10. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables for the Assessor was \$6,107 at December 31, 2023:

<u>General Fund</u>	<u>Amount</u>
Payroll Taxes	\$ 932
Liability for Protested Taxes	5,175
	\$ 6,107

11. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended December 31, 2023:

**St. Helena Parish Assessor
Greensburg, Louisiana**

**Notes to Financial Statements
As of and for the Year Ended December 31, 2023**

	<u>Compensated Absences</u>	<u>OPEB Liability</u>	<u>Pension Liability</u>	<u>Total</u>
Balance at January 1, 2023	\$ 3,806	\$ 1,392,288	\$ 325,152	\$ 1,721,246
Increase (Decrease)	<u>(973)</u>	<u>166,225</u>	<u>(51,840)</u>	<u>113,412</u>
Balance at December 31, 2023	<u>\$ 2,833</u>	<u>\$ 1,558,513</u>	<u>\$ 273,312</u>	<u>\$ 1,834,658</u>

12. EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

The St. Helena Parish Police Jury pays all utility expenses for the Assessor's office and these expenses are not included in the accompanying financial statements. The St. Helena Parish Assessor has determined this amount to be immaterial to the operation of the Assessor's office.

13. LITIGATION AND CLAIMS

The assessor is not involved in any litigation or suits at this time.

15. SUBSEQUENT EVENTS

There are no subsequent events as of the date of this report that would alter or materially affect the financial data disclosed in this report.

Required Supplemental Information – Part II

**St. Helena Parish Assessor
Greensburg, Louisiana**

Schedule 1

**Statement of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual - Cash Basis
For the Year Ended December 31, 2023**

	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final	Budgetary Cash Basis	
Budgetary Fund Balances, Beginning	\$ 309,989	\$ 309,988	\$ 309,988	\$ -
Resources (Inflows)				
Ad Valorem Taxes	413,719	393,106	393,106	-
State Revenue Sharing	17,967	19,188	19,188	-
Interest Earnings	3,900	18,690	19,074	384
Charges for Services	400	520	348	(172)
Total Resources (Inflows)	<u>435,986</u>	<u>431,504</u>	<u>431,716</u>	<u>212</u>
Amounts Available for Appropriations	<u>745,975</u>	<u>741,492</u>	<u>741,704</u>	<u>212</u>
Charges to Appropriations (Outflows)				
Salaries and Related Benefits	342,803	351,589	355,711	(4,122)
Computer Processing	7,700	8,700	1,600	7,100
Professional Fees	14,000	18,000	20,680	(2,680)
Insurance	200	200	200	-
Supplies and Operating Expense	25,000	20,815	16,606	4,209
Capital Outlay	-	-	-	-
Total Charges to Appropriations	<u>389,703</u>	<u>399,304</u>	<u>394,797</u>	<u>4,507</u>
 Budgetary Fund Balance, Ending	 <u>\$ 356,272</u>	 <u>\$ 342,188</u>	 <u>\$ 346,907</u>	 <u>\$ 4,719</u>

The accompanying notes are an integral part of this statement

**St. Helena Parish Assessor
Greensburg, Louisiana**

Schedule 2

**Notes to Budgetary Comparison Schedule
For the Year Ended December 31, 2023**

**Budget to GAAP Reconciliation-Explanation of Differences Between Budgetary Inflows and Outflows and
GAAP Revenues and Expenditures**

Sources/Inflows of Resources:	<u>General Fund</u>
Actual amounts (budgetary basis) "available for appropriation" from the Budgetary Comparison Schedule	\$ 741,704
Differences-budget to GAAP: The fund balance at the beginning of the year is budgetary resource but is not a current-year revenue for financial reporting purposes	(309,988)
Accrual of accounts receivable for financial reporting purposes	<u>30,201</u>
Total revenues as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	<u>\$ 461,917</u>
Uses/Outflows of Resources:	
Actual Amounts (budgetary cash basis) "total charges to appropriations" from the Budgetary Comparison Schedule	\$ 394,797
Accrual of accounts payable for financial reporting	<u>(255)</u>
Total expenditures as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	<u>\$ 394,542</u>

The accompanying notes are an integral part of this statement

**St. Helena Parish Assessor
Greensburg, Louisiana**

Schedule 3

**Other Post Employment Benefits Plan
For the Year Ended December 31, 2023**

Total OPEB Liability	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Service Cost	\$ 35,093	\$ 34,193	\$ 50,604	\$ 58,006	\$ 62,025	\$ 49,976
Interest	40,279	52,430	43,559	28,912	29,826	53,238
Changes of Benefit Terms	-	-	-	-	-	-
Economic/demographic gains or (losses)	14,721	-	(393,419)	-	54,070	-
Changes of assumptions	28,315	223,796	87,931	15,334	(128,314)	85,498
Benefit payments	(9,412)	(9,907)	(21,886)	(22,205)	(22,159)	(22,487)
Net change in total OPEB liability	<u>108,996</u>	<u>300,512</u>	<u>(233,211)</u>	<u>80,047</u>	<u>(4,552)</u>	<u>166,225</u>
Beginning OPEB Liability	<u>1,140,496</u>	<u>1,249,492</u>	<u>1,550,004</u>	<u>1,316,793</u>	<u>1,396,840</u>	<u>1,392,288</u>
Ending OPEB Liability	<u>\$ 1,249,492</u>	<u>\$ 1,550,004</u>	<u>\$ 1,316,793</u>	<u>\$ 1,396,840</u>	<u>\$ 1,392,288</u>	<u>\$ 1,558,513</u>
Covered-employee payroll	\$ 309,076	\$ 309,076	\$ 260,896	\$ 226,936	\$ 270,936	\$ 274,665
Employer's OPEB liability as a % of covered-employee payroll	404.27%	501.50%	504.72%	615.52%	513.88%	567.42%

Notes to Required Supplementary Information (Schedule 2)

Benefit Changes: There were no changes of benefit terms for the year ended December 31, 2023

Changes of Assumptions: There were no changes of assumptions for the year ended December 31, 2023

No assets are accumulated in a trust that meets the criteria on paragraph 4 of statement 75.

*This schedule is intended to show information for 10 years.
Additional years will be presented as they become available.*

The accompanying notes are an integral part of this statement

**St. Helena Parish Assessor
Greensburg, Louisiana**

Schedule 4

**Schedule of the Assessor's Proportionate Share of the Net Pension Liability
For the year ended December 31, 2023**

State of Louisiana Assessor's Retirement Fund

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Employer's Proportion of the Net Pension Liability (Assets)	0.621286%	0.612313%	0.636873%	0.701193%	0.694725%	0.593738%	0.508565%	0.490846%	0.557827%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 325,133	\$ 216,067	\$ 111,753	\$ 136,315	\$ 183,256	\$ 90,709	\$ (167,196)	\$ 325,152	\$ 273,312
Employer's Covered-Employee Payroll	\$ 261,063	\$ 266,580	\$ 289,872	\$ 309,072	\$ 309,072	\$ 272,937	\$ 235,422	\$ 234,346	\$ 278,185
Employer's Proportionate Share of the Net Position Liability (Asset) as a Percentage of its Covered-Employee Payroll	124.5420%	81.0515%	38.5525%	44.1046%	59.2923%	33.2344%	-71.0197%	138.7487%	98.2483%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	85.57%	90.68%	95.61%	95.46%	94.12%	96.79%	106.48%	87.25%	90.91%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available

The accompanying notes are an integral part of this statement

**St. Helena Parish Assessor
Greensburg, Louisiana**

Schedule 5

**Schedule of the Assessor's Contributions
December 31, 2023**

State of Louisiana Assessor's Retirement Fund

Actuarial valuation Date	Contractually required contribution	Contributions in relation to contractually required contributions	Contribution deficiency (excess)	Employer's covered employee payroll	Contributions as a percentage of covered employee payroll
2023	\$ 10,780	\$ 10,780	-	\$ 278,182	3.8751%
2022	11,182	11,182	-	234,346	4.7711%
2021	16,453	16,453	-	226,932	7.2502%
2020	20,868	20,868	-	260,892	7.9987%
2019	24,726	24,726	-	309,072	8.0001%
2018	24,726	24,726	-	309,072	8.0001%
2017	27,444	27,444	-	289,876	9.4675%
2016	33,834	33,834	-	267,972	12.6259%
2015	35,424	35,424	-	262,400	13.5000%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available

The accompanying notes are an integral part of this statement

Other Supplemental Information

**St. Helena Parish Assessor
Greensburg, Louisiana**

Schedule 6

**Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the Year Ended December 31, 2023**

John W. Blades, Assessor

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 152,225
Benefits-Insurance	1,672
Benefits-Retirement	5,899
Vehicle Provided by Government (W2)	3,426
Employer Paid Payroll Taxes	2,311
Dues and Registration	240
Total	<u><u>\$ 165,773</u></u>

The accompanying notes are an integral part of this statement

MC DUFFIE K. HERROD, LTD.

(A Professional Accounting Corporation)

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

Honorable Wesley Blades
St. Helena Parish Assessor
Clinton, Louisiana

We have audited, in accordance with the 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, the financial statements of the governmental activities and the major fund of the St. Helena Parish Assessor, a component unit of the St. Helena Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the St. Helena Parish Assessor's basic financial statements, and have issued our report thereon dated June 26, 2024.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the St. Helena Parish Assessor's, State of Louisiana's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the St. Helena Parish Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of the St. Helena Parish Assessor's internal control.

A deficiency in internal control 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 and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control that might be significant deficiencies, or material weaknesses given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

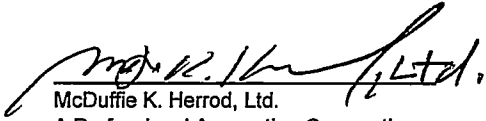
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the St. Helena Parish Assessor's financial statements are free of material misstatement, we performed tests of its 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 our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose any instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the St. Helena Parish Assessor's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the St. Helena Parish Assessor's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



McDuffie K. Herrod, Ltd.
A Professional Accounting Corporation
June 26, 2024

ST. HELENA PARISH ASSESSOR
GREENSBURG, LOUISIANA
SCHEDULE OF AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2023

A. SUMMARY OF AUDIT RESULTS:

1. The auditor's report expresses an unqualified opinion on the basic financial statements of the St. Helena Parish Assessor.
2. No instances of noncompliance material to the financial statements of the St. Helena Parish Assessor were disclosed during the audit.
3. No significant deficiencies relating to the financial statements are reported in the Independent Auditor's Report on Internal Control.
4. No instances of noncompliance were disclosed during the audit.

B. PRIOR YEAR FINDINGS - FINANCIAL STATEMENT AUDIT

2022-001 Compliance with Audit Law

Criteria: Louisiana Revised Statute 24:513 requires that a annual financial report or other type report be submitted to the Legislative Auditor within six months of the close of the fiscal/calendar year.

Condition: This deadline was not met for the year ended December 31, 2022.

Cause: The financial statements could not be completed timely due the requirement that the level of service being provided by the audit firm had to be changed from a review to an audit engagement. Typically, the assessor qualifies for a review engagement. However, due to adjustments to total revenues arising from GASB 68 adjustments, the assessor's revenues exceeded \$500,000. This triggered the change in the level of service, which in turn required additional time to complete the engagement. The assessor requested and received an extension of time for the due date for this engagement.

Effect: The Assessor is not in compliance with applicable laws.

Recommendations: We recommend that management be cognizant of this deadline in the future and make every effort to comply.

Management's Response: Management does not anticipate this being a problem in the future.

Status: Resolved

C. PRIOR YEAR FINDINGS – INTERNAL CONTROL OVER FINANCIAL REPORTING

None

D. CURRENT YEAR FINDINGS – FINANCIAL STATEMENTS AUDIT

None

E. CURRENT YEAR FINDINGS – INTERNAL CONTROL OVER FINANCIAL REPORTING

None

F. MANAGEMENT LETTER ITEMS A management letter was not issued.

ST. HELENA PARISH ASSESSOR
Communications
December 31, 2023

Results of audit findings were discussed with Wesley Blades, Assessor, on June 26, 2024.

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Governing Board of **St. Helena Assessor** and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period **January 1, 2023 through December 31, 2023**. **St. Helena Assessor's** management is responsible for those C/C areas identified in the SAUPs.

St. Helena Assessor has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period **January 1, 2023 through December 31, 2023**. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
The Entity's policies and procedures were reviewed with no exceptions noted.
 - ii. **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.

*We reviewed the policies and procedures with one exception noted. How the vendors are added to the vendor list was not addressed.
No exceptions were noted.*

- iii. **Disbursements**, including processing, reviewing, and approving.
No exceptions were noted.
- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
No exceptions were noted.
- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
No exceptions were noted.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
No exceptions were noted.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
No exceptions were noted.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
No exceptions were noted.
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
No exceptions were noted.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
No exceptions were noted.

- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

No exceptions were noted.

- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

No exceptions were noted.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

N/A

- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

N/A

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

N/A

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

N/A

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
No exceptions were noted.
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
No exceptions were noted.
 - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.
There were no items outstanding for more than 12 months.

4) Collections (excluding electronic funds transfers)

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
This entity only has one location.
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
- i. Employees responsible for cash collections do not share cash drawers/registers;
No exceptions were noted.
 - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible

for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

The employee who prepares the deposit also takes the deposit to the bank.

- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

No exceptions were noted. This entity utilizes an outside accounting firm.

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

No exceptions were noted. This entity utilizes an outside accounting firm.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Of the 4 employees, only two were bonded.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.

No exceptions were noted.

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

No exceptions were noted.

- iii. Trace the deposit slip total to the actual deposit per the bank statement.

No exceptions were noted.

- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

No exceptions were noted.

- v. Trace the actual deposit per the bank statement to the general ledger.

No exceptions were noted.

5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

This entity only has one location.

- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

No exceptions were noted.

- ii. At least two employees are involved in processing and approving payments to vendors;

No exceptions were noted.

- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

No exceptions were noted.

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

No exceptions were noted.

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

No exceptions were noted.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation

indicates that deliverables included on the invoice were received by the entity, and

No exceptions were noted.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

No exceptions were noted.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

No exceptions were noted.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Management provided this listing along with representation that the list was complete.

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

No exceptions were noted.

- ii. Observe that finance charges and late fees were not assessed on the selected statements.

No exceptions were noted.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

No exceptions were noted.

7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

Not applicable.

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

No exceptions were noted.

- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and

No exceptions were noted.

- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions were noted.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the

listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
No exceptions were noted.
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
No exceptions were noted.
- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
Not applicable
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.
No exceptions were noted.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
A listing was obtained from management along with representation that the list was complete.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
No exceptions were noted.
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
No exceptions were noted.
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
No exceptions were noted.

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

No exceptions were noted.

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

Not applicable

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

No exceptions were noted.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and

- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

No exceptions were noted.

- ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Not applicable.

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

No exceptions noted.

11) Debt Service

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Not applicable

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Not applicable

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Management provided representation that no misappropriation of funds occurred.

- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

No exceptions were noted.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

We performed the procedure and discussed the results with management.

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.

- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that

the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Not applicable.

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 – completed the training; and
- Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

We performed the procedure and discussed the results with management.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

No exceptions were noted.

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

No exceptions were noted.

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

No exceptions were noted.

- i. Number and percentage of public servants in the agency who have completed the training requirements;

No exceptions were noted.

- ii. Number of sexual harassment complaints received by the agency;

No exceptions were noted.

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

No exceptions were noted.

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

Not applicable

- v. Amount of time it took to resolve each complaint.

Not applicable.

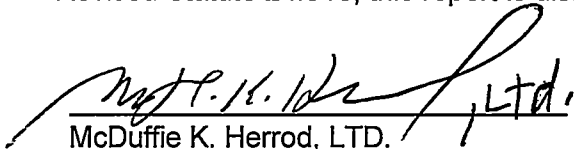
Management's Response

Management of the St. Helena Parish Assessor concurs with the exceptions noted and are working to address the deficiencies identified.

We were engaged by St. Helena Assessor to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of St. Helena Assessor and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



McDuffie K. Herrod, LTD.
Clinton, Louisiana
June 26, 2024