

**ORLEANS PARISH ASSESSOR'S OFFICE
NEW ORLEANS, LOUISIANA**

COMPREHENSIVE ANNUAL FINANCIAL REPORT

For the Year Ended December 31, 2019

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NEW ORLEANS, LOUISIANA**

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For the Year Ended December 31, 2019

Prepared By:

ACCOUNTING DEPARTMENT

Marina Kahn, Administrative Director

ORLEANS PARISH ASSESSOR'S OFFICE

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INTRODUCTORY SECTION



ORLEANS PARISH ASSESSOR'S OFFICE
ERROLL G. WILLIAMS, ASSESSOR

1300 Perdido Street | City Hall-Room 4E01 | New Orleans, Louisiana 70112

May 21, 2020

Honorable Erroll G. Williams
Orleans Parish Assessor
New Orleans, Louisiana

Dear Assessor Williams:

The Comprehensive Annual Financial Report (CAFR) of the Orleans Parish Assessor's Office (Assessor) for the year ended December 31, 2019 is hereby submitted.

State statutes (LRS 24:513) require that the Assessor publish within six months of the close of each fiscal year, a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP), and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to these statutes, we hereby issue the comprehensive annual financial report (CAFR) of the Assessor for the year ended December 31, 2019.

This report consists of management's representations concerning the finances of the Assessor. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the Assessor has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Assessor's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the Assessor's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The Assessor's financial statements have been audited by Cascio and Schmidt, LLC, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Assessor for the year ended December 31, 2019, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an “unmodified” opinion that the Assessor’s financial statements for the year ended December 31, 2019 are fairly presented in conformity with GAAP. The independent auditor’s report is presented as the first component in the financial section of this report.

The independent audit of the financial statements of the Assessor was part of a broader, “GAO Yellow Book” audit designed to meet the special needs of federal and state agencies. The standards governing a GAO Yellow Book engagement require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government’s internal controls and compliance with legal requirements. These reports are available in the Compliance Section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management’s Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The Assessor’s MD&A can be found immediately following the report of the independent auditors in the Financial Section of this report.

PROFILE OF THE GOVERNMENT

As discussed in the notes to the financial statements, as the local governing authority, the City of New Orleans/Parish of Orleans (the “City/Parish”) is considered to be the primary government of Orleans Parish. The City of New Orleans and Orleans Parish are one in the same. However, for a number of reasons, the Assessor is not considered to be a component unit of the City/Parish and, therefore, issues a “stand-alone” report.

Some of the reasons for not including the Assessor as part of the City/Parish reporting entity include: 1) the Assessor is legally separate from the City/Parish, 2) the Assessor is a separately elected official elected by the citizenry in a general popular election, 3) the City/Parish can neither impose its will on the Assessor nor does the Assessor provide significant benefits or burdens to the City/Parish, and 4) the Assessor is not fiscally dependent on the City/Parish (as the funding mechanism is set by state statute).

The financial reporting entity of the Assessor includes all of the funds, for which he is financially accountable. For the year 2019, there were no component units included in the reporting entity.

OVERVIEW OF THE FINANCIAL STATEMENTS

The discussion and analysis is intended to serve as an introduction to the Assessor’s basic financial statements. The Assessor’s basic financial statements are comprised 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 themselves.

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

The “*Statement of Net Position*” presents information on all of the Assessor’s assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreased in 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 government’s net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*.

Both of the government-wide financial statements are designed to distinguish functions of the Assessor that are principally supported by intergovernmental revenues (*governmental activities*).

The government-wide financial statements can be found on pages 22 and 23 of this report.

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 uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Assessor’s funds are classified into two categories: governmental funds and fiduciary funds.

Governmental funds. “Governmental funds” are used to account for essentially the same functions reported as “governmental activities” in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare that information presented for “governmental funds” with similar information presented for “governmental activities” in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s near-term financing decisions. 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”.

The Assessor adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 24 to 27 of this report.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government entity. Fiduciary funds are *not* reflected in the government-wide financial statements, because the resources of those funds are not available to support the Assessor's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The basic fiduciary fund financial statements can be found on pages 28 and 29 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 31 to 60 of this report.

FACTORS AFFECTING FINANCIAL CONDITION

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the Assessor operates.

Local Economic Condition and Outlook

In August 2005, Hurricane Katrina struck the Mississippi Gulf Coast and the New Orleans Metropolitan area, which includes Orleans Parish and the area serviced by the Assessor. The amount of destruction and the difficulties faced by our entire area have been well documented. In the aftermath of the storm, the citizenry voted to combine the seven existing assessors into one in an effort to save money and to better manage the assessed values of the devastated area. State statutes mandated a consolidation by January 1, 2013. A parish-wide election was held and a single assessor was voted into office. The net assets of the former assessors and the Board of Assessors were transferred into the newly created Assessor.

Despite the devastation seen throughout the area, the local economy, driven by recovery dollars, was doing fairly well until the 2009-2010 recession. Since then, the economic recovery has been slow but steady. With the widespread devastation, property values and assessments have fallen, however, even those have been making a comeback. The Assessor is funded by a two (2) percent allocation of the assessed taxes. The Assessor assesses the properties, and the City of New Orleans bills the property owners and collects the property taxes. The Assessor's allocation is due from the City/Parish by March 1st each year.

Unemployment in the area is 5.0%, an increase of 1.0% from the prior year. The increase in the unemployment rate is attributed to the downturn in the petroleum industry. The final unemployment outcome resulting from COVID -19 is undeterminable at this time.

The City/Parish's economy has become more diverse over the years, especially since Hurricane Katrina. Oil and gas remain an important part of the local economy, however, tourism, technology, shipping, healthcare and the cruise industry are just as important. Given the City of New Orleans' history and location on the Mississippi River, these other areas of the economy support thousands of jobs and bring millions of dollars into the area.

As the City moves on from the Katrina-era, the population has slowly increased. Hopefully, as the population of the City/Parish continues to increase, the property values and the local economy will continue to improve.

Overview of Operating Statistics

During 2019, we provided assessed values on 152,645 parcels. Total assessments for residential and commercial property came in at approximately \$3,651,926,590. Of this amount, 65,587 parcels were able to claim some or all of the homestead exemption granted by the State. These homestead exemptions totaled approximately \$527,777,040, leaving a taxable assessed value of approximately \$3,180,381,520.

Added to this number are the 10,447 parcels subject to personal property assessments and 262 parcels subject to public service assessments. These assessed values came in at approximately \$527,777,040 and \$169,565,520, respectively, bringing the total number of parcels to 163,354, with total taxable assessments of approximately \$3,877,724,080.

Long-term Financial Planning

The Assessor's main source of revenue is set at two (2) percent of the assessed tax rolls by state statute, thus, the long-term funding of this office is set. The consolidation of the seven assessors into one on January 1, 2011 has also led to operating efficiencies.

Prior to the consolidation, the seven assessors and the Board of Assessors recognized the need for an upgrade to the software system utilized in maintaining the tax rolls, As such, Revenue Bonds totaling \$8,995,000 were issued in 2009 to fund the Real Property Data Collection Project. This new software allows for much more data to be captured and is very robust in the reports and data that can be pulled out of it. We expect to be utilizing this system for years to come. Upon consolidation, this software and the related debt were absorbed by the new Assessor. Because this department is typically administrative in its duties, we do not have the need for major capital assets or infrastructure. The entire balance was extinguished in January 2013. The Assessor has no outstanding long-term debt at year-end.

Budgetary Controls

The Orleans Parish Assessor's Office, legally adopts an annual budget, which authorizes the annual appropriations of the Assessor's office for its General Fund. In accordance with state laws, the budgetary practices include public notice, participation and inspection.

Budget amounts cannot exceed the budgeted appropriation at the fund level. Management of the Assessor may make line-item adjustments within a fund without the Assessor's approval as long as the total revenues and expenditures of the fund do not change.

AWARDS AND ACKNOWLEDGMENTS

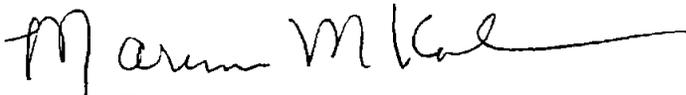
Awards

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Orleans Parish Assessor's Office for its December 31, 2018 Comprehensive Annual Financial Report (CAFR). This was the third year that the Assessor has received this prestigious award. In order to be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized CAFR, whose contents conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year. We believe our current report continues to conform to the program requirements, and we are submitting it to the GFOA.

Acknowledgments

The preparation of this report could not have been accomplished without the efficient and dedicated services of the entire administrative staff of the Assessor's office. Finally, credit should be given to you, Assessor Williams, for your continued service and support in planning and conducting the financial affairs of this newly consolidated entity.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Marina Kahn", with a long horizontal flourish extending to the right.

Marina Kahn
Administrative Director



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

Orleans Parish Assessor's Office
Louisiana

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2018

Christopher P. Morrill

Executive Director/CEO

**ORLEANS PARISH ASSESSOR'S OFFICE
LISTING OF OFFICIALS
December 31, 2019**

Erroll G. Williams
ORLEANS PARISH ASSESSOR

Claude Mauberret
CHIEF DEPUTY ASSESSOR

Darren Mire
DIRECTOR OF ASSESSMENT VALUATION

Claude Mauberret
DIRECTOR OF ASSESSMENT SERVICES

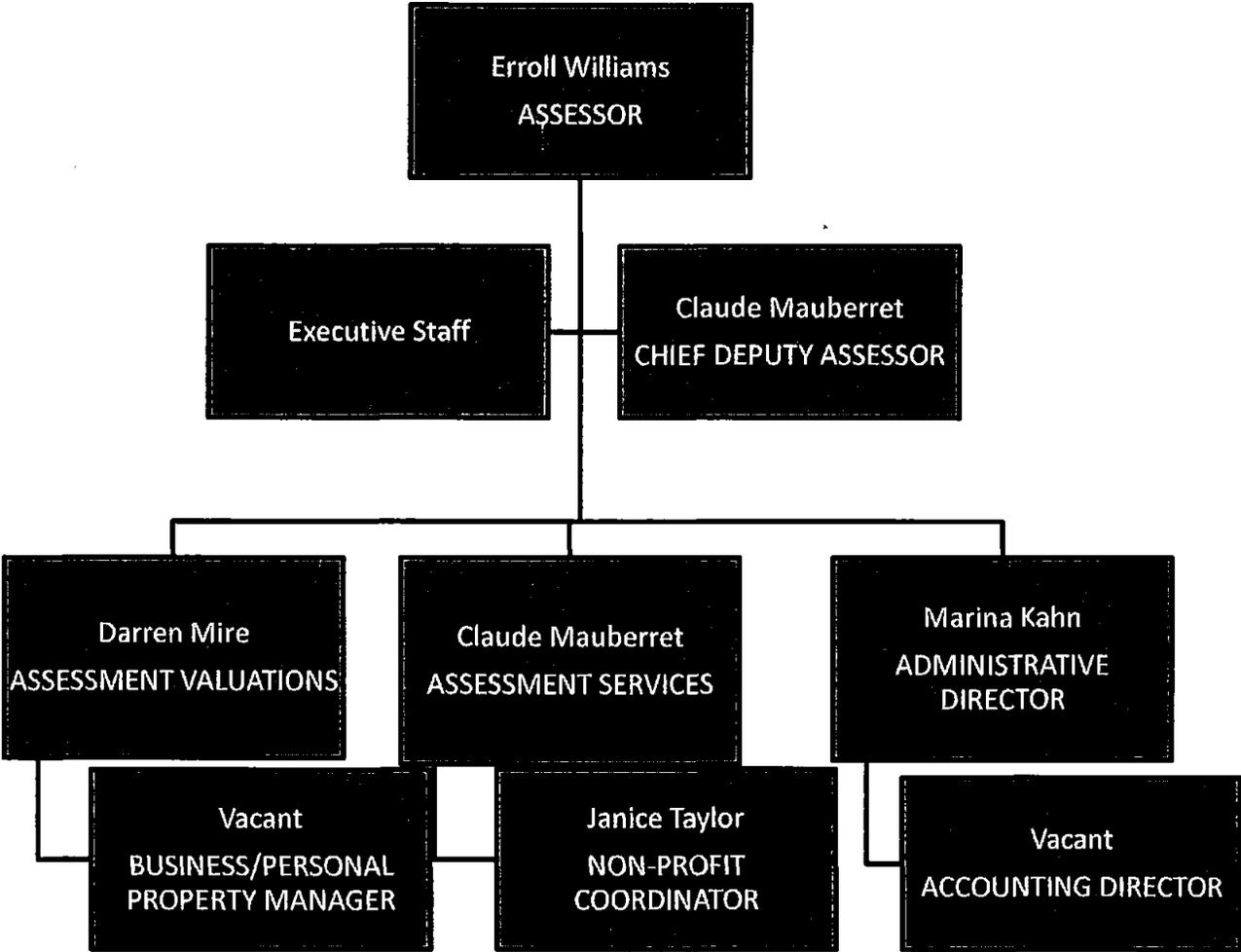
Janice Taylor
NON-PROFIT COORDINATOR

Marina Kahn
ADMINISTRATIVE DIRECTOR

Vacant
BUSINESS/PERSONAL PROPERTY MANAGER

Vacant
ACCOUNTING DIRECTOR

**ORLEANS PARISH ASSESSOR'S OFFICE
ORGANIZATIONAL CHART
DECEMBER 31, 2019**



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FINANCIAL SECTION

CASCIO & SCHMIDT, LLC

CERTIFIED PUBLIC ACCOUNTANTS

FRANCIS J. CASCIO, CPA
STEVEN A. SCHMIDT, CPA

MEMBERS
AMERICAN INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA CERTIFIED
PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Orleans Parish Assessor's Office

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Orleans Parish Assessor's Office, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Orleans Parish Assessor's Offices's basic financial statements as listed in the table of contents.

Management's Responsibility 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 financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

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 Orleans Parish Assessor's Office, as of December 31, 2019, 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.

Emphasis-of-Matter - COVID-19

As more fully described in Note G to the financial statements, the Assessor's Office may be materially impacted by the outbreak of the novel coronavirus (COVID-19), which was declared a global pandemic by the World Health Organization in March 2020.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 15 through 20, budgetary comparative information on page 62, Schedule of the Assessor's Proportionate Share of the Net Pension Liability, Louisiana Assessor's Retirement Fund and Subsidiary - page 63, and the Schedule of the Assessor's Pension Contributions, Louisiana Assessor's Retirement Fund and Subsidiary - page 64, Schedule of Changes in Net OPEB Liability and Related Ratios - page 65, Schedule of Employer Contributions - page 66, and the Schedule of Investment Returns for the Retiree Health Plan Trust - Page 67, be presented to supplement the basic financial statements. Such information, 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Orleans Parish Assessor's Office's basic financial statements. The introductory and statistical sections are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer, on page 70, is not a required part of the basic financial statements of the Assessor, but is additional information required by the Louisiana Legislative Auditor.

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 21, 2020, on our consideration of the Orleans Parish Assessor's Office'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 to provide an opinion on 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 Orleans Parish Assessor's Office's internal control over financial reporting and compliance.

Carci & Schmidt, LLC

Metairie, Louisiana
May 21, 2020

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MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Orleans Parish Assessor's Office (Assessor), New Orleans, Louisiana's annual financial report, provides a narrative discussion and analysis of the financial activities of the Assessor for the year ended December 31, 2019. The discussion focuses on the Assessor's basic financial statements which include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements, however, additional information is presented in the transmittal letter, required supplementary information, and statistical data.

FINANCIAL HIGHLIGHTS

- The Assessor's assets exceeded its liabilities by \$23,011,157 (net position) for the year ended December 31, 2019.
- The Net Position is comprised principally of the following:
 1. Investments of \$23,999,334 (money held in Louisiana Asset Management Pool).
 2. Capital assets were fully depreciated as of December 31, 2019.
 3. Deferred outflows were \$2,527,740.
 4. Accounts payable was \$195,577.
 5. Postemployment Benefit Obligation of \$2,571,538.
 6. Net pension obligation of \$1,908,534.
 7. Deferred inflows were \$1,175,376.
 8. Unrestricted net position of \$23,011,157 represents the amount available to meet the Assessor's continuing obligations to the citizens of Orleans Parish.
- Net Position increased by \$4,482,335 for the year ended December 31, 2019, primarily because general revenues exceeded expenses by that amount for the year.
- At December 31, 2019, the fund balance of the General Fund amounted to \$26,138,865, all of which is unrestricted. The general fund balance in total was 324% of the General Fund expenditures.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The Assessor also includes in this report additional information to supplement the basic financial statements, such as the required supplementary information and other supplementary information. Comparative data is presented when available.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS - Continued

Government-wide Financial Statements

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

The first of these government-wide statements is the Statement of Net Position. This is the government-wide statement of position presenting information that includes all of the Assessor's assets and liabilities and deferred inflows and outflows, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Assessor's office as a whole is improving or deteriorating. Evaluation of the overall health of the Assessor's office would extend to other non-financial factors such as diversification of the taxpayer base, in addition to the financial information provided in this report.

The second government-wide statement is the Statement of Activities, which reports how the Assessor's net position changed during the recent calendar year. All revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the Assessor's distinct activities or functions on revenues provided by the Assessor's taxpayers. See pages 22 and 23.

Fund Financial Statements

A Fund is an accountability unit used to maintain control over resources that have been segregated for specific activities or objectives. The Assessor uses the General Fund to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the General Fund, which is the Assessor's only "Governmental Fund".

Governmental funds are reported in the fund financial statements and encompasses essentially the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different, with fund statements providing a distinctive view of the Assessor's governmental funds. These statements report short-term accountability focusing on the use of spendable resources available at the end of the fiscal year. They are useful in evaluating annual financial requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the statement of revenue, expenditures, and changes in fund balances provide a reconciliation to the government-wide statements to assist in understanding the differences between these two perspectives. See pages 24 to 27.

The financial statements also include a Fiduciary Fund "Orleans Parish Assessor's Office Retired Employees Insurance Fund Trust" (pages 28 and 29), to account for resources held for post employment health care benefits.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin immediately following the basic financial statements, as titled in the table of contents. See pages 31 to 60.

Other Information

The Assessor provides a budgetary comparison schedule for its General Fund as required supplementary information on page 62.

FINANCIAL ANALYSIS OF THE GOVERNMENT-WIDE ACTIVITIES

The government-wide financial statements are designed to provide readers with a broad overview of the Assessor's finances in a manner similar to a private-sector business. The assets at the fiscal year-end exceeded liabilities by \$23,011,157.

ORLEANS PARISH ASSESSOR'S OFFICE **CONDENSED STATEMENTS OF NET POSITION**

	<u>2019</u>	<u>2018</u>
Assets		
Current and Other Assets	\$ 26,334,442	\$ 21,885,218
Capital Assets, net of accumulated depreciation	<u> -</u>	<u> -</u>
Total Assets	<u>26,334,442</u>	<u>21,885,218</u>
Deferred Outflows	<u>2,527,740</u>	<u>2,325,586</u>
Liabilities		
Current liabilities	195,577	206,394
Noncurrent liabilities	2,571,538	2,678,325
Net pension obligation	<u>1,908,534</u>	<u>1,376,989</u>
Total liabilities	<u>4,675,649</u>	<u>4,261,708</u>
Deferred Inflows	<u>1,175,376</u>	<u>1,420,274</u>
Net Position		
Invested in capital assets	-	-
Restricted	-	161,187
Unrestricted	<u>23,011,157</u>	<u>18,367,635</u>
Total Net Position	<u>\$ 23,011,157</u>	<u>\$ 18,528,822</u>

The Condensed Statement of Activities reflect a net change in position of \$4,482,335, an increase for the year. The following are the Government-wide Condensed Statements of Activities:

ORLEANS PARISH ASSESSOR'S OFFICE
CONDENSED STATEMENTS OF ACTIVITIES

	<u>2019</u>	<u>2018</u>
Revenues		
Charges for services	\$ 29,292	\$ 44,061
Operating grants	1,001,901	1,058,581
Intergovernmental revenue - millage allocation	11,989,310	11,993,400
Interest and other income	<u>517,465</u>	<u>395,823</u>
Total Revenue	<u>13,537,968</u>	<u>13,491,865</u>
Expenses		
General Government		
Salaries and benefits	6,485,322	5,585,149
Operating expenses	2,277,260	2,143,185
Other	<u>293,051</u>	<u>763,228</u>
Total Expenses	<u>9,055,633</u>	<u>8,491,562</u>
Change in Net Position	4,482,335	5,000,303
Net Position - Beginning of Year, as restated	<u>18,528,822</u>	<u>13,528,519</u>
Net Position - End of Year	\$ <u>23,011,157</u>	\$ <u>18,528,822</u>

The \$4,482,335 increase in net position at December 31, 2019 resulted primarily from an increase of investment income and a decrease in equipment expense, which is included in operating expenses.

FINANCIAL ANALYSIS OF THE ASSESSOR'S FUNDS

As noted earlier, the Assessor uses fund accounting to ensure and demonstrate compliance with financial-related legal requirements. The focus of the governmental fund is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, the unrestricted fund balance serves as a useful measure of a government's net resources available.

General Fund

The General Fund is the chief operating fund of the Orleans Parish Assessor's Office. At the end of the current fiscal year, unassigned fund balance of the general fund was \$26,138,865. As a measure of the general fund's liquidity, it may be useful to compare the unassigned fund balance to total fund expenditures, which was \$8,076,026. Unassigned fund balance and total fund balance represents 324 percent of total General Fund expenditures.

General Fund Revenues

General Fund revenues totaled \$12,536,067 for 2019, an increase of \$887. The increase is from investments. As provided by Act 433 of the Regular Session of 2005, the funding of the office of the Assessor for Orleans Parish was changed. The provision of the act applies to all taxable years beginning on or after December 31, 2005. Under these statutes, the office of the Assessor shall be funded annually no later than March 1st by the City of New Orleans with no less than two percent (2%) of the ad valorem taxes levied on property in the City of New Orleans and the Parish of Orleans. Such funding shall produce in the initial year revenue equal to or greater than that which was received from the City of New Orleans for the previous year. The total amount or revenue received by the office of the assessor shall never be less than that received in the initial year. Total revenue received for the year 2019 from the City of New Orleans as provided by Act 433 amounted to \$11,989,310 (or 95.6 percent of the total revenues received by the Assessor).

General Fund Functional Expenses

For 2019, expenditures totaled \$8,076,026, an increase of \$298,559 from the prior year. The increase is principally due to professional services. The Assessor's operations are administrative in nature. For the current year, personnel and related benefits are 68%, professional fees are 17%, and operating expenses are 15% of the fund's expenditures.

General Fund Budgetary Highlights

Budget to Actual Variances

The variances between budgeted and actual amounts are summarized below:

Revenue - Budgeted amounts exceeded actual amounts by \$10,690, which is a difference of less than one tenth of one percent.

Expenditures - Actual amounts were less than budgeted amounts by \$2,551,281. The primary reason was that, as noted earlier, seven separate assessors' offices were consolidated into one in 2011. The staffing structure of the office continues to evolve as the daily operations of the consolidated office is firmed up. For 2019, salaries and benefits were under budget by 12.3%, because anticipated positions were not filled. Professional service costs were also under budget by 27.2%. Capital Projects were 100% under budget, as anticipated projects were delayed or postponed.

Amendments to the Budget

There were no amendments made during the year.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The capital assets consist principally of a property assessment database. Capital assets were fully depreciated as of December 31, 2019. In 2019, there was no depreciation expense. A detailed description of the Capital Assets may be found in Note C.3, page 43.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- The unemployment rate for the New Orleans Metropolitan area is currently 5.0 %, which is 1.0% higher than last years rate of 4.0%. This increase reflects the downturn in the petroleum industry.
- The rate of Ad Valorem Tax Assessments that is allocated to the Assessor remains at two (2) percent of the tax roll. The property tax values appear to be consistent with the prior year, thus, they are expected to be at or above the amounts levied in 2019. This amount is used for next year's budget.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Orleans Parish Assessor's Office finances for all those with an interest in this government's finances and activities. Questions concerning the information provided in this report or requests for additional information should be addressed to Errol Williams, Orleans Parish Assessor, New Orleans City Hall, New Orleans, LA 70012. The financial report is also available as a public record via the Louisiana Legislative Auditor's website at www.la.gov.

BASIC FINANCIAL STATEMENTS

ORLEANS PARISH ASSESSOR'S OFFICE

STATEMENT OF NET POSITION

December 31, 2019

ASSETS

Cash and cash equivalents (Note C.1)	\$ 2,335,108
Investments - LAMP (Note C.2)	23,999,334
Capital assets, net of accumulated depreciation (Note C.3)	<u>-</u>
Total Assets	\$ <u>26,334,442</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows - Pension related (Note D)	2,275,247
Deferred outflows- Postemployment Benefits (OPEB) (Note E)	<u>252,493</u>
Total deferred outflows of resources	\$ <u>2,527,740</u>

LIABILITIES

Accounts payable	\$ 195,577
Noncurrent Liabilities:	
Due in more than one year:	
Net OPEB obligation payable (Note E)	2,571,538
Net pension liability (Note D)	<u>1,908,534</u>
Total liabilities	<u>4,675,649</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows - Pension related (Note D)	<u>1,175,376</u>
Total deferred inflows of resources	<u>1,175,376</u>

NET POSITION

Net investment in capital assets	-
Restricted	-
Unrestricted	<u>23,011,157</u>
Total Net Position	\$ <u>23,011,157</u>

The accompanying notes are an integral part of this statements.

ORLEANS PARISH ASSESSOR'S OFFICE

STATEMENT OF ACTIVITIES

For the year ended December 31, 2019

<u>FUNCTIONS/PROGRAMS</u>	<u>EXPENSES</u>	<u>PROGRAM REVENUES</u>		<u>NET (EXPENSE) REVENUES AND CHANGES IN NET ASSETS</u>
		<u>CHARGES FOR SERVICES</u>	<u>OPERATING GRANTS</u>	<u>PRIMARY GOVERNMENT GOVERNMENTAL ACTIVITIES</u>
Primary Government				
Governmental Activities				
General	\$ <u>9,055,633</u>	\$ <u>29,292</u>	\$ <u>1,001,901</u>	\$ <u>(8,024,440)</u>
General Revenues:				
Orleans Parish, millage allocation				11,989,310
Unrestricted investment earnings				<u>517,465</u>
Total general revenues				<u>12,506,775</u>
Change in net position				4,482,335
Net position				
Beginning of year				<u>18,528,822</u>
End of year				\$ <u>23,011,157</u>

The accompanying notes are an integral part of this statements.

ORLEANS PARISH ASSESSOR'S OFFICE

**BALANCE SHEET
GOVERNMENTAL FUNDS**

December 31, 2019

	<u>General</u>	<u>Total Governmental Funds</u>
ASSETS		
Cash and cash equivalents	\$ 2,335,108	\$ 2,335,108
Investments - LAMP	<u>23,999,334</u>	<u>23,999,334</u>
 Total Assets	 <u>\$ 26,334,442</u>	 <u>\$ 26,334,442</u>
 LIABILITIES AND FUND BALANCE		
Liabilities		
Accounts payable and accrued liabilities	\$ <u>195,577</u>	\$ <u>195,577</u>
 Total Liabilities	 <u>195,577</u>	 <u>195,577</u>
 Fund Balances		
Non-spendable	-	-
Restricted	-	-
Committed	-	-
Assigned	-	-
Unassigned	<u>26,138,865</u>	<u>26,138,865</u>
Total fund balances	<u>26,138,865</u>	<u>26,138,865</u>
 Total liabilities and fund balances	 <u>\$ 26,334,442</u>	 <u>\$ 26,334,442</u>

The accompanying notes are an integral part of this statements.

ORLEANS PARISH ASSESSOR'S OFFICE

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE STATEMENT OF NET POSITION

December 31, 2019

Total Government Fund Balance at December 31, 2019		\$ 26,138,865
Amounts reported in governmental activities in the statement of net position are different because:		
Deferred Outflows are not available to pay for current-period expenditures and, therefore, are deferred and expensed as consumed.		
Deferred outflows - Pension related	\$ 2,275,247	
Deferred outflows - Postemployment benefits	<u>252,493</u>	2,527,740
Long-term liabilities, including unfunded annual required contributions for OPEB and net pension liability, are not due and payable in the current period and therefore, are not reported in the funds.		
Unfunded Annual Required Contribution for OPEB	2,571,538	
Net Pension Liability	<u>1,908,534</u>	(4,480,072)
Deferred inflows are not available and, therefore, are deferred and recognized as consumed.		
Deferred inflows - Pension related	<u>1,175,376</u>	(<u>1,175,376</u>)
Net Position of Governmental Activities at December 31, 2019		\$ <u>23,011,157</u>

The accompanying notes are an integral part of this statements.

,ORLEANS PARISH ASSESSOR'S OFFICE

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE
GOVERNMENTAL FUNDS**

For the year ended December 31, 2019

	<u>General</u>	<u>Total Governmental Funds</u>
REVENUES		
Intergovernmental revenue		
Orleans Parish, millage allocation	\$ 11,989,310	\$ 11,989,310
Investment income	517,465	517,465
Charges for services	<u>29,292</u>	<u>29,292</u>
Total Revenues	<u>12,536,067</u>	<u>12,536,067</u>
EXPENDITURES		
Current:		
General government:		
Personnel	3,391,058	3,391,058
Fringe benefits	2,114,658	2,114,658
Operating services	450,903	450,903
Professional services	1,379,306	1,379,306
Material and supplies	132,178	132,178
Equipment	<u>607,923</u>	<u>607,923</u>
Total expenditures	<u>8,076,026</u>	<u>8,076,026</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	4,460,041	4,460,041
OTHER FINANCING SOURCES (USES)		
Transfers in	-	-
Transfers out	<u>-</u>	<u>-</u>
Total other financing sources and uses	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	4,460,041	4,460,041
FUND BALANCES		
Beginning of year	<u>21,678,824</u>	<u>21,678,824</u>
End of year	<u>\$ 26,138,865</u>	<u>\$ 26,138,865</u>

The accompanying notes are an integral part of this statements.

ORLEANS PARISH ASSESSOR'S OFFICE

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES**

For the year ended December 31, 2019

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

Net Change in fund balances - total governmental funds	\$ 4,460,041
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Capital outlays are reported in governmental fund as expenditures. However, in the Statement of Activities, the cost of those assets are allocated over the estimated useful lives as depreciation expense. This is the amount of depreciation expenses in the current period. There were no capital outlays for the current period.

-

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Net change in OPEB liability	\$ 106,787	
Change in deferred inflows and outflows	<u>62,036</u>	168,823

In the Statement of Activities, certain pension-related inflows and outflows of resources are recognized in the current year, while others are deferred. The net effect of these pension-related transactions are as follows:

Difference in current year employer pension expense	(833,743)	
Current year pension expense - employee contributions paid by the Assessor	(257,855)	
Current year amortization of certain deferred inflows and outflows	153	
Recognition of On-Behalf Payments made to pension plan by non-employer entities	1,001,901	
Change in deferral of current year pension contributions made by employer	604	
Changes in current year amortization in Assessor's proportionate share	<u>(57,589)</u>	<u>(146,529)</u>

Change in Net Position of Governmental Activities	\$ <u>4,482,335</u>
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The accompanying notes are an integral part of this statements.

ORLEANS PARISH ASSESSOR'S OFFICE
STATEMENT OF FIDUCIARY NET POSITION
RETIRED EMPLOYEES INSURANCE TRUST

FIDUCIARY FUNDS

December 31, 2019

ASSETS

Cash and cash equivalents	\$ 19,943
Investments - LAMP (Note C.2)	<u>3,121,652</u>
Total Assets	<u>3,141,595</u>

LIABILITIES

Accounts payable	<u>-</u>
Total liabilities	<u>-</u>

NET POSITION

Held in trust for retired employees insurance fund	\$ <u>3,141,595</u>
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The accompanying notes are an integral part of this statements.

ORLEANS PARISH ASSESSOR'S OFFICE
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
RETIRED EMPLOYEES INSURANCE TRUST

FIDUCIARY FUNDS

For the Year Ended December 31, 2019

ADDITIONS

Contributions:	
Employer	\$ <u>500,000</u>
Total contributions	<u>500,000</u>
Investment earnings:	
Interest	<u>67,455</u>
Total investment earnings	<u>67,455</u>
Total additions	567,455

DEDUCTIONS

	<u>-</u>
Change in net position	567,455

NET POSITION

Beginning of year	<u>2,574,140</u>
End of year	\$ <u>3,141,595</u>

The accompanying notes are an integral part of this statements.

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ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Orleans Parish Assessor's Office (Assessor) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. A summary of the Assessor's significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

1. Reporting Entity

Under GASB's Codification of Governmental Accounting and Financial Reporting Standards Section 2100, the financial reporting entity consists of the primary government and its component units. As the governing authority of the City/Parish of Orleans, the City of New Orleans is considered to be the primary government for financial reporting purposes for the City/Parish of New Orleans. For reporting purposes, the Assessor is not considered to be a component unit of the City/Parish of New Orleans. Instead, the Assessor is considered to be a "stand-alone" special purpose government. This decision is based on the following:

- 1) The Assessor enjoys a separate legal standing from the City/Parish of New Orleans and other governmental entities. The Assessor has the ability to sue or be sued in its own name.
- 2) The Assessor is a separately elected official, elected by the citizenry in a general popular election.
- 3) The City/Parish of New Orleans does not have the ability to impose its will on the Assessor. The City Council cannot remove the Assessor from office. The Assessor adopts its own budget separate and apart from the City Council and other local governmental entities. The day-to-day operations of the Assessor are under the responsibility and control of no one other than the Assessor.
- 4) The Assessor does not provide a significant financial benefit or burden to the City Council. The Assessor is primarily funded by a special allocation of ad valorem taxes collected throughout the City. While the City Council does provide office space to the Assessor at no cost, this transaction is not considered significant enough to make the City Council financially accountable for the Assessor.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Therefore, the financial report of the Assessor is separate and apart from the City of New Orleans, and includes the funds only for which the Assessor is financially accountable.

2. Description of Activities

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the parish voters and serves for a term of four years. Prior to the year 2013, there were seven assessors and a board of assessors for Orleans Parish. Effective January 1, 2013, RS 47:1903.2, amended prior statutes and provided for the consolidation of the assessors of Orleans Parish into a single assessor.

The Assessor assesses all real and moveable property in the parish subject to ad valorem taxation, and is authorized to appoint as many deputies as may be necessary to perform the functions of the Assessor's Office and to provide assistance to the property owners.

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 August 1 of the tax year and submits the list to the parish governing authority (Orleans Parish Board of Review), and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved by the Orleans Parish Board of Review, the Assessor submits the assessment roll to the Louisiana Tax Commission and the parish tax collector, who is responsible for collecting and distributing the taxes.

3. Government-wide and Fund Financial Statements

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. As established by GASB Statement No. 34, the financial report is divided into the following sections: (a) Management's Discussion and Analysis, (MD&A) (b) Basic Financial Statements, and (c) Required Supplementary Information (other than MD&A). The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) and the fund financial statements comprise the basic financial statements.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

3. Government-wide and Fund Financial Statements - Continued

Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Assessor. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expense of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges by a given function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for the governmental funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements of the Assessor. Funds are used by the Assessor to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. The funds of the Assessor are classified into categories: *governmental, and fiduciary*. Each category, in turn, is divided into separate "fund types".

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Fund Financial Statements - Continued

Governmental funds are used to account for all or most of the Assessor's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital project funds), and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all financial activities of the Assessor not accounted for in some other fund. Major individual governmental funds are reported as separate columns in the fund financial statements. The Assessor reports the following "major" governmental fund:

The *General Fund* is the general operating fund of the Assessor. The General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal operating fund of the Orleans Parish Assessor's Office and accounts for all financial resources, except those required to be accounted for in another fund. Revenues are accounted for in the General Fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. Compensation received from the taxing body, prescribed by formula in Louisiana Revised Statutes 47:1907 through 47:1908 is accounted for in the fund. Capital outlay is not an expenditure of the General fund. It is used to account for all financial resources except those required to be accounted for in another fund.

The **Fiduciary Funds** are used to account for assets held on behalf of outside parties, including other governments, or on behalf of the funds within the government. The Orleans Parish Assessor's Office Retired Employees Insurance Fund Trust accounts for the activities of the Orleans Parish Assessor's Office Retired Employees Insurance Fund, which accumulates resources for insurance payment for qualified retired employees.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

4. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property tax allocations are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Amounts reported as *program revenues* on the Statement of Activities include charges to customers or applicants for goods, services or privileges provided. Internally dedicated resources are reported as *general revenues* rather than as program revenues.

Within the fund financial statements, the accounting and financial reporting treatment applied to a fund is determined by its measurement focus and basis of accounting.

Governmental fund financial statements are reported using a *current financial resources measurement focus* and the *modified accrual basis of accounting*. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Assessor considers revenues as available if they are collected within 60 days of year-end. There are no major revenue sources subject to accrual. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, which is recognized when due, and certain compensated absences, which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

5. Cash and Investments

For reporting purposes, cash and cash equivalents include amounts in demand deposit accounts and petty cash (if used).

Under State Law, the Assessor's Office 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. These deposits are stated at cost, which approximate market. Under state law, these deposits 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 or exceed 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.

6. Capital Assets

The capital assets used in the governmental - type activities are included in the Statement of Net Position and are capitalized at historical cost. Depreciation of all exhaustible capital assets, with an acquisition cost in excess of \$5,000, is charged as an expense against operations. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives, principally on the straight-line method.

The estimated useful lives of the capital assets follow:

<u>Description</u>	<u>Life</u>
Furniture and equipment	3 - 7 years
Real property database	7 years

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

7. Deferred Outflows and Deferred Inflows of Resources

In addition to assets, the statement of financial position reports separate sections for deferred outflows of resources and deferred inflows of resources. *Deferred Outflows of Resources* represent a consumption of net position that applies to a future period and so it will not be recognized as an outflow of resources (expense/expenditure) until then. *Deferred Inflows of Resources* represent an acquisition of net position that is applicable to a future reporting period and so it will not be recognized as an inflow of resources (revenue) until then. The Assessor currently reports deferred outflows related to its participation in a defined benefit pension plan, and its retiree's employee hospitalization plan.

Deferred Outflows/Inflows - Pension Related

For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pension expenses, deferred outflows and inflows of resources related to of the Louisiana Assessors' retirement Fund (LARF), and additions to /deductions from the LARF's fiduciary net position have been determined on the same basis as they are reported by the LARF. The Assessor reports both deferred outflows of resources and deferred inflows of resources related to the pension liability calculation. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments of the LARF are reported at fair value within its report.

Deferred Outflows/Inflows - Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows and inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Orleans Parish Assessor's Office Retired Employees' Insurance Fund (Assessor's Retired Employee's Trust Fund), and additions to/deductions from the Assessor's Retired Employee's Trust Fund's fiduciary net position have been determined on the same basis as they are reported by the Assessor's Retired Employee's Trust Fund. The Assessor reports both deferred outflows of resources and deferred inflows of resources related to the net OPEB liability calculation. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments of the Assessor's Retired Employee's Trust Fund are reported at fair value.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

8. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are recognized as liabilities in the applicable governmental activities statement of net position. Revenue Bonds Payable, if any, are reported net of the applicable bond premium or discount.

9. Compensated Absences (Vacation and Sick Leave)

The employees of the Assessor's Office, earn two weeks of vacation leave each year and earn one day of sick leave each month. Vacation leave not used at the end of the year is not carried over to the next year, consequently vacation leave is not accrued at the end of the year. Sick leave is limited to 180 days. Vacation and sick pay expenditures are charged to operations when taken by the employees of the Assessor. Unused sick leave can be taken only in the event of illness and is not convertible to pay upon termination of employment or retirement, accordingly, no accruals are reflected in the accounts.

10. Fund Equity

In accordance with GASB Codification Section 1800.142.162, fund balances of governmental fund types are categorized into one of five categories - Non-spendable, Restricted, Committed, Assigned, or Unassigned.

While the Assessor has not established a policy for its use of the unrestricted fund balance, it does consider that committed amounts would be reduced first, followed by assigned amounts, and then unassigned amounts, when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

11. Use of Estimates

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

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

12. Subsequent Events

The subsequent events of the Orleans Parish Assessor's Office were evaluated through the date the financial statements were available to be issued (May 21, 2020).

NOTE B - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

1. Budgetary Information

The Orleans Parish Assessor's Office legally adopts an annual budget, which authorizes the annual appropriation of the Assessor's office for its General Fund. Budgeted amounts cannot exceed the budgeted appropriation at the fund level. Management of the Assessor may make line-item adjustments within a fund without the Assessor's approval, as long as the total revenues and expenditures of the fund do not change. Appropriations which are neither expended nor encumbered lapse at year end.

In accordance with state laws, the budgetary practices include public notice, participation and inspection.

Budgeted amounts included in the accompanying financial statements reflect the originally adopted budget on December 21, 2018. There were no amendments to the budget made during the year.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE C - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS

1. Cash and Cash Equivalents

At December 31, 2019, deposits with financial institutions consisted of the following:

	Cash	Certificates of Deposit	Other	Total
Book Value of Deposits in Banks	\$ 2,303,011	\$ 52,040	\$ 0	\$ 2,355,051
Bank Balances of Deposits Exposed to Custodial Credit Risk:				
A. Uninsured and uncollateralized	\$ 0	\$ 0	\$ 0	\$ 0
B. Uninsured and collateralized with securities held by pledging institution	0	0	0	0
C. Uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Town's name	0	0	0	0
Total Bank Balances Exposed to Custodial Credit Risk	\$ 0	\$ 0	\$ 0	\$ 0
Total Bank Balances - All Deposits	\$ 2,303,011	\$ 52,040	\$ 0	\$ 2,355,051

2. Investments

Custodial Credit Risk

Investments can be exposed to custodial credit risk if the securities underlying the investment are uninsured, not registered in the name of the entity, and are either held by the counterparty or the counterparty's trust department or agent but not in the entity's name. The following table lists each type of investment exposed to custodial credit risk and the reported amount and fair value of all investments regardless of custodial credit risk exposure.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE C - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS - Continued

Custodial Credit Risk - Continued

Type of Investment	Investments Exposed to Custodial Credit Risk		All Investments Regardless of Custodial Credit Risk Exposure	
	Uninsured, Unregistered, and Held by Counterparty	Uninsured, Unregistered, and Held by Counterparty's Trust Department or Agent, but Not in the Entity's Name	Reported Amount	Fair Value
US Instrumentalities	\$ 0	\$ 0	\$ 0	\$ 0
Louisiana Asset Management Pool (LAMP)				
Governmental Funds			23,999,334	23,999,334
Fiduciary Fund			3,121,652	3,121,652
Total Investments			<u>\$ 27,120,986</u>	<u>\$ 27,120,986</u>

As shown above, the Assessor has investments in shares of the Louisiana Asset Management Pool (LAMP), a state sponsored external investment pool. Because these investments are not evidenced by securities that exist in physical or book entry form, they are not categorized for the purposes of this note. LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local governments may participate in LAMP. 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. The dollar weighted average portfolio maturity of LAMP is restricted to no more than 60 days, and consists of no securities with a maturity in excess of 397 days. The fair value of a share in LAMP is the same as the book value (i.e., a share in the pool is always worth \$1.00 per share).

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE C - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS - Continued

Credit Risk of Investments

State law limits investments in commercial paper and corporate bonds to the top two ratings issued by nationally recognized statistical rating organizations. It is the Assessor's policy to limit its investments in these investment types to the top ratings group. State statutes also allow the Assessor to invest in the Louisiana Asset Management Pool (LAMP). The following table lists the Assessor's investments by credit quality rating, whether held directly or indirectly (i.e., LAMP):

<u>Rating</u>	<u>Fair Value</u>
AAAm (LAMP)	<u>\$ 27,120,986</u>
Total	<u><u>\$ 27,120,986</u></u>

Interest Rate Risk

In accordance with the Assessor's investment policy, exposure to declines in fair values is managed by limiting the maturity of its investments to less than one year. By investing most of its funds in LAMP, the Assessor is even less exposed to long-term interest rate risk.

Concentrations of Credit Risk

The Assessor does not limit how much can be invested in a particular issuer as long as the limits set forth in State Statutes are met. At December 31, 2019, the Assessor's investments in a single issuer (i.e., LAMP) totaled \$27,120,986 or 100.0 percent of the total portfolio.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE C - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS - Continued

3. Capital Assets

Capital assets and depreciation as of and for the year ended December 31, 2019, are as follows:

Governmental Activities:	Balance January 1, 2019	Additions	Deletions	Balance December 31, 2019
Capital Assets Being Depreciated:				
Furniture and equipment	\$ 122,641	\$ 0	\$ 0	\$ 122,641
Real property database	10,790,000	0	0	10,790,000
Total Capital Assets Being Depreciated	10,912,641	0	0	10,912,641
Less Accumulated Depreciation:				
Furniture and equipment	(122,641)	0	0	(122,641)
Real property database	(10,790,000)	0	0	(10,790,000)
Total Accumulated Depreciation	(10,912,641)	0	0	(10,912,641)
Net Capital Assets Being Depreciated - Governmental Funds	\$ 0	\$ 0	\$ 0	\$ 0

There was no depreciation expense for the year ended December 31, 2019.

4. Orleans Parish Millage Allocation

The Orleans Parish Assessor's Office shall be funded annually no later than March first by the City of New Orleans with no less than two (2) percent of the ad valorem taxes levied on property in the City of New Orleans and Parish of Orleans. Such funding shall produce in the initial year, revenue equal to or greater than that which was received by the Orleans Parish Assessor's Office for Orleans Parish from the City of New Orleans for the previous year. The total amount of revenue received by the Assessor shall never be less than that received by the Assessor in the initial year.

For 2019, the ad valorem tax allocation totaled \$11,989,310.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE C - DETAILED NOTES ON ALL ACTIVITIES AND FUNDS - Continued

5. Expenditures of the Assessor Paid by the City Council

The City donates office space, telephone, and utilities to the Orleans Parish Assessor's Office. The office space is located in the Orleans Parish City Office. The value of these donations are not recorded in the financial statements.

NOTE D - PENSION PLAN

Plan Description

Employees of the Assessor are provided with pensions through a cost-sharing, multiple-employer, defined benefit plan administered by the Louisiana Assessor's Retirement Fund and Subsidiary (LARF). LARF is a state-wide public retirement system for the benefit of Assessors and their deputies employed by any Parish Assessor in the State of Louisiana. The System was established and provided for within LSA-RS 11:1401 through 11:1494. The plan is a qualified plan as defined by the Internal Revenue Service Code Section 401 (a), effective January 1, 1998. Membership in the LARF is a condition of employment for the Assessors and their full-time employees.

LARF issues a publicly available financial report that includes financial statements and required supplementary information for the system for the fiscal year ended September 30, 2019. Access to the report can be found on the Louisiana Legislative Auditor's website, www.lla.la.gov, or by contacting the Louisiana Assessor's Retirement Fund, P.O. Box 14699, Baton Rouge, LA 70898.

General Information about the Pension Plan

Plan Description/Benefits Provided

LARF administers a plan to provide retirement, disability, and survivor's benefits to eligible employees and their beneficiaries as defined in the plan. The age and years of creditable service (service) required in order for a member to receive retirement benefits are established by the plan and vary depending on the member's hire date, employer and job classification.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

General Information about the Pension Plan - Continued

Plan Description/Benefits Provided - Continued

Employees who were hired before October 1, 2013, will be eligible for pension benefits once they have either reached the age of fifty-five (55) and have at least twelve (12) years of service or have at least thirty (30) years of service, regardless of age. Employees who were hired on or after October 1, 2013, will be eligible for pension benefits once they have either reached the age of sixty (60) and have at least twelve (12) years of service or have reached the age of fifty-five (55) and have at least thirty (30) years of service.

Employees who become members prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third (3 1/3rd) percent 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 their final compensation. Employees who became 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 or survivor annuity.

Survivor Benefits

As set forth in LRS11:1441, benefits for members who die in service are provided survivor benefits as follows:

1. If a member of the Fund dies in service with less than 12 years of creditable service and leaves a surviving spouse, their accumulated contributions shall be paid to the surviving spouse.
2. If a member dies and has 12 or more years of creditable service and is not eligible for retirement, the surviving spouse shall receive an automatic optional benefit which is equal to the joint and survivorship amounts provided in Option 2 as provided for in LRS 11:1423, which shall cease upon a subsequent remarriage, or a refund of the member's accumulated contributions, whichever the spouse elects to receive.
3. If a member dies and is eligible for retirement, the surviving spouse shall receive an automatic optional benefit which is equal to the Option 2 benefits provided for in LRS 11:1423, which shall not terminate upon a subsequent remarriage.
4. Benefits set forth in item number 2 above shall cease upon remarriage and shall resume upon a subsequent divorce or death of a new spouse. The spouse shall be entitled to receive a monthly benefit equal to the amount being received prior to remarriage.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

Disability Benefits

Eligibility requirements and benefit computations for disability benefits are provided for in the plan. 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 forty-five (45%) of final average compensation or the member's accrued retirement benefit at the time of termination of employment due to disability.
2. The retirement benefit which would be payable assuming accrued 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 LRS 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-Deferred Retirement Option Plan (Back-DROP)

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

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

1. The member has accrued more service credit than the minimum required for eligibility for a normal retirement benefit.
2. The member has attained an age that is greater than the minimum required for eligibility for a normal retirement benefit, if applicable.
3. The member has revoked their participation, if any, in the Deferred Retirement Option Plan (DROP) pursuant to LRS 11:1456.2.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

Back-Deferred Retirement Option Plan (Back-DROP) - Continued

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 thirty-six (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 LARF accrued.

The Back-DROP benefit shall have two portions: a lump-sum portion and a monthly benefit portion. The member's Back-DROP monthly benefit shall be calculated pursuant to the provisions applicable for service retirement set forth in LRS 11:1421 through 11:1423, subject to the following conditions:

1. Creditable service shall not include service credit reciprocally recognized pursuant to LRS 11:1421.
2. Accrued service at retirement shall be reduced by the Back-DROP.
3. Final average compensation shall be calculated by excluding all earnings during the Back-DROP period.
4. Contributions received by the LARF during the Back-DROP period and any interest that has accrued on employer and employee contributions received during the period shall remain with the LARF and shall not be refunded to the employee or to the employer.
5. The member's Back-DROP monthly benefit shall be calculated based upon the member's age and service and the LARF provisions in effect on the last day of creditable service before the Back-DROP period.
6. At retirement, the member's maximum monthly retirement benefit payable as a life annuity shall be equal to the Back-DROP monthly benefit.
7. The member may elect to receive a reduced monthly benefit in accordance with the options provided in LRS 11:1423 based upon the member's age and the age of the member's beneficiary as of the actual effective date of retirement. No change in the option selected, or beneficiary, shall be permitted after the option is filed with the Board of Trustees.

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.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

Upon the death of a member who selected the maximum option pursuant to LRS 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 LRS 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 LARF has been reduced because of limitations of Section 415 of the Internal Revenue Code.

Cost of Living Adjustments

The Board of Trustees may use excess interest earnings as determined by the actuary to provide a cost of living increase in benefits for retired members or their beneficiaries of 3.0% of the eligible retiree's original benefit (not to exceed \$300 per year). In addition, the Board of Trustees may grant an additional cost of living increase of 2.0% of their original benefit (or the benefit as of October 1, 1977 if they retired prior to that date) for retirees and survivors over the age of 65. In order to grant either cost of living increase the ratio of the systems assets to pension benefit obligations must exceed a target ratio that is set by statute. In lieu of the above described cost of living increases, the Board may provide a cost of living increase in the form of up to \$1.00 per month for each year of service, plus the number of years since retirement.

Contributions

In accordance with State Statutes, contribution requirements for all employers are actuarially determined each year. For the year ended September 30, 2019, the actual employer contribution rate was 8.00%. The actuarially determined employer contribution rate for the fiscal year ended September 30, 2019 was 9.38%. The actual rate differs from the actuarially required rate due to state statutes that require the contribution rate be calculated and set one year prior to the year effective.

Contributions for all members are established by statute at 8.00% of earned compensation. The contributions are supposed to be deducted from the member's salary and remitted by the participating agency. The Assessor actually pays the employee share of the contribution on his/her behalf.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

Contributions - Continued

Administrative costs of the fund are financed through employer contributions. Also, in accordance with State Statutes, the LARF receives one-fourth of one percent of the property taxes assessed in each parish of the state as well as a state revenue sharing appropriation. According to state statute, in the event that contributions for ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contribution, the employer is required to make direct contributions as determined by the Public Retirement System's Actuarial Committee.

These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions are recognized as revenue by the fund and are excluded from pension expense for the year. The Assessor's proportionate share of these non-employer contributions totaled \$1,001,901 during the measurement period. This amount is recognized in the government-wide financial statements as On-Behalf Payments from Contributing Entities, and is included in operating grants and contributions in the Statement of Activities.

Employer and employee contributions to LARF for fiscal year 2019 were as follows:

<u>Source</u>	<u>Amount</u>	<u>Covered Payroll</u>	<u>Percent of Covered Payroll</u>
Employee	\$257,855	\$3,223,188	8.00%
Employer	257,854	\$3,223,188	8.00%
	<u>\$515,709</u>		

In addition to the required employer contributions shown above, the Assessor paid \$257,855 of the employee's required contributions, which equates to 100.0% of their 8.00% contribution rate. This brings the Assessor's total payment to the LARF during 2019 to \$515,709 (or 16.00%).

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

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

At December 31, 2019, the Assessor reported a liability of \$1,908,534 for its proportionate share of the LARF Net Pension Liability (NPL). The NPL for LARF was measured as of September 30, 2019, and the total pension liability used to calculate the NPL was determined based on an actuarial valuation as of that date. The Assessor's proportion of the NPL 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 employers, actuarially determined. As of September 30, 2019, the most recent measurement date, the Assessor's proportion was 7.235276%, an increase of (0.152136%) from the September 30, 2018 proportion.

For the year ended December 31, 2019, the Assessor recognized a total pension expense of \$1,664,139. This amount was made up of the following:

<u>Components of Pension Expense</u>	<u>Amount</u>
Assessor's pension expenses per the LARF	\$ 1,349,452
Assessor's amortization of its change in proportionate share	57,589
Assessor's amortization of actual contributions over its proportionate share of contributions	(153)
Difference in contribution deferrals between current and prior year	(604)
Employee contributions paid for by the Assessor	257,855
Total Pension Expense Recognized by Assessor	<u>\$ 1,664,139</u>

At year end, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
a) Difference between expected and actual experience	\$ 70,751	\$ 900,455
b) Changes in assumptions	2,015,525	0
c) Net difference between projected and actual earnings on pension plan investments	0	221,605
d) Changes in proportion to NPL	62,217	63,120
e) Differences between the Assessor's contributions and its proportionate share of contributions	0	(9,803)
f) Assessor's contributions subsequent to the September 30, 2019 measurement date	126,754	0
	<u>\$2,275,247</u>	<u>\$ 1,175,377</u>

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

Deferred outflows of resources related to pensions resulting from the Assessor's contributions subsequent to the measurement date, \$126,754, will be recognized as a reduction of the LARF NPL in the year ending December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended December 30,</u>	<u>Amount of</u>
2020	\$(39,798)
2021	(143,583)
2022	(385,541)
2023	(356,901)
2024	(47,293)

Actuarial Assumptions

The current year actuarial assumptions utilized for this report are based on the assumptions used in the September 30, 2019 actuarial valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009 to June 30, 2014, unless otherwise specified. In cases where benefit structures were changed after the study period, assumptions were based on estimates of future experience. All assumptions selected were determined to be reasonable and represent expectations of future experience for LARF. Additional information on the actuarial methods and assumptions used are as follows:

<u>Description</u>	<u>Assumptions/Methods</u>
Valuation Date	September 30, 2019
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.00%, net of investment expense, including inflation
Inflation Rate	2.20%
Projected Salary Increases	5.75% (including inflation and merit)
Mortality Rates - Non-disabled	RP-2000 Employee Mortality Table (set 1 year forward) and projected to 2030 for males and females
Mortality Rates - Disabled	RP-2000 Disabled Lives Mortality Table (set back 4 years for males and 3 years for females)
Expected Remaining Service Lives	6 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the LARF and includes previously granted costs of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

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 ranges 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 2.50% and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.38% as of September 30, 2019. The target allocation and best estimates of arithmetic/geometric real rates of return for each major asset class as of September 30, 2019 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%
Alternative assets	6.24%

Discount Rate. The discount rate used to measure the total pension liability was 6.00%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at actuarially determined 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 those assumptions and the other assumptions and methods specified in this report, the LARF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The effects of certain other changes in the net pension liability are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE D - PENSION PLAN - Continued

closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period.

The effect on net pension liability of differences between the projected earning on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five (5) years, beginning with the current period. The Expected Remaining Service Lives (ERSL) for 2019 is six (6) years.

Sensitivity of the Proportionate Share of the NPL to Changes in the Discount Rate. The following presents the Assessor's proportionate share of the NPL using the current discount rate of 6.00%, as well as what the Assessor's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage higher than the current rate.

	1.0% Decrease	Current Discount	1.0% Increase
	5.00	Rate	7.00
	5.00	6.00	7.00
Assessor's Proportionate Share of the			
Net Pension Liability	\$ 5,422,838	\$ 1,908,534	\$ 1,103,593

Pension Plan Fiduciary Net Position. Detailed information about LARF's fiduciary net position is available in the separately issued September 30, 2019 financial report. This report can be found on the Louisiana Legislative Auditor's website (www.lla.la.gov) in the database of reports.

Payables to the Pension Plan. At December 31, 2019, the Assessor had \$41,720 in payables to LARF for the December 2019 employee and employer legally required contributions. This amount is accrued as a payable at year end, but is also included in the deferred outflows figure since it is included as contributions made subsequent to the September 30, 2019 measurement date.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE E - POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

Because the Assessor provides postemployment benefits through an OPEB trust, but does not issue a stand alone report for the trust, the following information is being provided on the single - employer defined benefit plan.

Plan Description

Plan Administration - The Assessor's Office's medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement. Most employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service. For the few employees not covered by that system, the same retirement eligibility has been assumed.

Plan Membership - At December 31, 2019, the Plan's membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefits payments	23
Inactive plan members entitled to, but not yet receiving benefits payments	-
Active plan members	<u>63</u>
	<u>86</u>

Benefits Provided - Medical, dental, vision and life insurance benefits are provided through an insured arrangement and are made available to employees upon actual retirement.

Contributions - Employees do not contribute to their post employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

Investments

Investment policy - The Assessor's Office invests in securities administered through LAMP. The investments are administered collaboratively by the State of Louisiana. The following was the asset allocation policy as of December 31, 2019:

<u>Asset Class</u>	<u>Target Allocation</u>
Money Market	100%

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE E - POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS - Continued

Investments - Continued

Rate of Return - For the year ended December 31, 2019, the annual money-weighted rate of return on investments, net of investment expense, was 2.30%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net OPEB Liability of the Assessor

The components of the net OPEB liability of the Assessor at December 31, 2019, were as follows:

Total OPEB liability	\$ 5,713,133
Plan fiduciary net position	(<u>3,141,595</u>)
Assessor's net OPEB liability	\$ <u>2,571,538</u>
Plan fiduciary net position as a percentage of the total OPEB liability	54.99%

Actuarial Assumptions - The total OPEB liability was determined by an actuarial valuation as of January 1, 2019, using the following actuarial assumptions applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	4.0%, including inflation
Discount rate	4.0%, annually (Beginning of Year to Determine ADC)
	4.0% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Flat 5.5% annually

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE E - POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS - Continued

Net OPEB Liability of the Assessor - Continued

Mortality rates were based on the 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rates and 50% of the unloaded female mortality rates.

The actuarial assumptions used in the December 31, 2019 valuation were based on the results of ongoing evaluations of the assumptions from December 31, 2014 to December 31, 2019.

The long-term expected rate of return on OPEB 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 investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return for each major asset class included in the target asset allocation as of December 31, 2019, which are summarized in the following table:

<u>Asset Class</u>	<u>Long - Term Expected Real Rate of Return</u>
Corporate Bonds	5.0%
Agency Bonds	1.5%
Cash	0.0%

Discount Rate - The discount rate used to measure the total OPEB liability was 4.0%. The projection of cash flows used to determine the discount rate assumed that Parish contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB 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 expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE E - POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS - Continued

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	(a)	(b)	(a) - (b)
Balance at 12/31/18	\$ 5,252,464	\$ 2,574,139	\$ 2,678,325
Changes for the year:			
Service Cost	194,693	-	194,693
Interest	206,428	-	206,428
Changes in term benefits	-	-	-
Differences between expected and actual experience	243,096	-	243,096
Contributions - employer	-	500,000	(500,000)
Net investment income	-	67,456	(67,456)
Changes in assumptions	-	-	-
Benefit payments	(183,548)	-	(183,548)
Administrative expense	-	-	-
Net changes	<u>460,669</u>	<u>567,456</u>	<u>(106,787)</u>
Balance at 12/31/19	<u>\$ 5,713,133</u>	<u>\$ 3,141,595</u>	<u>\$ 2,571,538</u>

There were no changes in benefit terms for the year ended December 31, 2019. There were also no changes of assumptions.

Sensitivity of the net OPEB liability to changes in the discount rate - The following represents the net OPEB liability of the Assessor, as well as what the Assessor's net OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower (3.0%) or one percentage-point higher than (5.0%) than the current discount rate:

	1.0% Decrease (3.0%)	Current Discount Rate (4.0%)	1.0% Increase (5.0%)
Net OPEB liability	\$ <u>3,059,538</u>	\$ <u>2,571,538</u>	\$ <u>1,509,111</u>

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE E - POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS - Continued

Changes in the Net OPEB Liability - Continued

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates - The following represents the net OPEB liability of the Assessor, as well as what the Assessor's net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage-net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower (4.5%) or one percentage-point higher (6.5%), than the current healthcare trend rates:

	1.0% Decrease <u>(4.5%)</u>	Current Trend <u>Rate (5.5%)</u>	1.0% Increase <u>(6.5%)</u>
Net OPEB liability	\$ <u>1,688,800</u>	\$ <u>2,571,538</u>	\$ <u>3,078,677</u>

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

For the year ended December 31, 2019, the Assessor recognized OPEB expenses of \$331,177. At December 31, 2019, 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 experience	\$ 36,408	\$ -
Changes in economic/demographic assumptions	216,085	-
Net difference between projected and actual earnings on OPEB plan investments	<u>-</u>	<u>-</u>
Total	\$ <u>252,493</u>	\$ <u>-</u>

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE E - POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS - Continued

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

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

Year ended December 31:	
2020	\$ 36,113
2021	36,113
2022	36,113
2023	36,113
2024	27,011
Thereafter	81,033

NOTE F - GOVERNMENTAL ACCOUNTING STANDARDS BOARD - RECENT PRONOUNCEMENTS

As of December 31, 2018, the Government Accounting Standards Board (GASB) has issued several statements not yet implemented by the Assessor. In May 2020, GASB issued Statement No. 95 which delayed the implementation dates of the outstanding Statements in response to the COVID19 pandemic. The Statements, along with the new effective dates, which might impact the Assessor in the future, are as follows:

Governmental Accounting Standards Board Statement No. 83 (GASB 83)

The GASB issued Statement No. 83, *Certain Asset Retirement Obligations*, in November 2016. The provisions of this Statement are effective for fiscal years beginning after June 15, 2019.

Governmental Accounting Standards Board Statement No. 84 (GASB 84)

The GASB issued Statement No. 84, *Fiduciary Activities*, in January 2017. The provisions of this statement are effective for fiscal years beginning after December 15, 2019.

Governmental Accounting Standards Board Statement No. 87 (GASB 87)

The GASB issued Statement No. 87, *Leases*, in June 2017. The provisions of this Statement are effective for fiscal years beginning after June 15, 2021.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE F - GOVERNMENTAL ACCOUNTING STANDARDS BOARD - RECENT PRONOUNCEMENTS - Continued

Governmental Accounting Standards Board Statement No. 88 (GASB 88)

The GASB issued Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, in April 2018. The requirements of this Statement are effective for reporting periods beginning after June 15, 2019.

Governmental Accounting Standards Board Statement No. 89 (GASB 89)

The GASB issued Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, in June 2018. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020.

Governmental Accounting Standards Board Statement No. 90 (GASB 90)

The GASB issued Statement No. 90, *Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61*, in August 2018. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

Governmental Accounting Standards Board Statement No. 91 (GASB 91)

The GASB issued Statement No. 91, *Conduit Debt Obligations*, in May 2019. The requirements of this Statement are effective for reporting periods beginning after December 15, 2021.

Governmental Accounting Standards Board Statement No. 92 (GASB 92)

The GASB issued Statement No. 92, *Omnibus 2020*, in January 2020. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

Governmental Accounting Standards Board Statement No. 93 (GASB 93)

The GASB issued Statement No. 93, *Replacement of Interbank Offering Rates*, in March 2020. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

NOTE G - SUBSEQUENT EVENT

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The State of Louisiana declared a statewide emergency on March 24, 2020.

ORLEANS PARISH ASSESSOR'S OFFICE

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2019

NOTE G - SUBSEQUENT EVENT - Continued

The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Orleans Parish Assessor's Office's financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Assessor's Office is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for the year 2020. No adjustments have been made to these financial statements as a result of this uncertainty.

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REQUIRED SUPPLEMENTARY INFORMATION

ORLEANS PARISH ASSESSOR'S OFFICE

GENERAL FUND

**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL**

For the year ended December 31, 2019

	<u>ORIGINAL AND FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS (GAAP) BASIS</u>	<u>VARIANCE FINAL BUDGET POSITIVE (NEGATIVE)</u>
Revenues			
Intergovernmental:			
Orleans Parish millage allocation	\$ 12,000,000	\$ 11,989,310	\$ (10,690)
Investment income	480,000	517,465	37,465
Other income	<u>10,000</u>	<u>29,292</u>	<u>19,292</u>
Total revenues	<u>12,490,000</u>	<u>12,536,067</u>	<u>46,067</u>
Expenditures			
Current:			
Personal services	3,928,495	3,391,058	537,437
Fringe benefits	2,350,084	2,114,658	235,426
Operating services	418,728	450,903	(32,175)
Professional services	1,894,000	1,379,306	514,694
Materials and supplies	188,000	132,178	55,822
Equipment	148,000	607,923	(459,923)
Capital Projects	<u>1,700,000</u>	<u>-</u>	<u>1,700,000</u>
Total expenditures	<u>10,627,307</u>	<u>8,076,026</u>	<u>2,551,281</u>
Excess (deficiency) of revenues over (under) expenditures	1,862,693	4,460,041	2,597,348
Fund Balance			
Beginning of year	<u>21,678,824</u>	<u>21,678,824</u>	<u>-</u>
End of year	\$ <u>23,541,517</u>	\$ <u>26,138,865</u>	\$ <u>2,597,348</u>

**REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF THE ASSESSOR'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
 LOUISIANA ASSESSOR'S RETIREMENT FUND AND SUBIDIARY
 LAST 10 FISCAL YEARS**

For the Year Ended December 31,	(1) 2019	(1) 2018	(1) 2017	(1) 2016	(1) 2015	(1) 2014	(1) 2013	(2) 2012	(2) 2011	(2) 2010
Assessor's proportion of the net pension liability (asset)	7.235276%	7.083140%	6.986812%	6.645286%	7.161614%	7.318624%	6.276677%	-	-	-
Assessor's proportionate share of the net pension liability (asset)	\$ 1,908,534	\$ 1,376,989	\$ 1,225,983	\$ 2,344,918	\$ 3,747,836	\$ 2,558,565	\$ 2,748,595	-	-	-
Assessor's covered payroll (CEP)	\$ 3,131,808	\$ 2,775,231	\$ 2,931,098	\$ 2,980,877	\$ 2,992,027	\$ 2,932,967	\$ 2,491,935	-	-	-
Assessor's proportionate share of the net pension liability (asset) as a percentage of its covered payroll (CP)	60.94%	49.62%	41.83%	78.67%	125.26%	87.23%	110.30%	-	-	-
Plan fiduciary net position as a percentage of the total pension liability	94.12%	95.46%	95.61%	90.68%	85.57%	89.98%	86.72%	-	-	-

(1) The above proportionate share figures are presented as of the measurement date of the collective net pension liability (i.e., September 30th for each year).
 (2) Information not available due to recent implementation of this reporting standard.

**REQUIRED SUPPLEMENTARY INFORMATION -
SCHEDULE OF THE ASSESSOR'S PENSION CONTRIBUTIONS
LOUISIANA ASSESSOR'S RETIREMENT FUND AND SUBSIDIARY
LAST 10 FISCAL YEARS**

<u>For the Year Ended December 31,</u>	<u>(1)</u> <u>2019</u>	<u>(1)</u> <u>2018</u>	<u>(1)</u> <u>2017</u>	<u>(1)</u> <u>2016</u>	<u>(1)</u> <u>2015</u>	<u>(1)</u> <u>2014</u>	<u>(1)</u> <u>2013</u>	<u>(2)</u> <u>2012</u>	<u>(2)</u> <u>2011</u>	<u>(2)</u> <u>2010</u>
Assessor's contractually required contribution	(3) \$ 257,854	(3) \$ 280,378	(3) \$ 297,966	(3) \$ 390,579	(3) \$ 392,603	\$ 395,951	\$ 336,411	\$ -	\$ -	\$ -
Contributions by Assessor in relation to the contractually required contribution	257,854	280,378	297,966	390,579	392,603	395,951	336,411	-	-	-
Contribution deficiency (excess)	(4) \$ -	(4) \$ -	(4) \$ -	(4) \$ -	(4) \$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessor's covered payroll (CP)	\$ 3,223,188	\$ 2,803,781	\$ 2,979,656	\$ 2,894,621	\$ 2,908,167	\$ 2,932,967	\$ 2,491,935	-	-	-
Contractually required contributions as a percentage of covered payroll (CP)	8.00%	10.00%	10.00%	13.50%	13.50%	13.50%	13.50%	-	-	-

- (1) The above contributions are presented as of the end of the fiscal year (December 31st) and include only the employer portion of the contribution.
- (2) Information not available due to recent implementation of this reporting standard.
- (3) Information obtained from monthly pension reports filed with the Louisiana Assessor's Retirement Fund and Subsidiary (the plan fiduciary).
- (4) Differences, if any, are related to miscellaneous refunds or timing issues that occurred during the year.

ORLEANS PARISH ASSESSOR'S OFFICE

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Changes in Net OPEB Liability and Related Ratios
For the Last 10 Years

	2019	2018	(1) 2017	(1) 2016	(1) 2015	(1) 2014	(1) 2013	(1) 2012	(1) 2011
Total OPEB Liability									
Service Cost	\$ 194,693	\$ 191,438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	206,428	191,417	-	-	-	-	-	-	-
Changes in benefit terms	-	-	-	-	-	-	-	-	-
Differences between expected and actual experience	243,096	171,434	-	-	-	-	-	-	-
Changes of assumptions	-	-	-	-	-	-	-	-	-
Benefit payments	(183,548)	(174,500)	-	-	-	-	-	-	-
Net change in total OPEB liability	460,669	379,789	-	-	-	-	-	-	-
Total OPEB liability - beginning	5,252,465	4,872,676	-	-	-	-	-	-	-
Total OPEB liability - ending (a)	\$ 5,713,134	\$ 5,252,465	\$ -						
Plan Fiduciary Net Position									
Contributions - employer	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions - members	-	-	-	-	-	-	-	-	-
Net investment income	67,456	47,794	-	-	-	-	-	-	-
Benefit payments	-	-	-	-	-	-	-	-	-
Administrative expense	-	-	-	-	-	-	-	-	-
Net change in plan fiduciary net position	567,456	547,794	-	-	-	-	-	-	-
Plan fiduciary net position - beginning	2,574,140	2,026,346	-	-	-	-	-	-	-
Plan fiduciary net position - ending (b)	\$ 3,141,596	\$ 2,574,140	\$ -						
Net OPEB liability - ending (a) - (b)	\$ 2,571,538	\$ 2,678,325	\$ -						
Plan fiduciary net position as a percentage of the total OPEB liability	54.99%	49.01%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Covered payroll	\$ 3,284,741	\$ 3,158,405	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net OPEB liability as a percentage of covered payroll	78.29%	84.80%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

NOTES TO SCHEDULE:

Benefit changes. There were no changes of benefit terms for the year ended December 31, 2019 or 2018.

Changes in Assumptions. There were no changes of assumptions for the year ended December 31, 2019 or 2018.

(1) This schedule is intended to show information for 10 years. Additional years will be displayed as the data becomes available.

ORLEANS PARISH ASSESSOR'S OFFICE

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Employer Contributions

For the Last 10 Years

	2019	2018	(1) 2017	(1) 2016	(1) 2015	(1) 2014	(1) 2013	(1) 2012	(1) 2011
Actuarially determined contribution	\$ 349,581	\$ 356,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution in relation to the actuarially determined contribution									
Employer contributions to trust	500,000	500,000	-	-	-	-	-	-	-
Employer-paid retiree premiums	183,548	174,500	-	-	-	-	-	-	-
	683,548	674,500	-	-	-	-	-	-	-
Contribution deficiency (excess)	\$ (333,967)	\$ (318,459)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered annual payroll	\$ 3,284,741	\$ 3,158,405	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions as a percentage of covered employee payroll	20.81%	21.36%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

NOTES TO SCHEDULE:

Valuation date	1/1/2019
Actuarially determined contributions are calculated as of the last day of the fiscal year in which contributions are reported.	
Actuarial cost method	Individual Entry Age Normal
Amortization method	Level dollar, open
Amortization period	30 Years
Asset valuation method	Market value
Inflation	2.5% annually
Healthcare trend	Flat 5.5% annually
Salary increases	4.0% annually
Discount rate	4.00% annually (Beginning of Year to Determine ADC) 4.00% (As of End of year Measurement Date)
Retirement age	3 years delay after the attainment of age 55 and 12 years of service.
Mortality	94 GAR projected to 2002, 50% unisex blend
Turnover	Age specific table with an average of 10% when applied to the active census.

(1) This schedule is intended to show information for 10 years. Additional years will be displayed as the data becomes available.

ORLEANS PARISH ASSESSOR'S OFFICE

REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Investment Returns for the Retiree Health Plan Trust

For the Last Nine Years

	2019	2018	2017	2016	2015	2014	(1) 2013	(1) 2012	(1) 2011
Annual money-weighted rate of return, net of investment expense	2.300%	1.910%	0.010%	0.001%	0.001%	0.001%	0.000%	0.000%	0.000%

(1) - This schedule is intended to show 10 years of data. Additional years will be displayed as they become available.

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OTHER SUPPLEMENTAL INFORMATION

ORLEANS PARISH ASSESSOR'S OFFICE
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER

For the year ended December 31, 2019

Agency Head Name: Erroll G. Williams, Assessor

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 156,832
Expense allowance	\$ 15,683
Benefits - retirement	\$ 27,602
Benefits - insurance	\$ 23,095
Continuing professional education	\$ 3,529

STATISTICAL SECTION

STATISTICAL SECTION NARRATIVE

This part of the Assessor’s Comprehensive Annual Financial Report represents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Assessor’s overall financial health. It should be noted that the majority of these tables contain only five year’s of data. The Assessor began operating on a consolidated basis January 1, 2011, accordingly, data for the preceding years is not available.

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Financial Trends	
These schedules contain trend information to help the reader understand how the Assessor’s Office’s financial performance and well being have changed over time.	
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These schedules offer demographics and economic indicators to help the reader understand the environment within which the Assessor’s Office’s financial activities take place and to help make comparisons over time with other governments.	
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These schedules contain information about the Assessor’s operations and resources to help the reader understand how the Assessor’s financial information relates to the services the Assessor provides and the activities it performs.	
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ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 1

NET POSITION BY COMPONENT
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

(UNAUDITED)

	(1) 2010	2011	2012	2013	2014	(2) 2015	2016	2017	2018	2019
Governmental Activities										
Net Investment in Capital Assets	\$ -	\$ 3,886,362	\$ 3,211,325	\$ 6,682,237	\$ 5,139,646	\$ 3,597,500	\$ 2,055,547	\$ 513,810	\$ -	\$ -
Restricted										
Debt Service	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-	-
Claims and Judgments	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	657,967	161,187	-
Unrestricted	-	3,966,464	5,436,030	2,784,205	5,566,810	6,716,124	9,364,913	13,847,968	18,367,635	23,011,157
Total Governmental Activities Net Position	\$ -	\$ 7,852,826	\$ 8,647,355	\$ 9,466,442	\$ 10,706,456	\$ 10,313,624	\$ 11,420,460	\$ 15,019,745	\$ 18,528,822	\$ 23,011,157

NOTES:

- (1) - The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.
- (2) - Amounts have been restated to include adjustments required by the implementation of GASB Statements 68 and 71 related to pension liabilities, pension activity, and pension-related deferred inflows and outflows.

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 2

CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

(UNAUDITED)

	(1)					(2)			(3)	
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Expenses										
Governmental Activities:										
General Government	\$ -	\$ 7,082,141	\$ 7,675,387	\$ 8,651,070	\$ 8,337,786	\$ 9,445,894	\$ 11,200,705	\$ 9,565,038	\$ 8,491,562	\$ 9,055,633
Interest on long-term debt	-	291,386	250,451	16,591	-	-	-	-	-	-
Total Governmental Activities Expenses	-	7,373,527	7,925,838	8,667,661	8,337,786	9,445,894	11,200,705	9,565,038	8,491,562	9,055,633
Total Primary Government Expenses	\$ -	\$ 7,373,527	\$ 7,925,838	\$ 8,667,661	\$ 8,337,786	\$ 9,445,894	\$ 11,200,705	\$ 9,565,038	\$ 8,491,562	\$ 9,055,633
Program Revenues (See Table 3)										
Governmental Activities:										
Charges for Services	\$ -	\$ 35,239	\$ 72,148	\$ 99,774	\$ 14,815	\$ 35,551	\$ 40,179	\$ 17,235	\$ 44,061	\$ 29,292
Operating Grants and Contributions	-	-	-	-	-	908,146	1,214,281	1,964,528	1,058,581	1,001,901
Capital Grants and Contributions	-	-	-	-	-	-	-	-	-	-
Total Governmental Activities Program Revenues	\$ -	\$ 35,239	\$ 72,148	\$ 99,774	\$ 14,815	\$ 943,697	\$ 1,254,460	\$ 1,981,763	\$ 1,102,642	\$ 1,031,193
Net (Expense) Revenue										
Governmental Activities	\$ -	\$ (7,338,288)	\$ (7,853,690)	\$ (8,567,887)	\$ (8,322,971)	\$ (8,502,197)	\$ (9,946,245)	\$ (7,583,275)	\$ (7,388,920)	\$ (8,024,440)
Total Primary Government Net (Expense) Revenue	\$ -	\$ (7,338,288)	\$ (7,853,690)	\$ (8,567,887)	\$ (8,322,971)	\$ (8,502,197)	\$ (9,946,245)	\$ (7,583,275)	\$ (7,388,920)	\$ (8,024,440)
Governmental Activities:										
General Revenues										
Orleans Parish millage allocation	\$ -	\$ 8,362,816	\$ 8,638,642	\$ 9,383,235	\$ 9,560,674	\$ 10,195,676	\$ 10,986,058	\$ 11,039,764	\$ 11,993,400	\$ 11,989,310
Unrestricted Interest	-	5,850	9,577	3,739	2,311	6,732	67,023	142,796	395,823	517,465
Total Governmental Activities General Revenues	-	8,368,666	8,648,219	9,386,974	9,562,985	10,202,408	11,053,081	11,182,560	12,389,223	12,506,775
Total Primary Government General Revenues	\$ -	\$ 8,368,666	\$ 8,648,219	\$ 9,386,974	\$ 9,562,985	\$ 10,202,408	\$ 11,053,081	\$ 11,182,560	\$ 12,389,223	\$ 12,506,775
Special Items										
Transfers from Board of Assessors and former Assessors	\$ -	\$ 6,822,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Special Items	\$ -	\$ 6,822,448	\$ -							
Changes in Net Position										
Governmental Activities	\$ -	\$ 7,852,826	\$ 794,529	\$ 819,087	\$ 1,240,014	\$ 1,700,211	\$ 1,106,836	\$ 3,599,285	\$ 5,000,303	\$ 4,482,335
Total Primary Government	\$ -	\$ 7,852,826	\$ 794,529	\$ 819,087	\$ 1,240,014	\$ 1,700,211	\$ 1,106,836	\$ 3,599,285	\$ 5,000,303	\$ 4,482,335
Net Position										
Beginning of Year	-	-	7,852,826	8,647,355	9,466,442	10,706,456	10,313,624	11,420,460	15,019,745	18,528,822
Prior Period Adjustment	-	-	-	-	-	(2,093,043)	-	-	(1,491,226)	-
End of Year	\$ -	\$ 7,852,826	\$ 8,647,355	\$ 9,466,442	\$ 10,706,456	\$ 10,313,624	\$ 11,420,460	\$ 15,019,745	\$ 18,528,822	\$ 23,011,157

NOTES:

- (1) The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.
- (2) Beginning Net Position has been restated to include adjustments required by the implementation of GASB Statements 68 and 71 related to pension liabilities, pension activity, and pension-related deferred inflows and outflows.
- (3) Beginning Net Position has been restated to include adjustments required by the implementation of GASB Statement 75 related to other post-employment benefits other than pensions and the related deferred inflows and outflows (OPEB).

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 3

PROGRAM EXPENSES BY FUNCTION/PROGRAM
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

(UNAUDITED)

Function/Program	(1) 2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Governmental Activities:										
General Government	\$ -	\$ 7,373,527	\$ 7,925,838	\$ 8,667,661	\$ 8,337,786	\$ 9,445,894	\$ 11,200,705	\$ 9,565,038	\$ 8,491,562	\$ 9,055,633
Total Governmental Activities Expenses	-	7,373,527	7,925,838	8,667,661	8,337,786	9,445,894	11,200,705	9,565,038	8,491,562	9,055,633
Total Primary Government Program Revenues	\$ -	\$ 7,373,527	\$ 7,925,838	\$ 8,667,661	\$ 8,337,786	\$ 9,445,894	\$ 11,200,705	\$ 9,565,038	\$ 8,491,562	\$ 9,055,633

NOTES:

(1) The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.

FUND BALANCES - GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

(UNAUDITED)

	(As Restated)									
	(1) 2010	(2) 2011	(2) 2012	(2) 2013	(2) 2014	(2) 2015	2016	2017	2018	2019
General Fund										
Non-spendable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	-	-	-	-	-	-	-	657,967	161,187	-
Committed	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	-	5,032,906	7,164,721	5,189,528	7,730,024	10,484,837	12,312,667	16,263,144	21,517,637	26,138,865
Total General Fund	\$ -	\$ 5,032,906	\$ 7,164,721	\$ 5,189,528	\$ 7,730,024	\$ 10,484,837	\$ 12,312,667	\$ 16,921,111	\$ 21,678,824	\$ 26,138,865
Major Funds										
Non-spendable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	-	-	-	-	-	-	-	-	-	-
Committed	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-	-
Total Major Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Governmental Funds										
Non-spendable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	-	-	-	-	-	-	-	-	-	-
Committed	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-	-
Total Other Governmental Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total All Funds	\$ -	\$ 5,032,906	\$ 7,164,721	\$ 5,189,528	\$ 7,730,024	\$ 10,484,837	\$ 12,312,667	\$ 16,921,111	\$ 21,678,824	\$ 26,138,865

(3)

(1) - The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.

(2) - The Assessor implemented GASB Statement No. 54 in FY 2011.

(3) - 2011 Fund Balances were restated to remove the OPEB liability from the governmental fund statements.

CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

(UNAUDITED)

	(1) 2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
REVENUES										
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental (See Table 6)	-	8,362,816	8,638,642	9,383,235	9,560,674	10,195,676	10,986,058	12,079,750	12,095,296	11,989,310
Investment Income	-	5,850	9,577	3,739	2,311	6,732	67,023	142,796	395,823	517,465
Charges for Services	-	35,239	72,148	99,774	14,815	35,551	40,179	17,235	44,061	29,292
Fines and forfeitures	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	-	8,403,905	8,720,367	9,486,748	9,577,800	10,237,959	11,093,260	12,239,781	12,535,180	12,536,067
EXPENDITURES										
Current										
General Government										
Personnel and related benefits	-	2,824,775	3,498,892	4,200,807	5,022,006	5,100,495	5,073,923	5,254,479	5,384,864	5,505,716
Operating Services	-	167,876	371,499	429,887	449,307	371,580	432,534	426,070	399,849	450,903
Professional Services	-	1,427,554	1,399,967	1,641,563	1,401,735	1,881,239	1,430,087	1,458,600	1,150,653	1,379,306
Materials and Supplies	-	193,116	173,498	93,121	151,394	119,688	106,360	96,413	144,994	132,178
Equipment	-	162,132	24,245	61,972	12,862	10,144	22,526	395,775	697,107	607,923
Occupancy	-	208,248	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	2,200,000	-	-	-
Debt Service:										
Principal	-	830,000	870,000	5,015,000	-	-	-	-	-	-
Interest	-	291,386	250,451	19,591	-	-	-	-	-	-
TOTAL EXPENDITURES	-	6,105,087	6,588,552	11,461,941	7,037,304	7,483,146	9,265,430	7,631,337	7,777,467	8,076,026
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	2,298,818	2,131,815	(1,975,193)	2,540,496	2,754,813	1,827,830	4,608,444	4,757,713	4,460,041
OTHER FINANCING SOURCES (USES)										
Transfers in	-	1,121,386	1,120,451	5,034,591	-	-	-	-	-	-
Transfers out	-	(1,121,386)	(1,120,451)	(5,034,591)	-	-	-	-	-	-
Capital leases	-	-	-	-	-	-	-	-	-	-
Sale of capital assets	-	-	-	-	-	-	-	-	-	-
Proceeds from Sales of Bonds	-	-	-	-	-	-	-	-	-	-
Bond Issue Costs	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-	-	-	-	-
SPECIAL ITEMS										
Transfers from Board of Assessors and former Assessors	-	2,734,088	-	-	-	-	-	-	-	-
Insurance Proceeds	-	-	-	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES	-	5,032,906	2,131,815	(1,975,193)	2,540,496	2,754,813	1,827,830	4,608,444	4,757,713	4,460,041
FUND BALANCES										
Beginning of year	-	-	5,032,906	7,164,721	5,189,528	7,730,024	10,484,837	12,312,667	16,921,111	21,678,824
End of year	\$ -	\$ 5,032,906	\$ 7,164,721	\$ 5,189,528	\$ 7,730,024	\$ 10,484,837	\$ 12,312,667	\$ 16,921,111	\$ 21,678,824	\$ 26,138,865
			(2)							
Debt Service as a percentage of noncapital expenditures	0.00%	18.37%	17.01%	43.92%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

(1) The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.
(2) - The beginning 2012 Fund Balances were restated to remove the OPEB liability from the governmental fund statements.

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 6

INTERGOVERNMENTAL REVENUES BY SOURCE - GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

(UNAUDITED)

	(1) 2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
INTERGOVERNMENTAL REVENUES BY SOURCE										
Intergovernmental										
Orleans Parish millage allocation	(2) \$ -	\$ 8,362,816	\$ 8,638,642	\$ 9,383,235	\$ 9,560,674	\$ 10,195,676	\$ 10,986,058	\$ 11,039,764	\$ 11,993,400	\$ 11,989,310
Operating Grants - Tax Collection Info System	-	-	-	-	-	-	-	1,039,986	101,896	-
Other	-	-	-	-	-	-	-	-	-	-
Total Intergovernmental Revenues	\$ -	\$ 8,362,816	\$ 8,638,642	\$ 9,383,235	\$ 9,560,674	\$ 10,195,676	\$ 10,986,058	\$ 12,079,750	\$ 12,095,296	\$ 11,989,310

(1) The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.

(2) The Assessor receives an allocation of property taxes levied by the City of New Orleans. This allocation is two (2) percent of the Assessed Rolls as per statutes.

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 7

ASSESSED VALUE OF TAXABLE PROPERTY (1)
LAST TEN FISCAL YEARS
(amounts expressed in thousands)

(UNAUDITED)

Calendar Year	Tax Roll	(2) Real Estate	(2) Personal Property	(2) Public Service Corporations	Total Assessments	(3) Homestead Exempt	Total Taxable Assessed Value	(4) Total Direct Tax Rate	(5) Estimated Actual Taxable Value	Taxable Assessed Value as a Percentage of Taxable Value
2010 (1)	2010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
2011	2011	2,586,082	385,700	167,557	3,139,339	384,017	2,755,322	160.34	29,549,200	9.32%
2012	2012 (R)	2,784,868	390,952	183,004	3,358,824	385,257	2,973,567	159.82	31,675,053	9.39%
2013	2013	2,920,015	413,120	193,723	3,526,858	437,894	3,088,964	160.63	33,245,770	9.29%
2014	2014	2,992,593	405,514	181,055	3,579,162	450,220	3,128,942	161.33	33,836,390	9.25%
2015	2015	3,188,377	431,355	170,541	3,790,273	457,837	3,332,436	161.23	35,896,410	9.28%
2016	2016 (R)	3,396,452	456,454	169,105	4,022,011	468,353	3,553,658	164.34	38,134,913	9.32%
2017	2017	3,486,884	471,986	175,685	4,134,555	474,210	3,660,345	159.68	39,186,647	9.34%
2018	2018	3,599,757	497,655	173,903	4,271,315	472,201	3,799,114	166.64	40,474,623	9.39%
2019	2019	3,651,927	527,777	169,566	4,349,270	471,545	3,877,725	163.64	41,168,223	9.42%

Source: Orleans Parish Assessor's Office

NOTES:

- (1) The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.
- (2) Per the constitution, all land and residential improvements are assessed at 10% of its fair market value and all other property at 15% of its fair market value.
- (3) Homestead exemption rate is \$7,500 of assessed value
- (4) Represents the number of "mills" levied parishwide (See Table 8).
- (5) Includes tax-exempt property. Estimated Actual Taxable Value is calculated by dividing taxable assessed value by the percentages noted in Note (2). Tax rates are per \$1,000 of assessed value.

(R)- Indicates a "reassessment" year

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 8

PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS
LAST TEN FISCAL YEARS

(UNAUDITED)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<u>DIRECT</u>										
Orleans Parish Assessor's Office	-	-	-	-	-	-	-	-	-	-
<u>OVERLAPPING</u>										
City of New Orleans										
General Alimony	11.72	15.10	15.10	15.10	15.10	15.10	15.10	15.10	15.10	15.10
Fire & Police	4.66	6.40	6.40	6.40	6.40	6.40	6.40	6.40	6.40	6.40
Public Library	3.14	3.14	3.14	3.14	3.14	3.14	5.64	5.64	5.64	5.64
Board of Liquidation	25.50	25.50	25.50	25.50	25.50	25.50	25.50	25.50	25.50	22.50
Sewerage & Water Board	16.43	16.43	16.43	16.43	16.43	16.43	16.43	11.77	16.23	16.23
Audubon Park - Zoo	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32
Audubon Park - Aquarium	2.99	2.99	2.99	2.99	2.99	2.99	2.99	2.99	2.99	2.99
Orleans Parish School Board	44.12	44.12	43.60	44.81	45.31	45.31	45.31	45.31	45.31	45.31
Levee Boards										
Orleans Levee Board	11.67	11.67	11.67	11.67	11.67	11.67	12.28	12.28	12.28	12.28
Algiers Levee Board	12.76	12.76	12.76	12.36	12.56	12.56	12.56	12.56	12.56	12.56
Law Enforcement District	2.90	2.90	2.90	2.90	2.90	2.80	2.80	2.80	2.80	2.80
Economic Development and Housing	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82
Parkway & Recreation	2.18	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Capital Improvements Trust Fund	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82
Street & Traffic - Device Maintenance	1.38	1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90	1.90
Police & Fire (Not Covered by Exemption)	9.19	10.47	10.47	10.47	10.47	10.47	10.47	10.47	12.97	12.97
	152.60	160.34	159.82	160.63	161.33	161.23	164.34	159.68	166.64	163.64

Source: Orleans Parish Assessor's Office

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 9

PRINCIPAL TAXPAYERS
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2019
(amounts expressed in thousands)

(UNAUDITED)

Taxpayer	Type of Business	2019 Tax Roll		
		Taxable Assessed Valuation	Rank	Percent of Total Assessed Valuation
International Rivera Center	Hotel	\$ 18,105	1	0.42%
Marriott Hotel Properties II	Hotel	17,693	2	0.41%
Harrah's Jazz Company - Canal Street	Gaming/Casino	15,000	3	0.34%
CS&M Associates	Hotel	14,814	4	0.34%
CW NOLA Properties, LLC	Real Estate	12,300	5	0.28%
201 St. Charles Place, LLC	Real Estate	11,825	6	0.27%
New Hotel Moteleone, Inc.	Hotel	9,048	7	0.21%
Royal Sonesta, Inc.	Hotel	8,781	8	0.20%
New Orleans 1 Holdings	Real Estate	7,363	9	0.17%
Gumbo Ally, LLC	Hotel	7,218	10	0.17%
TOTAL		<u>\$ 122,147</u>		<u>2.81%</u>
	Total Assessed Value (Table 7)	<u>\$ 4,349,270</u>		

Source: Orleans Parish Assessor's Office

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 10

RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS
 (amounts expressed in thousands, except per capita)

(UNAUDITED)

Fiscal Year	Governmental Activities		(2) Total Primary Government	(3) Percentage of Personal Income	(3) Per Capita
	Revenue Bonds	Other			
2010 (1)	\$ -	\$ -	\$ -	0.00%	\$ -
2011	5,885	-	5,885	0.01%	16.31
2012	5,015	-	5,015	0.01%	13.58
2013	-	-	-	0.00%	-
2014	-	-	-	0.00%	-
2015	-	-	-	0.00%	-
2016	-	-	-	0.00%	-
2017	-	-	-	0.00%	-
2018	-	-	-	0.00%	-
2019	-	-	-	0.00%	-

NOTES:

- (1) The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.
- (2) Details regarding the Assessor's outstanding debt can be found in the notes to the financial statements. The revenue bonds were liquidated in January 2013.
- (3) See Table 14 for personal income and population data.

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 11

COMPUTATION OF DIRECT AND OVERLAPPING BONDED DEBT (1)
DECEMBER 31, 2019
(amounts expressed in thousands)

(UNAUDITED)

Taxing Jurisdiction	(1) Net Bonded Debt	Percent Overlapping	Overlapping Debt
Direct Bonded Debt:			
Orleans Parish Assessor	\$ - (2)	100.00%	\$ -
Overlapping:			
City of New Orleans - Board of Liquidation of City Debt	518,293 (3)	100.00%	518,293
Orleans Parish School Board	97,995 (4)	100.00%	97,995
Orleans Parish Sheriff	23,190 (5)	100.00%	23,190
Total Overlapping	639,478		639,478
Total Direct and Overlapping	\$ 639,478		\$ 639,478
		2019 Population	390,144
		Per Capita	\$ 1,639

NOTES:

- (1) - Only those issuances that are considered "parish-wide" and funded as general obligations of the agencies are reported.
- (2) - The Bonds were issued by the Assessor to fund a new computer system. In January 2013, the bonds were liquidated.
- (3) - These amounts are as of December 31, 2019. The Board of Liquidation of City Debt is a component unit of the City and has control over all matters relating to bonded debt of the City. All of the City's General Obligation bonds, the limited tax bonds of the Sewerage & Water Board of New Orleans, the Drainage District, the Downtown Development District of New Orleans, and the Audubon Park Commission of New Orleans are included.
- (4) - Includes refunding and revenue bonds outstanding as of June 30, 2019 (the latest report available).
- (5) - Includes ad valorem tax bonds outstanding as of December 31, 2018 (the latest report available).

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 12

COMPUTATION OF LEGAL DEBT MARGIN
LAST TEN FISCAL YEARS
(amounts expressed in thousands)

(UNAUDITED)

	(1) 2010	2011	2012	(3) 2013	2014	2015	2016	2017	2018	2019
Assessed value	\$ -	\$ 3,139,339	\$ 3,358,824	\$ 3,526,858	\$ 3,579,162	\$ 3,790,273	\$ 4,022,011	\$ 4,134,555	\$ 4,271,315	\$ 4,349,270
Times 10 percent	(2) 10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Debt Limit	-	313,934	335,882	352,686	357,916	379,027	402,201	413,456	427,132	434,927
Bonded Debt Applicable to Limit	-	5,885	5,015	-	-	-	-	-	-	-
Legal Debt Margin	\$ -	\$ 308,049	\$ 330,867	\$ 352,686	\$ 357,916	\$ 379,027	\$ 402,201	\$ 413,456	\$ 427,132	\$ 434,927

(1) - The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.

(2) - State statutes limit bonded debt to 10 percent of assessed value.

(3) - The revenue bonds were liquidated in January 2013.

DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN YEARS

(UNAUDITED)

Fiscal Year	(2) Population	(3) School Enrollment	(4) Per Capita Money Income	(5) (in \$1,000's) Personal Income	(6) Unemployment Rate
2010	(1) 343,829	-	\$ -	\$ -	7.20%
2011	360,740	44,180	24,929	49,859,192	6.50%
2012	369,250	45,279	25,668	51,934,794	5.80%
2013	378,715	46,287	26,131	53,913,783	5.50%
2014	384,320	45,294	26,500	55,529,046	6.40%
2015	389,617	49,009	27,255	57,937,472	4.60%
2016	391,495	49,800	27,721	60,403,605	4.80%
2017	393,292	46,080	28,444	59,897,255	3.70%
2018	391,006	46,178	29,275	62,682,800	4.00%
2019	390,144	46,739	30,177	66,608,812	5.00%

Source:

- (1) - The Assessor began operating on a consolidated basis on January 1, 2011. Thus, some prior year data is not available.
- (2) - US Census - quickfacts.census.gov - Orleans Parish, LA or www.datacenterresearch.org
- (3) - La. Department of Education (includes Orleans Parish School Board and Recovery School District) - Louisianabelieves.com/data-center
- (4) - US Census - quickfacts.census.gov - Orleans Parish, LA - 2018
- (5) - Bureau of Economic Analysis - bea.gov/regional/bearfacts - New Orleans- Metairie (MSA) - 2018
- (6) - Bureau of Labor Statistics - data.bls.gov - New Orleans-Metairie (MSA) - June 2019

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 14

FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION
LAST TEN FISCAL YEARS

(UNAUDITED)

	(1) 2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General Government										
Assessor	-	1	1	1	1	1	1	1	1	1
Deputy Directors	-	2	3	3	3	2	2	2	2	2
Managers	-	3	4	5	6	5	5	5	6	6
Appraisers	-	15	14	23	21	21	19	18	18	18
Customer Service Rep	-	18	17	15	13	12	17	15	17	15
Abstractors	-	5	5	4	5	5	5	5	5	5
Support Staff	-	5	4	8	9	9	8	10	7	6
Accountants	-	1	1	1	1	1	1	1	1	1
Market Analysts	-	1	1	1	1	1	1	1	1	1
Field Data Collectors	-	5	4	4	4	4	4	4	5	3
	-	56	54	65	64	61	63	62	63	58

SOURCE: Assessor's Personnel Department

NOTES:

(1) - The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.

OPERATING INDICATORS
Last Ten Fiscal Years

(UNAUDITED)

Form of Government											
	(1) 2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	% Change
Population-total	343,829	360,740	369,250	378,715	384,320	389,617	391,495	393,292	391,006	390,144	-0.2%
\$ Value of Assessment Roll (net of homestead exemptions)											
District 1	\$ -	\$ 692,626,954	\$ 715,579,132	\$ 736,809,795	\$ 744,179,718	\$ 826,805,714	\$ 872,884,577	\$ 976,596,996	\$ 1,003,431,430	\$ 1,023,778,230	2.0%
District 2	-	435,774,266	475,289,890	515,090,750	552,077,300	614,401,678	633,881,611	635,082,809	681,543,230	689,522,720	1.2%
District 3	-	666,008,170	709,362,930	745,846,236	734,063,651	743,315,165	817,172,412	749,889,721	780,699,550	806,690,450	3.3%
District 4	-	123,363,810	138,428,595	149,774,795	149,023,195	158,921,335	172,920,658	186,887,311	193,015,420	198,072,170	2.6%
District 5	-	212,392,520	232,512,160	220,556,765	215,199,305	218,529,600	228,728,936	213,088,506	217,621,120	221,847,090	1.9%
District 6	-	466,018,400	499,250,870	524,305,110	534,077,595	553,758,150	574,714,938	660,757,418	675,920,970	684,426,980	1.3%
District 7	-	157,137,830	203,143,240	196,581,170	200,321,525	216,704,111	232,903,623	238,042,175	245,882,660	253,386,440	2.6%
	\$ -	\$ 2,755,321,950	\$ 2,973,566,817	\$ 3,088,964,621	\$ 3,128,942,289	\$ 3,332,435,753	\$ 3,533,206,755	\$ 3,660,344,937	\$ 3,799,114,380	\$ 3,877,724,080	2.1%
# of Parcels Assessed											
District 1	-	12,372	11,389	11,903	11,622	11,528	11,921	11,966	12,074	12,064	-0.1%
District 2	-	17,867	17,159	18,049	18,116	18,181	18,280	18,510	18,604	18,663	0.3%
District 3	-	73,574	78,379	73,563	73,699	74,114	74,021	74,294	74,267	74,418	0.2%
District 4	-	7,349	7,668	7,342	7,360	7,423	7,438	7,538	7,521	7,615	1.2%
District 5	-	20,300	21,479	20,416	20,389	20,123	20,144	20,078	20,051	20,057	0.0%
District 6	-	18,160	17,927	18,293	18,263	18,338	18,377	18,459	18,275	18,312	0.2%
District 7	-	11,935	12,368	12,106	12,147	12,187	12,181	12,210	12,205	12,225	0.2%
	-	161,557	166,369	161,672	161,596	161,894	162,362	163,055	162,998	163,354	0.2%

(1) - The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.

ORLEANS PARISH ASSESSOR'S OFFICE
New Orleans, Louisiana

TABLE 16

CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM
LAST TEN YEARS

(UNAUDITED)

	(1) 2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Program/Function										
Public Safety										
Number of Buildings										
General and Support	-	1	1	1	1	1	1	1	1	1
Satellite Offices	-	1	1	1	1	1	1	1	1	1
	-	2	2	2	2	2	2	2	2	2

(1) The Assessor began operating on a consolidated basis on January 1, 2011. Thus, prior year data is not available.

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COMPLIANCE SECTION

CASCIO & SCHMIDT, LLC

CERTIFIED PUBLIC ACCOUNTANTS

FRANCIS J. CASCIO, CPA
STEVEN A. SCHMIDT, CPA

MEMBERS
AMERICAN INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA CERTIFIED
PUBLIC ACCOUNTANTS

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*

Orleans Parish Assessor's Office
New Orleans, 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, each major fund, and the aggregate remaining fund information of Orleans Parish Assessor's Office, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Orleans Parish Assessor's Office's basic financial statements, and have issued our report thereon dated May 21, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Orleans Parish Assessor's Office'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Orleans Parish Assessor's Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Orleans Parish Assessor's Office'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 as 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 was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. 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 Orleans Parish Assessor's Office's financial statements are free from 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 disclosed no 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Metairie, Louisiana
May 21, 2020

ORLEANS PARISH ASSESSOR'S OFFICE
SCHEDULE OF FINDINGS AND RESPONSES

Year Ended December 31, 2019

A. SUMMARY OF AUDITOR'S REPORT

The auditor's report expresses an unmodified opinion on the financial statements.

B. FINDINGS AND QUESTIONED COSTS

There were no findings or questioned costs for the year ended December 31, 2019.

C. STATUS OF PRIOR YEAR FINDINGS

There were no prior year audit findings.

(END OF REPORT)

ORLEANS PARISH ASSESSOR'S OFFICE
STATEWIDE AGREED-UPON PROCEDURES
For the year ended December 31, 2019

CASCIO & SCHMIDT, LLC

CERTIFIED PUBLIC ACCOUNTANTS

FRANCIS J. CASCIO, CPA
STEVEN A. SCHMIDT, CPA

MEMBERS
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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of Orleans Parish Assessor's Office
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by Orleans Parish Assessor's Office and the Louisiana Legislative Auditor on the control and compliance areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures for the year ended December 31, 2019. The Orleans Parish Assessor's Office's management is responsible for those control and compliance areas identified in the Statewide Agreed-Upon Procedures.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated results are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - b) **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.

- c) **Disbursements**, including processing, reviewing, and approving.
- d) **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).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit card, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers , and (5) monitoring card usage.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111 - 1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **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.

There were no exceptions in the prior year.

Board or Finance Committee

2. 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:

- a) 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.
- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-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 year.*
- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

Not Applicable - The Orleans Parish Assessor's Office does not have a Board of Directors.

Bank Reconciliations

3. Obtain a listing of client 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 account selected, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

There were no exceptions in the prior year.

Collections

4. 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).
5. 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 (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, 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:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to be deposit.
 - c) Each employee responsible for collecting cash is not 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.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (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). Alternately, 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:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.

- d) 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).
- e) Trace the actual deposit per the bank statement to the general ledger.

Not applicable - The Assessor's Office is funded by the City of New Orleans, who remits one check annually in March to the Assessor's Office.

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

- 8. 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).
- 9. For each location selected, 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 not written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) 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.
 - d) 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.
- 10. For each location selected above also, 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:
 - a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

There were no exceptions in the prior year.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.
12. 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:
 - a) Observe that 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) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g. mayor of a Lawrason Act municipality); these instances should not be reported.]]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements select under #12 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 (i.e. each card should have 10 transactions subject to testing). For each transactions, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/pubic 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statements" that is subject to increased scrutiny.

There were not exceptions.

The entity has two credit cards, an American Express card and a fuel card. Fuel charges were not properly supported by receipts.

Travel and Travel-Related Expense Reimbursement (excluding card transactions)

14. Obtain from management a listing of all travel and related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, 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:
 - a) If reimbursed using a pre diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) 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 policy (procedure #1 h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

There were no exceptions in the prior year.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, material and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, 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:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
 - d) 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.

There were no exceptions in the prior year.

Payroll and Personnel

16. Obtain a listing of the employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected, obtain attendance records and leave documentation for the pay period and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

There were no exceptions in the prior year.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b) Observe that the documentation demonstrates each employee/official attested through signature verification that he and she has read the entity's ethics policy during the fiscal period

There were no exceptions in the prior year.

Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.
22. 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.

Not Applicable - The Assessor's Office has no debt.

Other

23. 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.
24. Observe that the entity has posted on its premisses and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abusive of public funds.

There were not exceptions in the prior year.

The exceptions noted in the prior year were corrected in the current year.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those control and compliance areas identified in the State Agreed-Upon Procedures. 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.

The purpose of this report is solely to describe the scope of testing performed on those control and compliance areas identified in the State Agreed-Upon Procedures, 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 Louisiana Legislative Auditor as a public document.

Cassio + Schmidt, LLC

Metairie, Louisiana
May 21, 2020