

ST. JOHN THE BAPTIST PARISH ASSESSOR

Annual Financial Audit Report

As of and for the Year Ended

December 31, 2023

KEITH J. ROVIRA
Certified Public Accountant

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INDEPENDENT AUDITOR'S REPORT

Honorable Lucien J. Gauff, III
St. John the Baptist Parish Assessor
LaPlace, Louisiana

Report on the Audit of the Financial Statements

Opinions

I have audited the accompanying financial statements of the governmental activities and the major fund of the St. John the Baptist Parish Assessor ("Assessor") as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the St. John the Baptist Parish Assessor's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Assessor, as of and for the year ended December 31, 2023, and the respective changes in financial position thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My responsibilities

under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am required to be independent of the Assessor and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

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

Auditor's Responsibilities for the audit of the Financial Statements

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

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

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risk of a material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain and understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Assessor's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude, whether in my judgement, there are conditions or events considered in the aggregate, that raise substantial doubt about the Assessor's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of changes in the Assessor's total OPEB liability and related ratios, schedule of employer's share of net pension liability, schedule of employer contributions, and notes to the required supplementary information as listed in the table of contents to presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Government 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. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated June 10, 2024, on my consideration of the Assessor's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and other matters. The purpose of that report is solely to describe the scope of my testing of

internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Assessor's internal control over financial reporting and compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Assessor's internal control over financial reporting and compliance.

A handwritten signature in blue ink that reads "Keith J. Rovira". The signature is written in a cursive style with a large initial "K".

Keith J. Rovira
Certified Public Accountant
Metairie, Louisiana

June 10, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

ST. JOHN THE BAPTIST PARISH ASSESSOR
LaPlace, Louisiana
Management's Discussion and Analysis
As of and for the year ended December 31, 2023

The Management's Discussion and Analysis (MD&A) of the St. John the Baptist Parish Assessor's financial performance presents a narrative overview and analysis of the assessor's financial activities for the year ended December 31, 2023. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the basic financial statements. The MD&A is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* issued June, 1999. Certain comparative information between the current year and prior year has been presented in the MD&A.

The minimum requirements for financial reporting on the Assessor's office that was established by GASB No. 34 are divided into the following sections:

- (a) Management's Discussion and Analysis
- (b) Basic Financial Statements
- (c) Required Supplementary Information (other than MD&A)

Basic Financial Statements:

The basic information statements present information for the assessor as a whole, in a format designed to make the statements easier for the reader to understand. The financial statements in this section are divided into the two following types:

- (1) Government – Wide Financial Statements, which include a Statement of Net Position and Statement of Activities. These statements present financial information for all activities of the assessor from an economic resources measurement focus using the accrual basis of accounting and providing both short-term and long-term information about the Assessor's overall financial status.
- (2) Fund Financial Statements, which include a Balance Sheet and a Statement of Revenues, Expenses, and Changes in Fund Balance for the General Fund (a governmental fund). These financial statements present information on the individual fund of the Assessor allowing for more detail. The current financial resources measurement focus and the accrual basis of accounting used to prepare these statements is dependent on the fund type. The Assessor's only governmental fund is the General Fund. The statements in this section represent the short-term financing of general government.

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Management's Discussion and Analysis (Continued)
 As of and for the year ended December 31, 2023

FINANCIAL ANALYSIS OF THE ENTITY

Statement of Net Position
 December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Current assets	\$12,701,313	\$10,765,075
Capital assets	<u>27,608</u>	<u>16,145</u>
Total Assets	<u>12,728,921</u>	<u>10,781,220</u>
Deferred outflows of resources	<u>727,601</u>	<u>791,138</u>
Current liabilities	11,623	17,917
Noncurrent liabilities	<u>1,960,517</u>	<u>2,048,271</u>
Total Liabilities	<u>1,972,140</u>	<u>2,066,188</u>
Deferred inflows of resources	<u>(129,312)</u>	<u>87,222</u>
Net Position:		
Invested in capital assets, net of related debt	27,608	16,145
Assigned for the Funding of Other Post-Employment Benefit Obligations (OPEB) and the Related Unfunded Actuarial Accrued Liability (UAAL)	2,300,000	1,800,000
Unrestricted	<u>9,286,086</u>	<u>7,602,803</u>
Total Net Position	<u>\$11,613,694</u>	<u>\$9,418,948</u>

The Assessor has "assigned" \$2,300,000 of the office's net position as shown above to help fund the current and future obligation that the office has towards current and future retired employees for health, dental and life insurances.

Unrestricted net positions are those that do not have any limitations on what these amounts may be used for.

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Management's Discussion and Analysis (Continued)
 As of and for the year ended December 31, 2023

Statement of Revenues, Expenditures and Changes in Fund Balance
 For the years ended December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Revenues	\$3,064,113	\$2,465,923
Expenditures	<u>(1,121,581)</u>	<u>(1,038,931)</u>
Net Change in Fund Balance	<u>\$1,942,532</u>	<u>\$1,426,992</u>

Total revenues increased by \$598,190 from the prior year due to increases in interest revenue and ad valorem tax revenue. Total expenditures increased by \$82,650 from the prior year due to normal operations.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At December 31, 2023, the Assessor had the following amount invested in capital assets, including office furniture and equipment and leased vehicle. This amount represents the total original cost of the capital assets less accumulated depreciation/amortization on those assets as shown in the table below:

	<u>2023</u>
Capital assets being depreciated:	
Office furniture and equipment	\$89,729
Less: accumulated depreciation	<u>(82,252)</u>
Total depreciable capital assets, net	<u>7,477</u>
Intangible right-to-use capital assets being amortized:	
Leased vehicle	29,083
Less: accumulated amortization	<u>(8,952)</u>
Total intangible right-to-use capital assets, net	<u>20,131</u>
Total Net Capital Assets	<u>\$27,608</u>

ST. JOHN THE BAPTIST PARISH ASSESSOR
LaPlace, Louisiana
Management's Discussion and Analysis (Continued)
As of and for the year ended December 31, 2023

Debt Administration

The Assessor had no debt outstanding at year end.

CONTACTING THE ASSESSOR

This financial report is designed to provide the citizens, taxpayers, customers, investors and creditors with a general overview of the Assessor's finances, and to show the Assessor's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact the St. John the Baptist Parish Assessor's Office at 1811 West Airline Highway, LaPlace, Louisiana 70068, or call 985-652-5311.

BASIC FINANCIAL STATEMENTS
(GOVERNMENT-WIDE FINANCIAL STATEMENTS)

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana
Statement of Net Position
As of December 31, 2023

ASSETS

Current Assets:

Cash and cash equivalents	\$5,534,846
Investments – Louisiana Asset Management Pool	4,426,433
Receivables:	
Ad valorem tax	2,725,086
State revenue sharing	<u>14,948</u>
Total Current Assets	<u>12,701,313</u>

Noncurrent Assets:

Capital assets, net of accumulated depreciation	<u>27,608</u>
Total Noncurrent Assets	<u>27,608</u>

TOTAL ASSETS 12,728,921

Deferred Outflows of Resources related to --

OPEB liability (\$338,238) plus Net pension liability (\$389,363)	
Total Deferred Outflows of Resources	<u>727,601</u>

LIABILITIES

Current Liabilities -- Payroll tax deductions 11,623

Noncurrent Liabilities:

Due within one year:	
Lease liability	11,117
Due in more than one year:	
Lease liability	17,966
Net pension liability	458,281
Net other postemployment benefit obligations (OPEB)	<u>1,473,153</u>
Total Noncurrent Liabilities	<u>1,960,517</u>

TOTAL LIABILITIES 1,972,140

Deferred Inflows of Resources related to --

OPEB liability (\$187,380) minus Net pension liability (\$58,068)	
Total Deferred Inflows of Resources	<u>(129,312)</u>

NET POSITION

Net investment in capital assets	27,608
Assigned for the funding of other postemployment benefit obligations (OPEB) and the related unfunded actuarial accrued liability (UAAL)	2,300,000
Unrestricted	<u>9,286,086</u>

TOTAL NET POSITION \$11,613,694

The accompanying notes are an integral part of this statement.

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Statement of Activities
 As of and for the year ended December 31, 2023

EXPENSES

Governmental Activities:

Salaries and related benefits	\$522,700
Office supplies and expenses	242,624
Travel and automotive	17,227
Professional and legal fees	69,196
Depreciation expense	8,668
Amortization expense	<u>8,952</u>

Total Expenses	<u>869,367</u>
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GENERAL REVENUES

Ad valorem taxes	2,766,513
State revenue sharing	45,672
Interest earnings	250,866
Other	<u>1,062</u>

Total General Revenues	<u>3,064,113</u>
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Change in Net Position	2,194,746
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Net Position at Beginning of Year	<u>9,418,948</u>
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Net Position at End of Year	<u>\$11,613,694</u>
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The accompanying notes are an integral part of this statement.

BASIC FINANCIAL STATEMENTS
(FUND FINANCIAL STATEMENTS)

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Balance Sheet

General Fund – Governmental Fund

December 31, 2023

ASSETS

Cash and cash equivalents	\$5,534,846
Investments – Louisiana Asset Management Pool (LAMP)	4,426,433
Receivables:	
Ad valorem taxes	2,725,086
State revenue sharing	<u>14,948</u>
 Total Assets	 <u>\$12,701,313</u>

LIABILITIES AND FUND BALANCE

Current Liabilities:	
Payroll deductions payable	\$ <u>11,623</u>
 Total Current Liabilities	 <u>11,623</u>
Fund Balance:	
Nonspendable	-
Restricted	-
Committed	-
Assigned	2,300,000
Unassigned	<u>10,389,690</u>
 Total Fund Balance	 <u>12,689,690</u>
 Total Liabilities and Fund Balance	 <u>\$12,701,313</u>

The accompanying notes are in integral part of this statement.

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Reconciliation of the Governmental Funds Balance Sheet
 to the Government-Wide Statement of Net Position
 General Fund – Governmental Fund
 December 31, 2023

Total Fund Balance - Governmental Fund		\$12,689,690
Total net position reported for governmental activities in the Statement of Net Position is different because:		
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the funds --		
Cost of capital assets, net of accumulated depreciation		27,608
The deferred outflows (inflows) of expenditures are not a use of (available) current resources, and are therefore not reported in the funds:		
Deferred outflows of resources related to –		
Net OPEB liability	338,238	
Net pension liability	<u>389,363</u>	727,601
Long-term debt of governmental activities is not payable from current resources and, therefore, are not reported in the funds --		
Lease liability		(29,083)
Net pension liability		(458,281)
Net OPEB		(1,473,153)
Deferred inflows of resources related to –		
Net OPEB liability	187,380	
Net pension liability	<u>(58,068)</u>	<u>129,312</u>
Total Net Position - Governmental Activities		<u>\$11,613,694</u>

The accompanying notes are an integral part of this statement.

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Statement of Revenue, Expenditures and Changes in Fund Balance
 General Fund - Governmental Fund
 For the Year Ended December 31, 2023

REVENUES

Ad valorem taxes	\$2,766,513
State revenue sharing	45,672
Interest earnings	250,866
Other	<u>1,062</u>
 Total Revenues	 <u>3,064,113</u>

EXPENDITURES

Salaries and related benefits	809,761
Office supplies and expenses	225,397
Travel and automotive	17,227
Professional and legal fees	<u>69,196</u>
 Total Expenditures	 <u>1,121,581</u>
 Net Change in Fund Balance	 1,942,532
 Fund Balance at Beginning of Year	 <u>10,747,158</u>
 Fund Balance at End of Year	 <u>\$12,689,690</u>

The accompanying notes are an integral part of this statement

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Reconciliation of the Statement of Revenues, Expenditures
 and Changes in Fund Balance to the Statement of Activities
 For the Year Ended December 31, 2023

Total net change in fund balance per the Statement of Revenues, Expenditures and Changes in Fund Balance	\$1,942,532
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The change in net position reported for governmental activities in the Statement of Activities is different because:

Governmental funds report capital outlays as expenditures.

However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense --

Depreciation expense	(8,668)
Amortization expense	(8,952)

Expenses not requiring the use of current financial resources and, therefore, are not reported as expenditures in governmental funds:

Net change in the pension liability, other postemployment benefit obligation and related deferrals	<u>269,834</u>
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Total change in net position per the Statement of Activities	<u>\$2,194,746</u>
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The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The Assessor is authorized to appoint as many deputies as may be necessary for efficient operation of the office and provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies.

The Assessor has one office located in LaPlace and one office in Edgard in St. John the Baptist Parish. 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 for the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector, who is responsible for collecting and distributing taxes to the various taxing bodies located in the parish.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**1. Basis of Presentation**

The accompanying basic financial statements of the St. John the Baptist Parish 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.

The Assessor has adopted the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussions and Analysis – for State and Local Governments*. The Assessor will be treated as a governmental-type activity for financial reporting purposes in this audit. The minimum requirements for the Assessor established by GASB State No. 34 are divided into the following sections: (a) Management's Discussion and Analysis (b) Basic Financial Statements, and (c) Required Supplementary Information (RSI) other than MD&A.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The accompanying financial statements of the Assessor present information only as the transactions of the programs of the Assessor as authorized by Louisiana statutes and administrative regulations. Basic of accounting refers to when revenues and expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied

Revenue Recognition

Revenues are recognized using the full accrual basis of accounting. Therefore, ad valorem taxes, state revenue sharing, and interest earnings are recognized in the accounting period in which they are earned and become measurable.

Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31.

Expense Recognition

Expenses are also recognized on the accrual basis; therefore, expenses, including salaries and related benefits, travel and automotive, office supplies and expenditures, professional and legal fees, etc. are recognized in the period incurred, if measurable.

2. Reporting Entity

For financial reporting purposes, in conformance with GASB Codification Section 2100, the Assessor is an independently elected official who operates his office without oversight responsibility to the parish governing authority, the St. John the Baptist Council. Louisiana revised statutes give each Assessor control over all of their operations. This includes the hiring and retention of employees, authority over budgeting, responsibility for funding deficits and operating deficiencies, and fiscal management for controlling the collection and disbursement of funds. Therefore, the Assessor reports as an independent reporting entity and the financial statements include only the transactions of the Assessor. Furthermore, the St. John the Baptist Parish Council, the parish's governing authority, does not include the Assessor as a component unit in its comprehensive annual financial report.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Fund Accounting

The Assessor uses a fund (General Fund) 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 relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

The Assessor's General Fund is classified as a governmental fund. Governmental funds account for general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of capital assets.

The General Fund, as provided by Louisiana Revised Statute 47:1906, is the only fund of the Assessor and accounts for the operation of the Assessor's office. Ad valorem tax revenue authorized by Act 292 of 1985 is accounted for in this fund. General operating expenditures are paid from this fund.

4. Budgets

The original budget for the year ended December 31, 2023, was made available for public inspection at the Assessor's office and advertised on November 23, 2022. The budget was adopted after a public hearing which was held on December 27, 2022. The original budget was amended and made available for public inspection at the Assessor's office and advertised on November 29, 2023. The amended budget was adopted after a public hearing which was held on December 11, 2023. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP). The Assessor reserves all authority to make changes to the budget.

Formal budget integration within the accounting records is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

All appropriations contained in the budget lapse at year end.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

5. Cash and Cash Equivalents
Cash includes amounts in noninterest bearing demand deposits. Cash equivalents include amounts in certificates of deposit. Under state law, the Assessor may deposit funds in demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.
6. Receivables
Receivables are made up of ad valorem taxes and state revenue sharing. Ad valorem tax receivables recorded as of December 31, 2023 are based on the actual ad valorem taxes received in the first five months of the ensuing calendar year. Therefore, there was no need for estimating an uncollectible amount.
7. Capital Assets
Capital assets with a purchase price of \$1,000 or greater are recorded at either historical cost or estimated historical cost and are depreciated over their estimated useful lives (excluding salvage value). These assets are reported on the Statement of Net Assets at original cost less accumulated depreciation, and annual depreciation expense is reported in the Statement of Activities. Any donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation with an estimated useful life of 5 years is used for all office furniture and equipment.
8. Compensated Absences
Vacation leave is accrued at the rate of 1 week per year with a maximum of 5 weeks allowed for employees with 20 years or more service. Vacation leave must be taken during the year earned, and cannot be accumulated and carried forward from one year to the next. Sick leave is granted at the discretion of the Assessor, and cannot be accumulated. Upon resignation or involuntary termination of employment, employees are not paid for any unused sick leave or vacation leave. At December 31, 2023, there were no accumulated or vested benefits related to vacation and sick leave that require disclosure in the financial statements.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

9. Encumbrances
Encumbrance accounting is not utilized by the Assessor due to the nature of operations and the ability of management to monitor budgeted expenses on a timely basis.
10. 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.
11. Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position
In some instances, the GASB requires a governmental body to delay recognition of decreases in net position as expenditures until a further period. In other instances, governments are required to delay recognition of increases in net position as revenues until a further period. In these circumstances, deferred outflows and inflows of resources result from the delayed recognition of expenditures or revenues, respectively.
12. Equity Classification
In the government-wide statements, equity is classified as net position and displayed in three components:
 - a. Invested in capital assets, net of related debt: consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
 - b. Restricted net position: consists of assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use either by (1) external groups, such as creditors, grantors, contributors, or law or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- c. Unrestricted net position: all other assets that do not meet the definition of “invested in capital assets, net or related debt” or “restricted net position,” or deferred outflows of resources, liabilities, and deferred inflows of resources.

In the fund financial statements, governmental fund equity is classified as fund balance. The Assessor has adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. As such, fund balances of the governmental funds are classified as follows:

Nonspendable: amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted: amounts that can be spent for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments

Committed: amounts that can be used only for specific purposes determined by a formal action of the Assessor. The Assessor is the highest level of decision-making authority for the Assessor’s office. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Assessor.

Assigned: amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. Under the Assessor’s adopted policy, only the Assessor may assign amounts for specific purposes.

Unassigned: all other spendable amounts.

	<u>General Fund</u>
Nonspendable:	-
Restricted:	
Committed:	-
Assigned:	\$2,300,000
Unassigned:	<u>10,389,690</u>
Total	<u>\$12,689,690</u>

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Assessor considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Assessor considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Assessor has provided otherwise in its commitment or assignment actions.

NOTE B – AD VALOREM TAXES

Ad valorem taxes of 3.04 mills were authorized and levied for the operation of the Assessor's office for the year ended December 31, 2023. The following are the top principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Business Type</u>	<u>2023 Valuation (in thousands)</u>	<u>Percentage of Total Assessed Valuation</u>
Marathon Petroleum Co.	Oil	\$561,690	60%
Entergy Louisiana, Inc.	Energy	16,020	2
Denka Performance Elastomer	Chemical	14,044	1
Crowley Blue Water	Vessel Management	13,703	1
Nalco Chemical	Chemical	<u>11,158</u>	<u>1</u>
Total		<u>\$616,615</u>	<u>65%</u>

The total taxable valuation (in thousands) for all taxpayers at December 31, 2023, was \$938,491. This figure was used in calculating the percentage of the "2023 taxable valuation of each of the principal taxpayers" to the "total taxable valuation for all taxpayers parish-wide."

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE C – TAX ABATEMENTS

The Assessor is subject to certain property tax abatements granted by the Louisiana State Board of Commerce and Industry (the “State Board”), a state entity governed by board members representing major economic groups and gubernatorial appointees. Abatement to which the Assessor is subject include those issued for property taxes under the Industrial Tax Exemption Program (“ITEP”).

Under the ITEP, as authorized by *Article 7, Section 21(F) of the Louisiana Constitution and Executive Order Number JBE 2016-73*, companies that qualify as manufacturers can apply to the State Board for a property tax exemption on all new property, as defined, used in the manufacturing process. Under the ITEB, companies are required to promise to expand or build manufacturing facilities in Louisiana, with a minimum investment of \$5 million. The exemptions are granted for a 5-year term and are renewable for an additional 5-year term upon approval by the State Board. In the case of the local government, these state-granted abatements have resulted in reductions of property taxes, which the Assessor administers as a temporary reduction in the assessed value of the property involved. The abatement agreements stipulate a percentage reduction of property taxes, which can be as much as 100%. The Assessor may recapture abated taxes if the company fails to expand facilities or otherwise fails to fulfill its commitment under the agreement. Taxes abated via the ITEP for the year ended December 31, 2023, totaled \$95,514.

NOTE D – CASH AND CASH EQUIVALENTS

At December 31, 2023, the carrying amounts (book balances) of all cash and cash equivalents (certificates of deposit) are listed as follows:

Interest bearing bank account	\$2,399,410
Certificates of deposit	<u>3,135,436</u>
Total	<u>\$5,534,846</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits or the resulting bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE D – CASH AND CASH EQUIVALENTS (CONTINUED)

with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2023, the Assessor had \$5,537,878 in bank balances. These balances were secured from risk by \$1,604,903 of federal deposit insurance and \$3,932,975 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

NOTE E – INVESTMENTS – LOUISIANA ASSET MANAGEMENT POOL (LAMP)

At December 31, 2023, the Assessor held the following types of investments:

<u>Type of Investment</u>	<u>Cost/ Carrying Amount</u>	<u>Market Value</u>
Louisiana Asset Management Pool (LAMP)	\$4,426,433	\$4,426,433

Louisiana Asset Management Pool (LAMP) is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955.

Governmental Accounting Standards Board (GASB) Statement No. 40, *Deposit and Investment Risk Disclosures*, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE E – INVESTMENTS – LOUISIANA ASSET MANAGEMENT POOL (CONTINUED)

LAMP is an investment pool that to the extent practical invests in a manner consistent with GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*. The following facts are relevant for investment pools:

Credit risk: LAMP is rated AAAM by Standard and Poor's.

Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days.

Foreign currency risk: This type of risk is not applicable to 2a7-like pools.

The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the Securities and Exchanges Commission as an investment company. If you have any questions, please feel free to contact the LAMP administrative office at 800-249-5267.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE F – CAPITAL ASSETS

The capital assets used in the governmental-type activities are included on the Statement of Net Position of the Assessor and are capitalized at historical cost. Depreciation/amortization of all exhaustible capital assets used by the Assessor is charged as an expense against operations. Accumulated depreciation/amortization is reported on the Statement of Net Position. Depreciation/amortization expense for financial reporting purposes is computed using the straight-line method over the useful lives of the capital assets and is reported in the Statement of Activities.

Leased capital assets are amortized. Office furniture & equipment is depreciated.

A summary of changes in capital assets and accumulated depreciation/amortization during the year is listed as follows:

	<u>Balance</u> <u>1/1/2023</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>12/31/2023</u>
Capital assets being depreciated:				
Office furniture & equipment	\$89,729	-	-	\$89,729
Less: accumulated depreciation:				
Office furniture & equipment	<u>(73,584)</u>	<u>(8,668)</u>	-	<u>(82,252)</u>
Total depreciable capital assets, net	<u>16,145</u>	<u>(8,668)</u>	-	<u>7,477</u>
Intangible right-to-use capital assets being amortized:				
Leased vehicle	13,020	29,083	(13,020)	29,083
Less: accumulated amortization:				
Leased vehicle	<u>(13,020)</u>	<u>(8,952)</u>	<u>(13,020)</u>	<u>(8,952)</u>
Total amortizable right-to-use capital assets, net	<u>-</u>	<u>20,131</u>	-	<u>20,131</u>
Total Net Capital Assets	<u>\$16,145</u>	<u>\$11,463</u>	-	<u>\$27,608</u>

ST. JOHN THE BAPTIST PARISH ASSESSOR

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Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Louisiana Assessors' Retirement Fund and Subsidiary (Retirement Fund) and additions to/deductions from the Retirement Fund's fiduciary net position have been determined on the same basis as they are reported by the Retirement System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Plan Description

The St. John the Baptist Parish Assessor participates in the Louisiana Assessors' Retirement Fund, which was created by Act 91 Section 1 of the 1950 regular Legislature Session. The Fund is a cost sharing, multiple-employer, qualified governmental defined benefit pension plan covering assessors and their deputies employed by any parish of the State of Louisiana, under the provisions of Louisiana Revised Statutes 11:1401 through 1494. The Plan is a qualified plan as defined by the Internal Revenue Code Section 401(a), effective January 1, 1998. Membership in the Louisiana Assessors' Retirement Fund is a condition of employment for assessors and their full-time employees.

The following is a brief description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Pension Benefits

Employees who were hired before October 1, 2013, will be eligible for pension benefits once they have either reached the age of fifty-five and have at least twelve years of service or have at least thirty 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 and have at least twelve years of service or have reached the age of fifty-five and have at least thirty years of service. Employees who became members prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third 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 final compensation. Employees who become members on or after October 1, 2006, will have their benefit based on the highest 60 months of consecutive service. Employees may elect to receive their pension benefits in the form of a joint/survivor annuity.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

If employees terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employee's lives in the form of a monthly annuity. Employees may elect a reduced benefit or any of four options at retirement:

1. At death, the beneficiary will receive a lump sum payment based on the present value of the employee's annuity account balance.
2. At death, the beneficiary will receive a life annuity based on their reduced retirement allowance.
3. At death, the beneficiary will receive a life annuity equal to one-half of their reduced retirement allowance.
4. Any other benefit certified by the actuary and approved by the Board of Trustees that will be equivalent in value to their retirement allowance.

Death Benefits

As set forth in R.S. 11:1441, benefits for members who die in service are 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 R.S. 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 R.S. 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.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

Disability Benefits

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

Upon approval for disability benefits, the member shall exercise an optional retirement allowance as provided in R.S. 11:1423 and no change in the option selected shall be permitted after it has been filed with the board. The retirement option factors shall be the

same as those utilized for regular retirement based on the age of the retiree and that of the spouse, had the retiree continued in active service until the earliest normal retirement date.

Back-Deferred Retirement Option Plan (Back-DROP)

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

An active, contributing member of the Fund 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 pursuant to R.S. 11:1456.2

At the time of retirement, a member who elects to receive a Back-DROP benefit shall select a Back-DROP period to be specified in whole months. The duration of the Back-DROP period shall not exceed the lesser of thirty-six months or the number of months of

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

creditable service accrued after the member first attained eligibility for normal retirement. The Back-DROP period shall be comprised of the most recent calendar days corresponding to the member's employment for which service credit in the Fund accrued.

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

1. Creditable service shall not include service credit reciprocally recognized pursuant to R.S. 11:142.
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. Contributions received by the Fund during the Back-DROP period and any interest that has accrued on employer and employee contributions received during the period shall remain with the Fund and shall not be refunded to the employee or to the employer.
4. The member's Back-DROP monthly benefit shall be calculated based upon the member's age and service and the Fund provisions in effect on the last day of creditable service before the Back-DROP period.
5. At retirement, the member's maximum monthly retirement benefit payable as a life annuity shall be equal to the Back-DROP monthly benefit.
6. The member may elect to receive a reduced monthly benefit in accordance with the options provided in R.S. 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 a Back-Drop period. Cost-of-living adjustments shall not be payable on the member's Back-Drop lump sum.

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

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

Back-DROP account balance and previously paid retirement benefits that are attributable to the member's annuity payments as provided by the annuity savings fund.

Excess Benefit Plan

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

Employer Contributions

Contributions for all members are established by statute at 8.0% of earned compensation. The contributions are deducted from the member's salary and remitted by the participating agency.

Administrative costs of the Fund are financed through employer contributions. According to state statute, contributions for all employers are actuarially determined each year. The actuarially-determined employer contribution for the plan year was 2.99%, and the actual employer contribution rate was 3.50% of members' earnings for the current plan year.

The Fund also 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, if 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.

Schedule of Employer Allocations

The schedule of employer allocations reports the employer contributions in addition to the employer allocation percentage. The employer contributions are used to determine the proportionate relationship of each employer to all employers of Louisiana Assessors' Retirement Fund and Subsidiary. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on the employer's contribution total to the plan for the current fiscal year as compared to the total of all employers' contribution effort to the plan for the current fiscal year. The employers' contribution effort was based on actual employer contributions made to the Retirement Fund during the current plan year.

ST. JOHN THE BAPTIST PARISH ASSESSOR

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Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

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

At December 31, 2023, the Assessor reported a net pension liability of \$458,281 for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension liability was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At September 30, 2023, the Assessor's proportional share of the fund was .935346%, which was a decrease of .129075% from its proportion measured in the prior year.

For the year ended December 31, 2023, the Assessor recognized pension expense of \$304,597. The Assessor recognized revenue of \$150,600 for non-employer contributing entities contributions.

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

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$14,758	\$50,388
Changes in assumptions	120,573	-
Net difference between projected and actual earnings on pension plan investments	239,429	-
Change in proportion and differences between employer contributions and proportionate share of contributions	2,556	7,680
Employer contributions subsequent to the measurement date	<u>12,047</u>	<u>-</u>
	<u>\$389,363</u>	<u>\$58,068</u>

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Notes to the Financial Statements
 December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

Deferred outflows of resources of \$12,407 related to pensions resulting from the Assessor's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the following year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense in the years as follows:

Fiscal Year <u>Ended Sept. 30,</u>	
2024	\$74,995
2025	97,866
2026	189,248
2027	(40,190)
2028	<u>(2,667)</u>
Total	<u>\$319,252</u>

Actuarial Methods and Assumptions

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2023 are as follows:

Valuation Date:	September 30, 2023
Actuarial Cost Method:	Entry Age Normal
Investment Rate of Return:	5.50%, net of pension plan investment expense, including inflation
Inflation rate:	2.10%
Projected Salary Increases:	5.25%

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

Retiree Cost of Living Adjustments: The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustee.

Mortality Tables: RP-2010 Public Retirement Plans Mortality Table for Retirees Table was selected for active members, annuitants and beneficiaries and disables retirees.

Discount Rate

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 expense and inflation) are developed for each major asset class. The ranges are combined to produce the long-term expected rate of return by weighing 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 7.85% as of September 30, 2023.

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

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

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

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

The following presents the net pension liability of the Fund calculated using the discount rate of 5.50%, as well as what the Fund’s net pension liability would be if it were calculated using a discount rate that is one percentage point lower (4.50%) or one percentage point higher (6.50%) than the current rate (assuming all other assumptions remain unchanged):

	<u>Changes in Discount Rate</u>		
	1.00% Decrease <u>4.50%</u>	Current Discount Rate <u>5.50%</u>	1.00% Increase <u>6.50%</u>
Employer’s Proportionate share of the net pension liability	\$1,029,462	\$458,281	\$(27,395)

Change in Net Pension Liability:

The changes in the net pension liability for the year ended September 30, 2023, were recognized in the current reporting period except as follows:

Differences between expected and actual experience:

Differences between expected and actual experience regarding economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in a deferred outflows of resources in the amount of \$14,758 and a deferred inflow of resources of \$50,388 for the year ended December 31, 2023.

Changes of Assumptions or Other Income:

Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. Changes of assumptions or other inputs resulted in a deferred outflows of resources in the amount of \$120,573 and a deferred inflow of resources of \$-0- for the year ended December 31, 2023.

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE G – PENSION PLAN (CONTINUED)

Differences between Projected and Actual Investment Earnings:

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense (benefit) using the straight-line amortization method over a closed five-year period. The difference between projected and actual investment earnings resulted in a deferred outflow of resources in the amount of \$239,429 and a deferred inflow of resources of \$-0- for the year ended December 31, 2023.

Changes in Proportion

Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. Changes in proportion or other resulted in a deferred outflow of resources in the amount of \$2,556 and a deferred inflow of resources of \$7,680 for the year ended December 31, 2023.

Contributions - Proportionate Share

Differences between contributions remitted to the Fund and the employer's proportionate share are recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is reflected in the schedule of pension amounts by employer due to differences that could arise between contributions reported by the Fund and contributions reported by the participating employer.

Retirement Fund Audit Report

The Louisiana Assessors' Retirement Fund and Subsidiary has issued a stand-alone audit report on their financial statements for the year ended September 30, 2023. Access to the report can be found on the Louisiana Legislative Auditor's website, www.la.gov, or by contacting the Louisiana Assessors' Retirement Fund, Post Office Box 14699, Baton Rouge, Louisiana 70898.

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Notes to the Financial Statements
 December 31, 2023

NOTE H – OTHER POST-EMPLOYMENT BENEFITS (OPEB)

General Information about the OPEB Plan

Plan description: The St. John the Baptist Parish Assessor provides certain continuing health care and life insurance benefits for its retired employees. The St. John the Baptist Parish Assessor's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Assessor. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Assessor. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52, *Post-Employment Benefits Other Than Pensions—Reporting for Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit*.

Benefits Provided: Medical, dental, vision, and life benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (DROP entry) provisions are as follows: attainment of age 55 and 12 years of service; or, any age and 30 years of service; employees hired on and after October 1, 2013 are not able to retire or enter DROP until age 60 with 12 years of service; or, age 55 with 30 years of service. The retiree must also have 20 years of service for the retiree to receive employer contributions.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 50% of the original amount at age 70 or at retirement.

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

Inactive employees or beneficiaries currently receiving benefit payments	6
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>6</u>
	<u>12</u>

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana
Notes to the Financial Statements
December 31, 2023

NOTE H – OTHER POST-EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

Total OPEB Liability

The Assessor's total OPEB liability of \$1,473,153 was measured as of December 31, 2023, and was determined by an actuarial valuation as of that date.

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

Inflation rate:	3.00%, annually
Salary increases:	3.00%, including inflation
Discount rate:	3.72%, annually (beginning of year to determine ADC) 3.26%, annually (as of end of year measurement date)
Healthcare cost trend rates:	5.50%, annually for 5 years, decreasing to 4.14% after 52 years; Administrative 3%; Dental 4%
Mortality rates:	Pub-2010/2021

The actuarial assumptions used in the December 31, 2023, valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2023.

Changes in the Total OPEB Liability

Balance at December 31, 2022	<u>\$1,330,144</u>
Changes for the year:	
Service cost	22,174
Interest	49,894
Differences between expected and actual experience	28,033
Changes in assumptions	72,981
Benefit payments and net transfers	<u>(30,073)</u>
Net changes	<u>143,009</u>
Balance at December 31, 2023	<u>\$1,473,153</u>

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE H – OTHER POST-EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

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

	1.00% Decrease	Current Discount Rate	1.00% Increase
	<u>2.26%</u>	<u>3.26%</u>	<u>4.26%</u>
Total OPEB liability	\$1,658,545	\$1,473,153	\$1,320,423

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates: The following presents the total OPEB liability of the Assessor, as well as what the Assessor's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.00% Decrease	Current Discount Rate	1.00% Increase
	<u>(4.50%)</u>	<u>(5.50%)</u>	<u>(6.50%)</u>
Total OPEB liability	\$1,343,848	\$1,473,153	\$1,629,519

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

For the year ended December 31, 2023, the Assessor recognized OPEB expense of \$134,870. At December 31, 2023, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 136,163	\$(54,971)
Changes in assumptions	<u>202,075</u>	<u>(132,409)</u>
Total	<u>\$338,238</u>	<u>\$(187,380)</u>

ST. JOHN THE BAPTIST PARISH ASSESSOR

LaPlace, Louisiana

Notes to the Financial Statements

December 31, 2023

NOTE H – OTHER POST-EMPLOYMENT BENEFITS (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:

<u>Year Ending December 31:</u>	
2024	\$62,802
2025	62,802
2026	25,253
2027	-
2028	-
Thereafter	-

NOTE I – LEASES

In accordance with GASB No. 87, *Leases*, the Assessor recognizes a lease liability and an intangible right-to-use asset (lease asset) in the government-wide financial statements based on the facts and circumstances that existed at the beginning of the period of implementation. The two agreements underlying the two lease assets each have terms of 39 months with two intangible right-to-use vehicles.

The following is a summary of changes in the lease liability for the year ended December 31, 2023:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due within One Year</u>
Lease liability	\$13,020	\$29,083	\$13,020	\$29,083	\$11,117

Lease liability reductions are liquidated by the Assessor's general fund.

At the commencement of a lease, the Assessor initially measures the lease liability at the present value of payments expected to be made during the lease term. The lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. The lease asset is amortized on a straight-line basis over the shorter of its useful life or lease term. In this

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Notes to the Financial Statements
 December 31, 2023

NOTE I – LEASES (CONTINUED)

Case, the amortization period was the shorter lease term period of 39 months.

Lease assets are reported with capital assets on the statement of net position. The leased vehicles and accumulated amortization of the right-to-use asset was outlined previously in Note F.

Minimum lease payments through the remaining lease term are as follows:

<u>Year Ending</u> <u>December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$11,117	-	\$11,117
2025	8,292	-	8,292
2026	8,292	-	8,292
2027	<u>1,382</u>	-	<u>1,382</u>
	<u>\$29,083</u>		<u>\$29,083</u>

NOTE J – LITIGATION

There was no litigation pending against the assessor's office at December 31, 2023.

NOTE K – RISK MANAGEMENT

The assessor is exposed to risks of loss in the areas of general and auto liability and workers' compensation. Those risks are handled by purchasing commercial insurance. There have been no significant reductions in insurance coverage during the current year, nor have there been any settlements which have exceeded the insurance coverage maintained for the past three years.

NOTE L – SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 10, 2024, the date which the financial statements were available to be issued.

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Notes to the Financial Statements
 December 31, 2023

NOTE M – SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD

Under Act 706 of the 2014 Regular Louisiana Legislative Session, the assessor is required to disclose the compensation, reimbursements, benefits, and other payments made to the assessor that are related to that position. The following is a schedule of payments made to the assessor for the year ended December 31, 2023:

Agency Head's Name: Lucien J. Gauff, III, St. John the Baptist Parish Assessor

Salary (as allowed by R.S. 47:1907)	\$152,225
Benefits – insurance (as allowed by R.S. 47:1923)	35,124
Benefits – retirement (as allowed by R.S. 11:1481)	18,373
Cell phone	1,644
Registration fees	2,245
Lodging	<u>1,434</u>
Total	<u>\$211,045</u>

REQUIRED SUPPLEMENTARY INFORMATION (RSI)

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Required Supplementary Information
 Budgetary Comparison Schedule – General Fund
 Schedule of Revenues, Expenditures, and Changes in Fund Balance
 Budget and Actual
 For the Year Ended December 31, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	with Final Budget Positive (Negative)
<u>REVENUES</u>				
Ad valorem taxes	\$2,343,654	\$2,252,984	\$2,766,513	\$513,529
State revenue sharing	25,000	31,552	45,672	14,120
Interest earnings	7,500	4,737	250,866	246,129
Other	<u>2,000</u>	<u>10,840</u>	<u>1,062</u>	<u>(9,778)</u>
Total Revenues	<u>2,378,154</u>	<u>2,300,112</u>	<u>3,064,113</u>	<u>764,001</u>
<u>EXPENDITURES</u>				
Salaries, related expenditures	989,049	989,049	809,761	179,288
Office supplies and expends.	172,500	172,500	225,397	(52,897)
Travel & automotive	50,000	50,000	17,227	32,773
Professional & legal fees	55,000	55,000	69,196	(14,196)
Capital outlay	<u>150,000</u>	<u>150,000</u>	<u>-</u>	<u>150,000</u>
Total Expenditures	<u>1,416,549</u>	<u>1,416,549</u>	<u>1,121,581</u>	<u>294,968</u>
Excess of Revenues over Expenditures	961,605	883,563	1,942,532	1,058,969
Fund Balance at Beginning of Year	<u>6,693,525</u>	<u>6,693,525</u>	<u>10,747,158</u>	<u>4,053,633</u>
Subtotal	7,655,130	7,577,088	12,689,690	5,112,602
Assigned for OPEB liability	<u>(2,300,000)</u>	<u>(2,300,000)</u>	<u>(2,300,000)</u>	<u>-</u>
Unrestricted Fund Balance at End of Year	<u>\$5,355,130</u>	<u>\$5,277,088</u>	<u>\$10,389,690</u>	<u>\$5,112,602</u>

The accompanying notes are an integral part of this statement.

ST. JOHN THE BAPTIST PARISH ASSESSOR
LaPlace, Louisiana
Required Supplementary Information (Continued)
For the Year Ended December 31, 2023

Schedule of Changes in Total OPEB Liability and Related Ratios

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Service cost	\$22,174	\$29,983	\$28,604	\$27,001	\$12,603
Interest	49,894	27,758	27,696	31,692	8,412
Changes of benefit terms	-	-	-	-	-
Differences between expected & actual experience	28,033	196,999	11,165	(167,956)	42,605
Changes of assumptions	72,981	(228,577)	11,055	294,369	156,779
Benefit payments	<u>(30,073)</u>	<u>(28,505)</u>	<u>(38,142)</u>	<u>(36,154)</u>	<u>(37,829)</u>
Net change in total OPEB liability	143,009	(2,342)	40,377	148,952	212,570
Total OPEB liability - beginning	<u>1,300,144</u>	<u>1,332,486</u>	<u>1,292,109</u>	<u>1,143,157</u>	<u>930,587</u>
Total OPEB liability - ending	<u>\$1,473,153</u>	<u>\$1,330,144</u>	<u>\$1,332,486</u>	<u>\$1,292,109</u>	<u>\$1,143,157</u>
Covered-employee payroll	\$336,179	\$512,136	\$329,600	\$320,000	\$377,341
Net OPEB liability as a percentage of covered payroll	438.20%	259.70%	404.27%	403.78%	302.95%
<u>Notes to this Schedule:</u>					
Benefit Changes:	None	None	None	None	None
Changes of Assumptions:					
Discount Rate:	3.26%	3.72%	2.06%	2.12%	2.74%
Mortality:	Pub-2010/2021	Pub-2010/2021	RP-2014	RP-2014	RP-2000
Trend:	Getzen model	Getzen model	4.5% to 5.5%	4.5% to 5.5%	4.5% to 5.5%

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

ST. JOHN THE BAPTIST PARISH ASSESSOR
 LaPlace, Louisiana
 Required Supplementary Information (Continued)
 For the Year Ended December 31, 2023

Schedule of Employer's Share of Net Pension Liability

Year Ended <u>Dec 31,</u>	(%) Employer Proportion of the Net Pension Liability (Asset)	(\$) Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability(Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as Percentage of the Total Pension Liability
2015	1.130930%	\$591,841	\$478,191	123.77%	85.57%
2016	1.145647%	\$404,264	\$518,982	77.90%	90.68%
2017	1.118104%	\$196,195	\$477,936	41.05%	95.61%
2018	1.102920%	\$214,412	\$366,350	58.50%	95.46%
2019	1.130594%	\$298,230	\$377,341	79.03%	94.12%
2020	.988974%	\$151,092	\$320,000	47.20%	96.79%
2021	1.037651%	\$(341,139)	\$329,600	(103.50)%	106.48%
2022	1.064421%	\$705,107	\$512,136	137.70%	87.25%
2023	.935346%	\$458,281	\$536,631	85.40%	90.91%

Schedule of Employer Contributions

Year Ended <u>Dec. 31,</u>	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer Covered Employee Payroll	Contributions as % of Covered Employee Payroll
2015	\$64,556	\$64,556	-	\$478,191	12.0%
2016	\$65,042	\$65,042	-	\$518,982	12.5%
2017	\$44,640	\$44,640	-	\$477,936	9.3%
2018	\$39,326	\$39,326	-	\$366,350	10.7%
2019	\$38,999	\$38,999	-	\$377,341	10.3%
2020	\$37,078	\$37,078	-	\$320,000	11.6%
2021	\$35,197	\$35,197	-	\$329,600	10.7%
2022	\$23,856	\$23,856	-	\$512,136	4.66%
2023	\$16,626	\$16,626	-	\$536,631	3.10%

These two schedules above are intended to show information of 10 years.
 Additional years will be displayed as they become available.

ST. JOHN THE BAPTIST PARISH ASSESSOR
LaPlace, Louisiana
Required Supplementary Information (Continued)
Notes to Required Supplementary Information
For the Year Ended December 31, 2023

(1) Budgets

The assessor adopted a budget as required by Louisiana Revised Statute 39:1301-1316, for the year ended December 31, 2023.

(2) Pension Plan

Changes of Assumptions – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS

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

Honorable Lucien J. Gauff, III
St. John the Baptist Parish Council
LaPlace, Louisiana

I have audited, 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, the financial statements of the St. John the Baptist Parish Assessor, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the St. John the Baptist Parish Assessor's basic financial statements and have issued my report thereon dated June 10, 2024.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the St. John the Baptist Parish Assessor's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the St. John the Baptist Parish Assessor's internal control. Accordingly, I do not express an opinion on the effectiveness of the St. John the Baptist Parish Assessor's internal control.

My consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Current and Prior Year Audit Findings and Management's Corrective Action Plan, I identified a certain deficiency in the internal control over financial reporting that I consider to be a material weakness.

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. I consider the deficiency described in the accompanying Schedule of Current and Prior Year Audit Findings and Management's Corrective Action Plan to be a material weakness (Finding No. 2023-001).

Compliance and Other Matters

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

St. John the Baptist Parish Assessor's Response to Finding

The St. John the Baptist Parish Assessor's response to the finding identified (Finding No. 2023-001) in my audit is described in the accompanying Schedule of Current and Prior Year Audit Findings and Management's Corrective Action Plan. The assessor's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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



Keith J. Rovira
Certified Public Accountant
Metairie, Louisiana

June 10, 2024

ST. JOHN THE BAPTIST PARISH ASSESSOR
LaPlace, Louisiana
Schedule of Current and Prior Year Audit Findings and
Management's Corrective Action Plan
For the Year Ended December 31, 2023

I. Current Year Audit Finding:

Internal Control over Financial Reporting

Finding 2023-001 - Inadequate Segregation of Accounting Functions:

Condition and Criteria: The assessor's office did not have adequate segregation of duties and functions within the accounting system.

Effect: This condition represents a material weakness in the internal control of the assessor's office.

Cause: The condition resulted due to the small number of employees in the accounting department.

Recommendation: No plan is considered necessary because it would not be cost effective to implement a plan.

Management's Corrective Action Plan: It has been determined that it is not cost effective to achieve complete segregation of duties and functions within the accounting department. No plan is considered necessary.

Management Letter

No management letter was issued for this year.

Compliance

There are no findings on compliance that are required be reported at December 31, 2023.

ST. JOHN THE BAPTIST PARISH ASSESSOR
LaPlace, Louisiana
Schedule of Current and Prior Year Audit Findings and
Management's Corrective Action Plan (Continued)
For the Year Ended December 31, 2023

II. Prior Year Audit Finding:

Internal Control over Financial Reporting

Finding 2022 - 001 - Inadequate Segregation of Accounting Functions:

Condition and Criteria: The assessor's office did not have adequate segregation of duties and functions within the accounting system.

Effect: This condition represents a material weakness in the internal control of the assessor's office.

Cause: The condition resulted due to the small number of employees in the accounting department.

Recommendation: No plan is considered necessary because it would not be cost effective to implement a plan.

Management's Corrective Action Plan: It has been determined that it is not cost effective to achieve complete segregation of duties and functions within the accounting department. No plan is considered necessary.

Management Letter

No management letter was issued for this year.

Compliance

There were no findings on compliance that are required be reported for this year.

ST. JOHN THE BAPTIST PARISH ASSESSOR

Statewide Agreed-Upon Procedures Report

As of and for the Year Ended

December 31, 2023

KEITH J. ROVIRA
Certified Public Accountant

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**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING
AGREED-UPON PROCEDURES FOR THE YEAR ENDED
DECEMBER 31, 2023**

Honorable Lucien J. Gauff, III
St. John the Baptist Parish Assessor
1811 West Airline Highway
LaPlace, Louisiana 70068, and the
Louisiana Legislative Auditor (LLA)

I have performed the procedures enumerated below, which were agreed to by management of the St. John the Baptist Parish Assessor (Assessor), on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the year ended December 31, 2023. The Assessor and his management are responsible for those C/C areas identified in the SAUPs.

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

Note, all references to "management" in this engagement report mean the Assessor and the Chief Deputy Assessor.

The Statewide Agreed-Upon Procedures and associated findings for the year ended December 31, 2023 are as follows:

1) Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
Written policies and procedures were obtained and address the subcategories noted above.
 - ii. **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
Written policies and procedures were obtained and address the subcategories noted above.
 - iii. **Disbursements**, including processing, reviewing, and approving.
Written policies and procedures were obtained and address the subcategories noted above.
 - iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
Written policies and procedures were obtained and address the subcategories noted above.
 - v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
Written policies and procedures were obtained and address the subcategories noted above.
 - vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
Written policies and procedures were obtained and address the subcategories noted above.
 - vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
Written policies and procedures were obtained and address the subcategories noted above.

- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

Written policies and procedures were obtained and address the subcategories noted above.

- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Written policies and procedures were obtained and address the subcategories noted above.

- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

The Assessor has no outstanding debt. Written policies and procedures state that policies related to debt service will be determined should the need arise.

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

Written policies and procedures were obtained and address the subcategories noted above.

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

Written policies and procedures were obtained and address the subcategories noted above.

2) Board or Finance Committee

The Assessor is an independently elected parish official responsible for all oversight of the entity. The procedures in this section are not applicable because the Assessor is not required to have board meetings or maintain minutes.

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

- i. Observe that the board 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.
- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds.
- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe whether the board received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.¹

3) Bank Reconciliations

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts² (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Obtained the Assessor's one and only bank account, main operating account, and he has represented to that fact. Randomly selected one (1) month from the fiscal period and obtained and inspected the corresponding bank statement and reconciliation.

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
No exceptions were found as a result of these procedures.
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Due to the small size of the Assessor's office, bank reconciliations are completed by the Chief Deputy Assessor who posts the ledgers and issues checks. The Assessor monitors the Chief Deputies work. The Assessor feels this is the best and

¹ No exception is necessary if management's opinion is that the cost of taking corrective action for findings related to improper segregation of duties or inadequate design of controls over the preparation of the financial statements being audited exceeds the benefits of correcting those findings.

² Accounts selected may exclude savings and investment accounts that are not part of the entity's daily business operations.

most efficient way to handle this function. The Assessor and the Chief Deputy Assessor are bonded.

In addition, the Assessor's opinion is that the cost of taking corrective action for findings related to improper segregation of duties or inadequate design of controls over the preparation of the financial statements being audited exceeds the benefits of correcting those findings.

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

The Assessor's only bank account is its main operating account, and management has represented that there are no other accounts.

Other than listed above in this section, no exceptions were found as a result of these procedures.

4) Collections (excluding electronic funds transfers)

- A. Obtain a listing of deposit sites³ 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).

Management has represented that there is only one (1) deposit site and collection location for the Assessor's office. His administrative office is located in the Parish Government Building, located at 1811 West Airline Highway, LaPlace, Louisiana, 70068.

- B. For each deposit site selected, obtain a listing of collection locations⁴ and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

- i. Employees responsible for cash collections do not share cash drawers/registers;

No exceptions were found as a result of these procedures.

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

No exceptions were found as a result of these procedures.

³ A deposit site is a physical location where a deposit is prepared and reconciled.

⁴ A collection location is a physical location where cash is collected. An entity may have one or more collection locations whose collections are brought to a deposit site for deposit.

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3 (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). Obtain supporting documentation for each of the ten (10) deposits and:

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

This attribute is not applicable due to the nature of the cash collections. No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

- iv. Observe that the deposit was made within one business day of receipt⁵ at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

⁵ As required by Louisiana Revised Statute 39:1212.

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

1. 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).

Management has represented to the fact that there is only one (1) location where non-payroll payments are processed. His administrative office is in the Parish Government Building, located at 1811 West Airline Highway, LaPlace, Louisiana, 70068.

Due to the small size of the Assessor's office, nearly all of the purchasing and payment functions rest with the Chief Deputy Assessor and they are monitored by the Assessor. The Assessor feels this is the best and most efficient way to handle this function. The Assessor and the Chief Deputy Assessor are bonded.

In addition, the Assessor's opinion is that the cost of taking corrective action for findings related to improper segregation of duties or inadequate design of controls over the preparation of the financial statements being audited exceeds the benefits of correcting those findings.

2. For each location selected under procedure #5.1. above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
No exceptions were found as a result of these procedures.
 - b) At least two employees are involved in processing and approving payments to vendors;
No exceptions were found as a result of these procedures.
 - 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;
No exceptions were found as a result of these procedures.
 - 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; and
No exceptions were found as a result of these procedures.
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

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

No exceptions were found as a result of these procedures.

3. For each location selected under procedure #5.1. above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

No exceptions were found as a result of these procedures.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5.2. above, as applicable.

No exceptions were found as a result of these procedures.

4. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

No exceptions were found as a result of these procedures.

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

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

Obtained a list of credit cards and management represented that the population was complete. The Chief Deputy Assessor has customized an "Employee Credit Card Agreement" form for he and the Assessor, and they both have signed their own agreement.

No exceptions were found as a result of these procedures.

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

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

C. Using the monthly statements or combined statements selected under procedure #6.B. above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection. For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Monthly statements were selected and supporting documentation for transactions was obtained. The supporting documentation examined adequately addresses the functions noted above for the transactions selected.

No exceptions were found as a result of these procedures.

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

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

Obtained a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing is complete. Randomly selected five (5) reimbursements.

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *(Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.)* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

Obtained from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period and received management's representation that the listing is complete. Selected the four (4) contracts on the listing.

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

The contracts tested were not required to comply with the Louisiana Public Bid Law; therefore, this step is not applicable.

- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

No exceptions were found as a result of these procedures.

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

Contracts tested were not amended; therefore, this step is not applicable

- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions were found as a result of these procedures.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials⁶ employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

No exceptions were found as a result of these procedures.

- B. Randomly select one pay period during the fiscal period. For the 5 employees selected under procedure #9.A. above, obtain attendance records and leave documentation for the pay period, and

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

No exceptions were found as a result of these procedures.

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

No exceptions were found as a result of these procedures.

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on

⁶ "Officials" would include those elected, as well as board members who are appointed.

termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

This procedure is not applicable because there were no terminations during the year, and management represented to that fact.

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

No exceptions were found as a result of these procedures.

10) Ethics

- A. Using the 3 selected employees from Payroll and Personnel procedure #9.A. obtain ethics documentation from management, and

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

No exceptions were found as a result of these procedures.

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

There were no changes in the entity's ethics policy; therefore, this step is not applicable.

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

No exceptions were found as a result of these procedures.

11) Fraud Notice

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

Management represented that there were no misappropriations of public funds and assets during the fiscal period; therefore, this step does not apply.

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

No exceptions were found as a result of these procedures.

12) Information Technology Disaster Recovery/Business Continuity

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

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

- c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 3 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

No exceptions were found as a result of these procedures.

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

There were no terminated employees during the year.

No exceptions were found as a result of these procedures.

"I performed all the procedures in this category, and discussed the results with management."

13) Prevention of Sexual Harassment

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

No exceptions were found as a result of these procedures.

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

No exceptions were found as a result of these procedures.

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

- i. Number and percentage of public servants in the agency who have completed the training requirements;
- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

No exceptions were found as a result of the procedures i. through v. as listed above in this section.

Management's Response

Other than previously listed, no exceptions were identified requiring a response from management.

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

I am required to be independent of the St. John the Baptist Parish Assessor, and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

A handwritten signature in blue ink that reads "Keith J. Rovira". The signature is written in a cursive style with a large initial 'K'.

Keith J. Rovira
Certified Public Accountant
Metairie, Louisiana

June 10, 2024