

**LIVINGSTON PARISH ASSESSOR**  
**AUDITED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**  
**LIVINGSTON, LOUISIANA**

Delmas L. Taylor  
Governmental Annex



Honorable Jeffrey G. Taylor | Livingston Parish Assessor – A  
Component Unit of the Livingston Parish Council

State of Louisiana

**ANNUAL COMPREHENSIVE  
FINANCIAL REPORT**

**2022**

For the Fiscal Year Ended December 31, 2022

**ANNUAL COMPREHENSIVE FINANCIAL REPORT**

**LIVINGSTON PARISH ASSESSOR – A COMPONENT UNIT OF THE LIVINGSTON  
PARISH COUNCIL**

**Livingston, Louisiana**

**For the fiscal year ended December 31, 2022**



**HONORABLE JEFFREY G. TAYLOR  
ASSESSOR**

Prepared by:  
Livingston Parish Assessor's Office

**LIVINGSTON PARISH ASSESSER**

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**LIVINGSTON PARISH ASSESSER**

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June 30, 2023

To the Citizens of Livingston Parish,

Pursuant to Louisiana law, I hereby Issue the Comprehensive Annual Financial Report for the citizens of Livingston Parish for the year ended December 31, 2022. The Livingston Parish Assessor's Office (hereinafter "Assessor's Office") prepared this report in accordance with Generally Accepted Accounting Principles (hereinafter "GAAP"). Responsibility for the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the management of the Assessor's Office.

Hannis T Bourgeois, LLC, a firm of licensed certified public accountants, conducted an audit of the Assessor's Office financial statements. The goal of the independent audit was to provide reasonable assurance the financial statements are free of material misstatement. The independent audit involved examining the evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. The independent auditor's report is presented as the first document of the financial section of this report.

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

### ***Profile of the Livingston Parish Assessor's Office***

Livingston Parish was formed in the year 1832 when the State Legislature split St. Helena Parish in two. Historians differ as to which one, but the parish was named after either Robert or Edward Livingston. In 1869, the parish lost territory when Tangipahoa Parish was created, but later gained additional land when Maurepas Island was made a part of the parish.

The parish currently occupies a land area of 642 square miles on 410,880 acres and is 32 miles long by 30 miles wide. It serves an estimated population of 142,184 as of December 31, 2021, which represents an 11.1 % growth since the U.S. Census as of 2010 of 128,026.

As your Assessor, Louisiana law obligates me to list and value all property in Livingston Parish subject to ad valorem taxation on an annual assessment roll. It is my duty to the citizens of Livingston Parish and the main goal of my office to ensure all property in Livingston Parish is assessed in a fair and equitable manner according to the Constitution of the State of Louisiana and the Revised Statutes passed by the Legislature.

### ***Long-term Financial Planning and Major Initiatives***

Long-term financial plans serve as a tool to identify issues and opportunities, and to provide the Assessor, staff, and citizens with the insights required to address issues impacting the Assessor's Office financial condition. The Assessor's plan typically includes a multi-year planning horizon - three to five years for projecting current operations and capital expenditures and extended time frames for more extensive projects depending on funding. Although issuance of bonds are typically a last resort, future additional projects may require additional revenue, either from current or new revenue sources, i.e., grants, bonded debt, etc. I do not foresee the office having any large projects or the need for additional revenue in the near future.

In fiscal year 2018, the Assessor's Office joined governmental entities across the United States in adopting GASB No. 75 "Accounting and Financial Reporting for Other Post-Employment Benefits." Other Post-Employment Benefits (OPEB) provided to the Assessor's retired employees include medical and life insurance. Under this new guidance, the Assessor's Office has reported the total OPEB liability in the Government-Wide Financial Statements.

Since taking office, the Assessor has continued the agency's dedicated focus on maintaining the high level of service to the people living and working in Livingston Parish while making changes to improve the efficiency and effectiveness of the agency and build the community's trust.

The Assessor strives to maintain an unrestricted fund balance to provide for unanticipated expenditures of a non-recurring nature and/or to meet unexpected increases in costs. All fund designations and reserves are reviewed annually for long-term adequacy and use requirements.

### ***Budget Preparation***

The annual budget serves as the foundation for the Assessor's Office financial planning and control. The administration along with assistance from the accountant develops, prepares, and presents to the Assessor the proposed annual budget and budget message for the general fund in accordance with the Local Government Budget Act found in Louisiana Revised Statute (R.S.) 39:1301-1315. The Assessor is required to hold a public hearing on the proposed budget and adopt a final budget by no later than December 31, the close of the Assessor's fiscal year. Certified copies of the adopted budget, adoption instrument, budget amendments, supporting schedules, and correspondence related to the budgets are to be retained at the office and by the contracted accounting firm's office. Additional details on the budget process are explained in the Notes to the Financial Statements.

The administrators and accountant monitor the budget with monthly financial statements and budget-to-actual comparisons for any corrective action needed. The Assessor is responsible for adopting amended budgets on a timely basis and in accordance the Local Government Budget Act.

For the General Fund, the legal budgetary level of control is at the function level.

### ***Local Economy***

Livingston Parish provides an affordable cost of living to its citizens. There is plenty of land available for development leaving, great opportunities for growth. According to CNN Money, Livingston Parish ranks 11th in the nation for job growth. The retail sector has been the most visible evidence of such growth due to major stores such as Bass Pro and Sam's Club. These stores have caused more businesses to emerge driving up the revenue circulation throughout the parish. The Juban Crossing retail development has flourished by bringing a multitude of stores and restaurants helping to bring even more job opportunities and daily conveniences to our doorstep.

One of the major reasons Livingston Parish is one of the nation's fastest growing parishes (counties) is the lifestyle it offers. Despite the recent growth locally, our communities retain their personality and charm. Families value the public schools which rank among the best in the state along with the safe neighborhoods and extensive public park system that offers recreational youth sports opportunities. According to the 2010 Census, Livingston Parish ranks at #62 for the fastest growing parish (county).

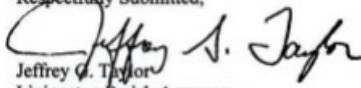
Over the last ten years, unemployment rates have continued to drop in Louisiana. The U.S. Bureau of Labor Statistics reports 2.4 percent unemployment in Livingston Parish in December of 2021, compared to 7.3 percent in 2011, while the unemployment rate in the United States has dropped to 6.7 percent in December of 2021 from 8.9 percent in 2011. This is a significant improvement especially since the unemployment rate had skyrocketed to a mere 14.8 percent nationally and 11.5 percent parish-wide in April of 2020.

***Relevant Financial Policies***

The Livingston Parish Assessor's Office has established and adopted the following comprehensive financial policies to improve the Assessor's Office financial stability, to balance the needs of the organization with the resources available for use, and to assist the Assessor's Office with careful financial planning. The internal control structure of the Assessor's office is a working policy that is constantly monitoring the office for weaknesses or areas that can be strengthened. It is the intent of the controls to mitigate as much risk as possible. Our contracted accountant is utilized and internally we depend on our policies and systems to lessen potential problems and identify any as soon as possible. The policies set forth below are consistent guidelines for fiscal planning and performance and support the Assessor's Office commitment to sound financial management and financial stability.

These policies can be found within the notes to the financial statements which follow the basic financial statements.

Respectfully Submitted,



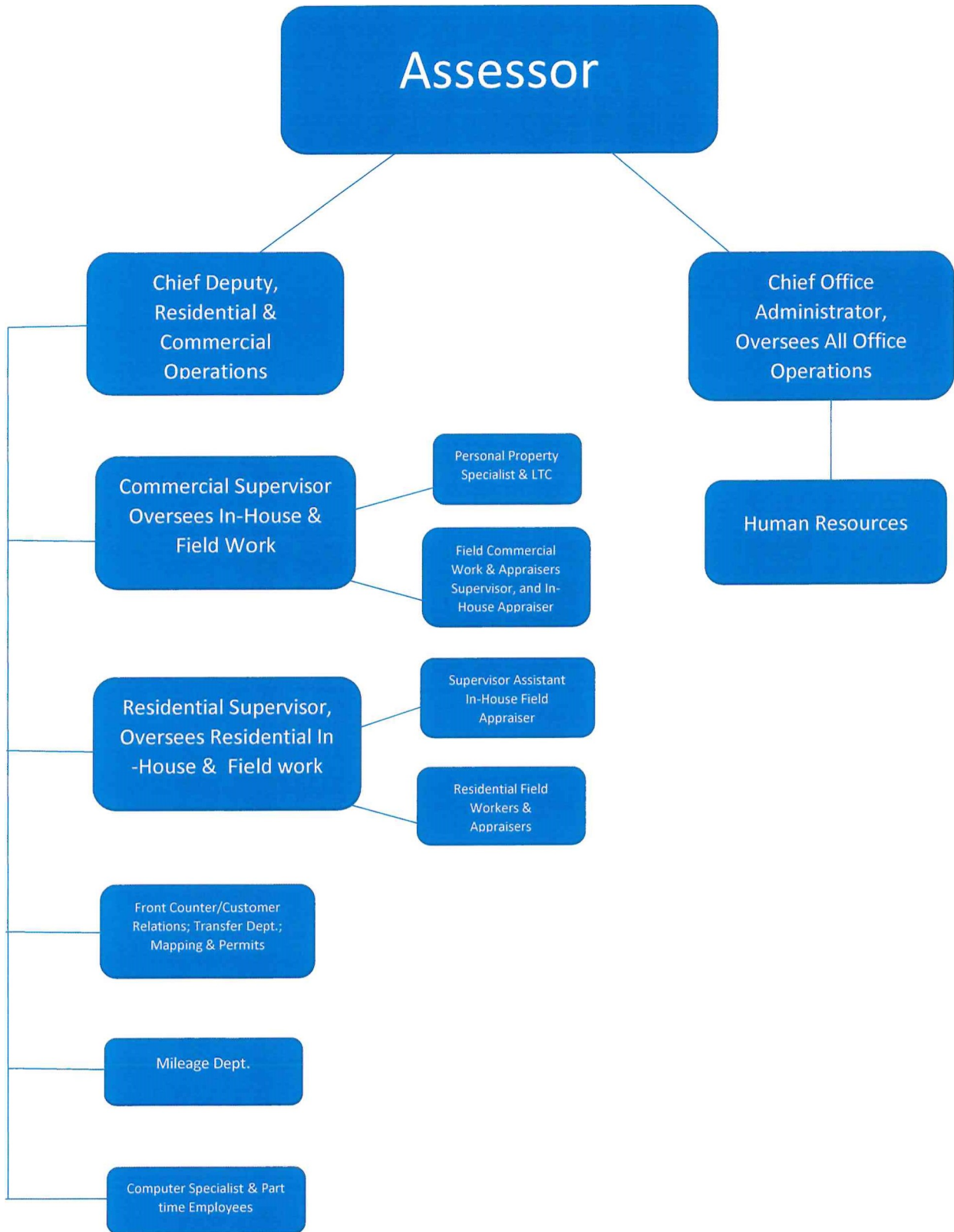
Jeffrey G. Taylor  
Livingston Parish Assessor





HONORABLE JEFFREY G. TAYLOR  
ASSESSOR

# Livingston Parish Assessor's Office



# FINANCIAL SECTION



## INDEPENDENT AUDITOR'S REPORT

To the Honorable Jeffrey G. Taylor, CLA  
Livingston Parish Assessor  
Livingston, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Livingston Parish Assessor, a component unit of the Livingston Parish Council, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Livingston Parish Assessor, as of December 31, 2022, and the respective changes in financial position and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

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

#### ***Responsibilities of Management for the Financial Statements***

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

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 Livingston Parish Assessor's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. 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 GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

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

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

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the schedule of changes in net OPEB liability and related ratios on pages 13-18, and 52, respectively, as well as the information presented in the Schedule of the Assessor's Proportionate Share of the Net Pension Liability on page 53 and the Schedule of the Livingston Parish Assessor's Contributions on page 54 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions of the financial statements that collectively comprise the Livingston Parish Assessor's basic financial statements. The accompanying schedules listed as Other Supplementary Information in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying schedules listed as Other Supplementary Information in the table of contents is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying schedules listed as Other Supplementary Information in the table of contents are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Information Include in the Annual Report***

Management is responsible for the other information included in the annual report. The other information comprises the introductory section on pages 5 through 9 and the statistical section Tables 1 through 14 but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Governmental Auditing Standards*, we have also issued our report dated June 30, 2023 on our consideration of the Livingston Parish Assessor's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not provide an opinion on the effectiveness of the Livingston Parish Assessor's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the Livingston Parish Assessor's internal control over financial reporting and compliance.

Respectfully submitted,

*Hannis T. Bourgeois, LLP*

Denham Springs, Louisiana  
June 30, 2023

# LIVINGSTON PARISH ASSESSOR

## MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

### **Introduction**

The Management's Discussion and Analysis (MD&A) for the Assessor, offers readers of the Assessor's financial statements this narrative overview and analysis of the financial activities of the Assessor for the fiscal year ended December 31, 2022. This MD&A is designed to provide an objective and easy to read analysis of the Assessor's financial activities based on currently known facts, decisions, or conditions.

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

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

### **Financial Highlights**

- At December 31, 2022, the Assessor's government wide liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources by \$(363,669) (net position). The Assessor reported a deficient balance of \$(750,630) in total unrestricted net position. The Assessor's net investment in capital assets of \$386,961 increased by \$280,605.
- Ad valorem taxes, the main source of revenue for the assessor's office totaled \$6,958,741 on the fund basis for the current fiscal year, as compared to \$5,762,731 for the fiscal year ending December 31, 2021.
- Total expenses on the government-wide basis for the fiscal year ending December 31, 2022 were \$5,962,830 increasing by \$45,591 from \$5,917,239 for the prior fiscal year.
- At December 31, 2022, the general fund reported ending fund balance of \$8,057,722, an increase of \$2,320,498 for the year. Of that amount \$8,057,722 is unassigned fund balance.

### **Overview of the Annual Financial Report**

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

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

## LIVINGSTON PARISH ASSESSOR

### MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

#### **Government-Wide Financial Statements**

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

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

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

In both of the government-wide financial statements, the Assessor's activities are a single type:

Governmental activities - All of the Assessor's basic services are reported here and are financed primarily by ad valorem tax revenue.

The government-wide financial statements include only the Livingston Parish Assessor (a component unit of the Livingston Parish Council) and can be found on pages 19 and 20.

#### **Fund Financial Statements**

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

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

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Assessor's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The reconciliations can be found on pages 22 and 24.



## LIVINGSTON PARISH ASSESSOR

### MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

#### Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 26.

#### Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The following table provides a summary of the Assessor's net position for the current year as compared to the prior year.

#### Condensed Statements of Net Position 2022 and 2021

	<u>Governmental Activities</u>	
	<u>2022</u>	<u>2021</u>
Assets:		
Current and Other Assets	\$ 8,546,269	\$ 7,870,311
Capital Assets	386,961	101,356
Total Assets	<u>8,933,230</u>	<u>7,971,667</u>
Deferred Outflows of Resources		
Pension Related	3,001,873	1,454,639
Other Post-Employment Benefits Obligations	1,622,180	1,487,090
Total Deferred Outflows of Resources	<u>4,624,053</u>	<u>2,941,729</u>
Liabilities:		
Long-Term Obligations	10,584,088	8,804,577
Other Liabilities	<u>86,388</u>	<u>65,118</u>
Total Liabilities	<u>10,670,476</u>	<u>8,869,695</u>
Deferred Inflows of Resources		
Pension Related	314,157	2,352,730
Related to Other Post-Employment Benefits	2,936,319	234,092
Total Deferred Inflows of Resources	<u>3,250,476</u>	<u>2,586,822</u>
Net Position:		
Net Investment in Capital Assets	386,961	101,356
Unrestricted	<u>(750,630)</u>	<u>(644,477)</u>
Total Net Position	<u>\$ (363,669)</u>	<u>\$ (543,121)</u>

The major component of change for "Current and Other Assets" is a \$675,958 increase in cash and equivalents.

"Capital Assets" increased by \$285,605, reflecting the depreciation expense recorded for the fiscal year December 31, 2022 of \$42,375. Capital asset increases included additions for 2022 totaled \$355,002 for machinery and equipment related to the new building placed into service in 2022.

**LIVINGSTON PARISH ASSESSOR**

MANAGEMENT’S DISCUSSION AND ANALYSIS (UNAUDITED)

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

“Liabilities” increased by \$1,800,781 mainly due to the decrease in unfunded net other post-employment benefit obligations of \$2,116,854, increase in net pension liability of \$3,901,630 and decrease in compensated absences payable of \$5,265. Accounts payable and other liabilities increased by \$21,270.

“Total Net Position” (total assets less total liabilities) increased by \$179,452 for the fiscal year ending December 31, 2022.

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

**Condensed Statement of Activities  
For the years ended December 31, 2022 and 2021**

	<b>Governmental Activities</b>	
	2022	2021
Revenues:		
Program Revenues:		
Charges for Services	\$ 10,933	\$ 15,853
Operating Grants and Contributions	601,086	566,939
General Revenues:		
Ad Valorem Taxes	5,313,750	5,101,807
Revenue Sharing	93,751	117,085
Interest Income	9,768	493
Other Intergovernmental Revenue	35,867	33,930
Other Revenue	6,187	9,341
Gain/(Loss) on Disposal of Assets	70,940	-
Total Revenues	6,142,282	5,845,448
Expenses:		
General Government	5,962,830	5,917,239
Total Expenses	5,962,830	5,917,239
Change in Net Position	179,452	(71,791)
Net Position, Beginning	(543,121)	(471,330)
Net Position, Ending	\$ (363,669)	\$ (543,121)

The Assessor’s governmental net position decreased by \$179,452 as compared to a prior fiscal year net position increase of \$421,014. The Assessor’s total revenue increased overall by \$296,834, due to an increase in charges for services of \$4,902, an increase in operating grants and contributions of \$34,147, an increase of ad valorem taxes of \$211,943. The operating grants and contributions are primarily from non-employer retirement contributions to the cost-sharing pension plan in the amount of \$601,086. Total expenses on the government-wide basis for the fiscal year ending December 31, 2022 increased by \$45,591.

**LIVINGSTON PARISH ASSESSOR**

MANAGEMENT’S DISCUSSION AND ANALYSIS (UNAUDITED)

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

**Fund Financial Analysis**

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

**Governmental Funds**

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

At the end of the current year, the Assessor’s one governmental fund, the general fund, reported ending fund balance of \$8,057,722. The entire fund balance was unassigned and available for spending at the Assessor’s discretion.

**Governmental Fund Budgetary Highlights**

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

**Capital Assets**

At December 31, 2022, the Assessor’s net investment in capital assets for its governmental activities amounts to \$386,961.

The following table provides a summary of the Assessor’s capital assets (net of depreciation) at the end of the current year as compared to the prior year. For more detailed information, see Note 7 to the financial statements in this report.

**Capital Assets (Net of Depreciation)  
2022 and 2021**

<b>Capital Assets</b>	<b>Governmental Activities</b>	
	<b>2022</b>	<b>2021</b>
Buildings and Improvements	\$ -	\$ -
Equipment and Furniture	290,775	68,261
Vehicles	80,778	278,784
Computers	360,526	360,526
Construction in Progress	132,488	-
Subtotal Capital Assets	<u>864,567</u>	<u>707,571</u>
Less: Accumulated Depreciation	<u>(477,606)</u>	<u>(606,215)</u>
<b>Capital Assets, Net</b>	<u><u>\$ 386,961</u></u>	<u><u>\$ 101,356</u></u>

## **LIVINGSTON PARISH ASSESSOR**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

Capital asset increases included \$222,514 for machinery and equipment and \$132,488 for software costs related to the new Assessor building.

#### **Other Factors Affecting the Assessor**

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

#### **Contacting the Assessor's Financial Management**

This financial report is designed to provide Livingston Parish citizens, taxpayers, customers, and creditors with a general overview of the Assessor's finances and show the Assessor's accountability for the money it receives. Questions regarding this report or requests for additional information should be addressed to the Livingston Parish Assessor at Post Office Box 307; Livingston, Louisiana 70754, Phone (225) 686-7278.

# BASIC FINANCIAL STATEMENTS



GOVERNMENT-WIDE FINANCIAL STATEMENTS

## LIVINGSTON PARISH ASSESSOR

STATEMENT OF NET POSITION

AS OF DECEMBER 31, 2022

	<u>Governmental Activities</u>
<b>Assets</b>	
Current Assets:	
Cash and Cash Equivalents	\$ 3,528,146
Investments	240,733
Receivables, Net:	4,717,715
Prepaid Insurance and Service Contracts	59,675
Total Current Assets	<u>8,546,269</u>
Capital Assets:	
Construction in Progress	132,488
Capital Assets, Net	254,473
Total Capital Assets	<u>386,961</u>
<b>Total Assets</b>	<u>8,933,230</u>
<b>Deferred Outflows of Resources</b>	
Pension Related	3,001,873
Other Post-Employment Benefits Obligation	1,622,180
<b>Total Deferred Outflows of Resources</b>	<u>4,624,053</u>
<b>Liabilities</b>	
Current Liabilities:	
Accounts Payable	25,524
Other Accrued Payables	60,864
Total Current Liabilities	<u>86,388</u>
Long Term Liabilities:	
Other Post-Employment Benefits Obligation	7,885,787
Net Pension Liability	2,653,802
Compensated Absences Payable	44,499
Total Long Term Liabilities	<u>10,584,088</u>
<b>Total Liabilities</b>	<u>10,670,476</u>
<b>Deferred Inflows of Resources</b>	
Pension Related	314,157
Related to Other Post-Employment Benefits	2,936,319
<b>Total Deferred Inflows of Resources</b>	<u>3,250,476</u>
<b>Net Position</b>	
Net Investment in Capital Assets	386,961
Unrestricted	(750,630)
<b>Total Net Position</b>	<u>\$ (363,669)</u>

The accompanying notes are an integral part of this statement.

## LIVINGSTON PARISH ASSESSOR

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Program Revenues</u>				<u>Net (Expenses) Revenues and Changes in Net Position</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants &amp; Contributions</u>	<u>Net (Expenses) Revenues</u>	<u>Governmental Activities</u>
<b>Governmental Activities</b>					
General Government	\$ 5,962,830	\$ 10,933	\$ 601,086	\$ (5,350,811)	\$ (5,350,811)
<b>Total Governmental Activities</b>	<u>\$ 5,962,830</u>	<u>\$ 10,933</u>	<u>\$ 601,086</u>	<u>\$ (5,350,811)</u>	<u>(5,350,811)</u>
<b>General Revenues:</b>					
Ad Valorem Tax					5,313,750
Revenue Sharing					93,751
Interest Income					9,768
Other Intergovernmental Revenue					35,867
Other Revenue					6,187
Gain/(Loss) on Disposal of Assets					70,940
<b>Total General Revenues</b>					<u>5,530,263</u>
<b>Change in Net Position</b>					<u>179,452</u>
<b>Net Position - Beginning</b>					<u>(543,121)</u>
<b>Net Position - Ending</b>					\$ <u><u>(363,669)</u></u>

The accompanying notes are an integral part of this statement.



FUND FINANCIAL STATEMENTS

## LIVINGSTON PARISH ASSESSOR

GOVERNMENTAL FUND BALANCE SHEET

AS OF DECEMBER 31, 2023

	<u>General Fund</u>
<b>Assets</b>	
Current Assets:	
Cash and Cash Equivalents	\$ 3,528,146
Investments	240,733
Receivables, Net:	
Ad Valorem Tax	4,681,573
Due From Other Governments	35,966
Other Receivables	176
<b>Total Assets</b>	<u>\$ 8,486,594</u>
<b>Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	
Liabilities:	
Current Liabilities:	
Accounts Payable	\$ 25,524
Other Accrued Payables	60,864
Total Liabilities	<u>86,388</u>
Deferred Inflows of Resources:	
Ad Valorem Taxes	342,484
Total Deferred Inflows of Resources	<u>342,484</u>
Fund Balances:	
Unassigned	8,057,722
Total Fund Balances	<u>8,057,722</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<u>\$ 8,486,594</u>

The accompanying notes are an integral part of this statement.

## LIVINGSTON PARISH ASSESSOR

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE GOVERNMENT-WIDE FINANCIAL STATEMENT OF NET POSITION

AS OF DECEMBER 31, 2022

<b>Total Fund Balance, Governmental Funds (Statement C)</b>	\$ 8,057,722
Amounts reported for Governmental Activities in the Statement of Net Position are different because	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.	
Governmental Capital Assets, Net of Accumulated Depreciation	386,961
Prepaid Expenses not recorded in the fund basis financial statements.	59,675
Ad Valorem taxes collected after year-end, but not available soon enough to pay for current expenditures	342,484
Long-term liabilities are not due and payable in the current period and, therefore, not reported in the governmental funds.	
Accrued Sick Leave Payable	(44,499)
Unfunded Net Other Post-Employment Benefits Obligation	(7,885,787)
Net Pension Liability	(2,653,802)
Deferred Outflows of Resources	4,624,053
Deferred Inflows of Resources	<u>(3,250,476)</u>
<b>Net Position of Governmental Activities (Statement A)</b>	\$ <u><u>(363,669)</u></u>

The accompanying notes are an integral part of this statement.

## LIVINGSTON PARISH ASSESSOR

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS

FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>General Fund</u>
<b>Revenues</b>	
Ad Valorem Taxes	\$ 6,958,741
Intergovernmental	
State Revenue Sharing	93,751
Fees Charged to Other Governments	35,867
Charges for Services	10,933
Interest	9,768
Other	6,186
<b>Total Revenues</b>	<u>7,115,246</u>
<b>Expenditures</b>	
Salaries	2,148,719
Benefits	1,525,198
Payroll Taxes	42,035
Insurance	34,375
Other Operating	107,158
Professional Fees	332,095
Repairs and Maintenance	22,375
Supplies	153,075
Tax Collector Expense	45,356
Travel and Training	78,854
Utilities	48,469
Capital Outlays	355,002
<b>Total Expenditures</b>	<u>4,892,711</u>
<b>Excess of Revenues Over Expenditures</b>	<u>2,222,535</u>
<b>Other Financing Sources (Uses)</b>	
Sale of Fixed Assets	97,963
<b>Total Other Financing Sources (Uses)</b>	<u>97,963</u>
<b>Net Change in Fund Balances</b>	2,320,498
<b>Fund Balance, Beginning</b>	<u>5,737,224</u>
<b>Fund Balance, Ending</b>	<u><u>\$ 8,057,722</u></u>

The accompanying notes are an integral part of this statement.

## LIVINGSTON PARISH ASSESSOR

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

FOR THE YEAR ENDED DECEMBER 31, 2022

<b>Total Net Change in Fund Balances, Total Governmental Funds (Statement E)</b>	\$	2,320,498
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p> <p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.</p>		
Expenditures for capital assets	\$	355,002
Less:		
Proceeds from the Sale of Capital Assets	(97,963)	
Gain on Disposal of Assets	70,940	
Current year depreciation	<u>(42,375)</u>	285,604
Insurance and service contracts which cover future periods are reflected in expenditures on the governmental funds. However, the statement of net position accounts for these expenses as prepaid.		(20,819)
Compensated Absences payable after one year are not recorded as an expenditure in the governmental funds, but they are recorded as an expenditure in the statement of activities. (This entry records the change in compensated absences.)		5,265
Non-employer contributions to cost-sharing pension plan		601,086
Pension Expense		(916,908)
Increases in unfunded post-employment benefit obligations for medical insurance expected in future periods are not recorded for governmental funds on the fund basis.		(450,283)
Deferred inflows of resources for ad valorem taxes collected after year end, but not available soon enough to pay for current expenditures changed by the following amount.		<u>(1,644,991)</u>
<b>Change in Net Position of Governmental Activities, Statement B</b>	\$	<u>179,452</u>

The accompanying notes are an integral part of this statement.

## LIVINGSTON PARISH ASSESSOR

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
BUDGET (GAAP BASIS) AND ACTUAL  
GENERAL FUND

FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
<b>Revenues</b>				
Ad Valorem Taxes	\$ 4,500,000	\$ 5,500,000	\$ 6,958,741	\$ 1,458,741
Intergovernmental				
State Revenue Sharing	130,000	130,000	93,751	(36,249)
Fees Charged to Other Governments	-	-	35,867	35,867
Charges for Services	-	-	10,933	10,933
Interest	-	-	9,768	9,768
Other	50,000	10,000	6,186	(3,814)
<b>Total Revenues</b>	<u>4,680,000</u>	<u>5,640,000</u>	<u>7,115,246</u>	<u>1,475,246</u>
<b>Expenditures</b>				
Salaries	2,000,000	2,000,000	2,148,719	(148,719)
Benefits	1,300,000	1,500,000	1,525,198	(25,198)
Payroll Taxes	-	-	42,035	(42,035)
Insurance	-	-	34,375	(34,375)
Other operating	350,000	650,000	107,158	542,842
Professional Fees	550,000	550,000	332,095	217,905
Repairs and Maintenance	-	-	22,375	(22,375)
Supplies	100,000	100,000	153,075	(53,075)
Tax Collector Expense	-	-	45,356	(45,356)
Travel and Training	80,000	80,000	78,854	1,146
Utilities	-	-	48,469	(48,469)
Capital Outlays	300,000	300,000	355,002	(55,002)
<b>Total Expenditures</b>	<u>4,680,000</u>	<u>5,180,000</u>	<u>4,892,711</u>	<u>287,289</u>
<b>Excess Revenues Over Expenditures</b>	<u>-</u>	<u>460,000</u>	<u>2,222,535</u>	<u>1,762,535</u>
<b>Other Financing Sources (Uses)</b>				
Sale of Fixed Assets	-	-	97,963	97,963
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>97,963</u>	<u>97,963</u>
<b>Net Change in Fund Balances</b>	<u>-</u>	<u>460,000</u>	<u>2,320,498</u>	<u>1,860,498</u>
<b>Fund Balances, Beginning</b>	<u>5,737,224</u>	<u>5,737,224</u>	<u>5,737,224</u>	<u>-</u>
<b>Fund Balances, Ending</b>	<u>\$ 5,737,224</u>	<u>\$ 6,197,224</u>	<u>\$ 8,057,722</u>	<u>\$ 1,860,498</u>

The accompanying notes are an integral part of this statement.

# NOTES TO THE FINANCIAL STATEMENTS



# LIVINGSTON PARISH ASSESSOR

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2022

### **Introduction**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Livingston Parish Assessor (Assessor) is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniary responsible for the actions of the deputies.

The Assessor's office is located in Livingston, Louisiana. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2022, there are 68,604 real property and movable property assessments totaling \$915,282,482. This represents an increase of 1,378 assessments totaling \$21,608,392 over the prior year, caused primarily by the increasing number of new businesses and residential growth in the parish during the year. Properties in Livingston Parish are reassessed every four years. The next reassessment is in 2024.

Governmental Accounting Standards Board (GASB) Statement No. 14, as amended, establishes criteria for determining the reporting entity and component units that should be included within the reporting entity. Under provisions of this statement, the Livingston Parish Assessor is considered a component unit of the Livingston Parish Council. As a component unit, the accompanying financial statements are to be included within the reporting of the primary government, either blended within those financial statements or separately reported as a discrete component unit. Under provisions of this statement, there are no component units of the Assessor. The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the Council or the general government services provided by that governmental unit.

### **1. Summary of Significant Accounting Policies**

#### **A. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all nonfiduciary activities of the Assessor. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, a primary government is reported separately from certain legally separate component units for which the primary government is financially accountable. The Assessor does not have any business-type activities and reports only governmental activities. The Assessor has only one fund and as such, there is no interfund activity. The Assessor has no component units.



## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

These financial statements are presented in accordance with GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*, as amended by GASB Statements described in the following paragraphs. Statement No. 34 established standards for financial reporting, with presentation requirements originally including a statement of net assets (or balance sheet), a statement of activities, and a statement of cash flows. The definition and composition of these statements, as originally defined in GASB Statement No. 34, are as amended by GASB Statements included in the following paragraphs. The Assessor has also adopted the provisions of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions* that require capital contributions to the Assessor to be presented as a change in net position.

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, effective for financial statement periods ending after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net assets by the government that is applicable to a future reporting period, and *Deferred Inflows of Resources* as an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities. GASB Concepts Statement 4 identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. The definition and reporting of net position is further described in *Footnote I – Net Position and Fund Balance*. As required by the GASB, the Assessor implemented GASB Statement No. 63 during the year ending December 31, 2012.

During the year ended December 31, 2012, the Assessor also adopted GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. The Assessor had deferred outflows and deferred inflows of resources related to pension and other post-employment benefit obligations of \$4,624,053 and \$3,250,476, respectively, at December 31, 2022.

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

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are presented as separate columns in the fund financial statements. The Assessor reports only one fund: a governmental fund – the general fund.

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

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period if they are measurable and available. Only the portion of special assessment receivable, if any, due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. Substantially all other revenue items are considered to be measurable and available only when cash is received by the government.

The Assessor reports the following major governmental funds:

The *General Fund* is the Assessor's primary operating fund. It accounts for and reports all financial resources of the general government, except those required to be accounted for in another fund (none in the current year).

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

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

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

**LIVINGSTON PARISH ASSESSOR**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

**C. Deposits and Investments**

The Assessor's cash and cash equivalents are considered to be cash on hand, demand deposits, time deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law limits the Assessor to deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

In accordance with state law, the Assessor limits its investments to those allowed under R.S. 33:2955. Certificates of deposit are classified as investments if their original maturities exceed 90 days. Investments are reported at fair market value.

**D. Receivables and Payables**

All property tax receivables are shown net of an allowance for uncollectible amounts.

**E. Inventories and Prepaid Items**

All inventories are valued at cost using the first-in/first-out method. Inventories of the governmental funds are recorded as expenditures when consumed rather than when purchased. The Assessor did not have any inventory at December 31, 2022. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

**F. Restricted Assets**

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

**G. Capital Assets**

Capital assets, which include property, plant and equipment, are reported in the applicable governmental activities columns in the government-wide financial statement. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets and donated works are recorded as capital assets at acquisition value at the date of donation. Capital assets received in a service concession arrangement are recorded at their acquisition value at the date of receipt. The Assessor maintains a threshold level of \$1,500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

LIVINGSTON PARISH ASSESSOR

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

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

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Improvements	10 - 40 Years
Equipment and Furniture	3 - 25 Years
Computers	5 Years
Vehicles	5 Years

H. Compensated Absences

All full-time employees are eligible for 200 hours of Paid Time Off (“PTO”) each calendar year beginning January 1 of each year. During the first year of employment, eligible employees will be allowed a pro-rated number of PTO hours. Paid Time Off does not accrue as a wage and does not carry over from year to year, except that up to 40 hours of unused “PTO” may be carried over for one calendar year with prior approval from Assessor. The carried over “PTO” will not carry over or accrue beyond one calendar year.

Additionally, employees may earn paid comp time in exchange for overtime hours worked. Comp time is approved in advance by the Assessor prior to being earned by the employee. Employees may carry a maximum of 80 hours of comp time over from year to year. Any hours earned in excess of 80 hours are paid out at the next payroll date. Employees are entitled to any earned comp time up to 80 hours at the time of termination of employment.

A liability for accrued compensation time is reported on the government-wide level.

I. Net Position and Fund Balance

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

- **Net Investment in Capital Assets** - The *net investment in capital assets* component of net position includes capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

- **Restricted Net Position** - The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.
- **Unrestricted Net Position** - The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

In the fund statements, governmental fund equity is classified as fund balance. The Assessor adopted GASB 54 for the year ended December 31, 2011. As such, fund balances of governmental funds are classified as follows:

- **Nonspendable** - These are amounts that cannot be spent either, because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- **Restricted** - These are amounts that can be spent only for specific purposes, because of constitutional provisions, enabling legislation or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- **Committed** - These are amounts that can be used only for specific purposes determined by a formal action of the Assessor. To be reported as committed amounts, they cannot be used for any other purposes unless the Assessor removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed.
- **Assigned** - These are amounts that do not meet the criteria to be classified as restricted or committed, but are intended to be used for specific purposes based on the discretion of the Assessor.
- **Unassigned** - These are amounts that have not been assigned to other funds and amounts that have not been restricted, committed, or assigned to specific purposes within the general fund. Also within other governmental funds, these include expenditure amounts incurred for specific purposes which exceed the amounts restricted, committed or assigned for those purposes.

#### **J. Comparative Data/Reclassifications**

The financial statements include certain prior year summarized information in total. Such information does not include sufficient details to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Assessor's financial statements for the year ended December 31, 2021, from which the summarized information was derived.

Certain items in the 2021 financial statements may have been reclassified to conform to the presentation in the current year financial statements. Such reclassifications had no effect on previously reported change in net position or excess (deficiency) of revenues over expenses.

# LIVINGSTON PARISH ASSESSOR

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

### **K. Extraordinary and Special Items**

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

### **L. Estimates**

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

### **M. Reconciliations of Government-Wide and Fund Financial Statements**

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position is presented in Statement D of the basic financial statements. Explanation of certain differences between the governmental fund statement of revenues, expenses, and changes in fund balance and the government-wide statement of activities is presented in Statement F of the basic financial statements.

## **2. Stewardship, Compliance and Accountability**

### Budget Information

The Assessor uses the following budget practices:

1. The Assessor prepares a General Fund budget, on the modified accrual basis of accounting, at the beginning of each year based upon prior year expenditures and anticipated revenues for the budget year.
2. The proposed budget is made available for public inspection no later than 15 days prior to the beginning of the year. A public hearing on the budget is advertised in the Livingston Parish News.
3. All annual appropriations lapse at fiscal year-end.
4. Budget amounts included in the accompanying financial statements include the original adopted budgets.
5. Formal budgetary integration (with the accounting system) is employed as a management control device. During the fiscal year, actual revenues and expenditures are compared to budgeted revenues and expenditures by the Assessor. If actual revenues are falling short of budgeted revenues by 5% or more, or if actual expenditures to date plus projected expenditures for the remainder of the year exceed the budgeted expenditures by 5% or more, the original budget is amended by the Assessor.

There were no material variances in actual revenues and other sources under budgeted revenues and other sources or actual expenditures and other sources over budgeted amounts for the year ended December 31, 2022 that would have resulted in a violation of the Local Government Budget Act.

# LIVINGSTON PARISH ASSESSOR

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

### 3. Cash and Cash Equivalents

At December 31, 2022, the Assessor has cash and cash equivalents (book balances) as follows:

	<b>December 31, 2022</b>
Cash on Hand	\$ 500
Demand Deposits	2,904,401
Louisiana Asset Management Pool (LAMP)	516,986
Time and Savings Accounts	106,259
Total	<u>\$ 3,528,146</u>

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

Custodial credit risk as it relates to cash deposits is the risk that in the event of a bank failure, the government's deposits may not be returned. At December 31, 2022, the Assessor had \$3,213,720 in deposits other than LAMP in financial institutions (collected bank balances) and \$106,259 cash deposits in a broker account. These combined deposits of \$3,319,980 (bank balance) consisted of \$2,972,989 in demand deposits, \$106,259 in time and savings deposits (See Note 4), and \$210,993 in certificates of deposit and \$29,740 in mutual funds held as investments (See Note 4). The Assessor's demand deposits of \$2,972,989 and \$210,993 of its certificates of deposit are held at one financial institution, and the \$29,740 in mutual funds are held at an alternate financial institution. Of these amounts, \$250,000 are secured from risk by federal deposit insurance of \$250,000 and the remaining \$2,472,989 is secured by pledged securities. The \$2,472,989 is exposed to custodial credit risk because while the amount is secured by pledged securities, such securities are held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). The time and savings deposit of \$106,259 is held in a broker account and is secured by SPIC brokerage insurance.

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

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. Livingston Parish Assessor records its investments in LAMP as cash and cash equivalents. See further discussion on LAMP in Note 4.

*Custodial Credit Risk:* Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Assessor does not have a formal policy for custodial risk. However, under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

LIVINGSTON PARISH ASSESSOR

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

4. Investments

Investments are categorized into these three categories of credit risk:

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

At December 31, 2022, Livingston Parish Assessor investment balances consisted of the following:

	<u>Maturity Date</u>	<u>Fair Market Value</u>
Certificates of Deposit	August 25, 2023	\$ 210,993
American U.S. Govt Secs A Mutual Funds	July 1, 2023	<u>29,740</u>
	Total	\$ <u>240,733</u>

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

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

The Assessor held one certificate of deposit that qualified as an investment, at December 31, 2022, with a market value of \$210,993. The certificate of deposit bears an interest rate of 0.25% and will mature on August 25, 2023. The certificates of deposit are not included in cash equivalents at December 31, 2022 because their original maturity date is greater than 90 days. Any penalty for early withdrawal would not have a material effect on the financial statements. The Assessor also has one mutual that is held in a broker account, at December 31, 2022, with a market value of \$29,740. The mutual fund bears an interest rate of 1.75% with no maturity date. The mutual fund is not included in cash equivalents at December 31, 2022 because the original maturity date is greater than 90 days. Any penalty for early withdrawal would not have a material effect on the financial statements.

All investments held by the Assessor fall into category 1 credit risk, as defined above.

In accordance with GASB Codification Section I50.165, the investment in LAMP at December 31, 2022, is not categorized in the three risk categories provided by GASB Codification Section I50.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.



## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

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.

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

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

1. Credit risk: LAMP is rated AAAM by Standards and Poor's.
2. Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
3. Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
4. Interest rate risk: LAMP is designed to be highly liquid to give participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 58 days as of December 31, 2021.
5. Foreign currency risk: Not applicable to 2a7-like pools.

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

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

If you have any questions, please feel free to contact the LAMP administrative office at 800-249-5267.

#### **5. Levied Taxes**

Louisiana Revised Statute 47:1925.2 created a special assessment district to provide ad valorem taxes revenue to fund the operations of the Assessor.

Ad valorem taxes are levied in September or October and are billed by the Livingston Parish Sheriff and are due on November 15, the levy date, and they become delinquent on the following January 1. The taxes are generally collected in December of the current year and January through March of the following year. Ad valorem taxes attach as an enforceable lien on property as of January 1 of the following year.

The Livingston Parish Assessor is authorized to levy up to 8.22 mills in ad valorem taxes. A 8.22 mill ad valorem tax was levied for the year ended December 31, 2022. The total assessed valuation for all taxpayers at December 31, 2022 was \$915,282,482. There were no individual taxpayers whose assessed tax was greater than 5% of the total taxes assessed.

**LIVINGSTON PARISH ASSESSOR**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

**6. Receivables**

The Governmental Fund receivables at December 31, 2022 consist of the following:

**Government Receivables**

Ad Valorem Taxes	\$ 4,681,573
Due from Other Governments	35,966
Other Receivables	<u>176</u>
<b>Total Government Receivables</b>	<b>\$ <u>4,717,715</u></b>

Uncollectible amounts due for Ad Valorem taxes are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. The estimated uncollectible amount at December 31, 2022 for Ad Valorem taxes is \$218,171.

**7. Capital Assets**

Capital assets and depreciation activity as of and for the year ended December 31, 2022 for governmental activities is as follows:

<b>Governmental Activities Capital Assets:</b>	<u><b>Beginning Balance</b></u>	<u><b>Increases</b></u>	<u><b>Decreases</b></u>	<u><b>Ending Balance</b></u>
Capital Assets Not Being Depreciated:				
Construction in Progress	\$ -	\$ 132,488	\$ -	\$ 132,488
Total Capital Assets Not Being Depreciated	<u>-</u>	<u>132,488</u>	<u>-</u>	<u>132,488</u>
Capital Assets Being Depreciated:				
Vehicles	278,784	-	(198,006)	80,778
Machinery and Equipment	68,261	222,514	-	290,775
Computers	360,526	-	-	360,526
Total Capital Assets Being Depreciated	<u>707,571</u>	<u>222,514</u>	<u>(198,006)</u>	<u>732,079</u>
Less Accumulated Depreciation for:				
Vehicles	198,121	20,518	(170,984)	47,655
Machinery and Equipment	55,367	18,957	-	74,324
Computers	352,727	2,900	-	355,627
Total Accumulated Depreciation	<u>606,215</u>	<u>42,375</u>	<u>(170,984)</u>	<u>477,606</u>
Total Capital Assets Being Depreciated, Net	<u>101,356</u>	<u>180,139</u>	<u>(27,022)</u>	<u>254,473</u>
<b>Total Governmental Activities Capital Assets, Net</b>	<b>\$ <u>101,356</u></b>	<b>\$ <u>312,627</u></b>	<b>\$ <u>(27,022)</u></b>	<b>\$ <u>386,961</u></b>

Depreciation was charged to governmental functions as follows:

General Government	\$ <u>42,375</u>
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Capital asset increases included the purchase of \$222,514 machinery and equipment and \$132,488 in software. There were seven vehicle disposals for 2022.

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

#### 8. Retirement Systems

##### A. Louisiana Assessors' Retirement Fund and Subsidiary

Substantially all employees of the Livingston Parish Assessor's office are members of the Louisiana Assessors' Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

The Assessor implemented Governmental Accounting Standards Board (GASB) Statement 68 on *Accounting and Financial Reporting for Pensions* and Statement 71 on *Pension Transition for Contributions Made Subsequent to the Measurement Date* – an amendment of GASB 68. These standards require the Assessor to record its proportional share of each of the pension plans' net pension liability and report the following disclosures:

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

*Retirement Benefits:*

Plan benefits are as follows:

For employees hired prior to October 1, 2013:

Any age with 30 or more years of creditable service

Age 55 with 12 years of creditable service

For employees hired after October 1, 2013:

Age 55 with 30 years of service

Age 60 with 12 years of service

Members whose first employment making them eligible for membership began prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 36 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2006 but before October 1, 2013, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2013 but who have less than thirty years of service, are entitled annual pension benefits equal to three percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2013 and have thirty or more years of service, are entitled to annual pension benefits equal to one and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members may elect to receive their pension benefits in the form of a joint and survivor annuity.

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

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

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

#### Survivor Benefits:

The Fund provides benefits for surviving spouses and minor children under certain conditions which are outlined in the Louisiana Revised Statutes.

#### Disability Benefits:

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

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

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

#### Back-DROP (Deferred Retirement Option Plan) Benefits:

In lieu of receiving a normal retirement benefit pursuant to R.S. 11:1421 through 1423, an eligible member of the Fund may elect to retire and have their benefits structured, calculated, and paid as provided in R.S. 11:1456.1.

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

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

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

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

The Back-DROP benefit shall have two portions: a lump-sum portion and a monthly benefit portion. The member Back-Drop monthly benefit shall be calculated pursuant to the provisions applicable for service retirement set forth in R.S. 11:1421 through 1423, 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 period.
3. Final average compensation shall be calculated by excluding all earnings during the Back-DROP period.
4. 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 member or to the employer.
5. The member's Back-DROP monthly benefit shall be calculated based upon the member's age and service and the Fund provisions in effect on the last day of creditable service before the Back-DROP period.
6. At retirement, the member's maximum monthly retirement benefit payable as a life annuity shall be equal to the Back-DROP monthly benefit.
7. The member may elect to receive a reduced monthly benefit in accordance with the options provided in 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 the Back-DROP period. Cost-of-living adjustments shall not be payable on the member's Back-DROP lump sum.

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

**LIVINGSTON PARISH ASSESSOR**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

Excess Benefit Plan

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

Funding Policy:

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

Administrative costs of the Fund are financed through employer contributions. According to the state statute, contributions for all employers are actuarially determined each year. The actuarially determined employer contribution rate was 2.85% for the year ended September 30, 2022. The actual employer contribution rate was 8.00% of members' earnings for the year ended September 30, 2022. During the year ending December 31, 2022, the Assessor recognized revenue as a result of support received from non-employer contributing entities of \$601,086 for its participation in the Louisiana Assessors' Retirement Fund.

The Fund also receives one-fourth of one percent of the property taxes assessed in each parish of the state, except for Orleans Parish which is one percent, as well as a state revenue sharing appropriation. According to state statute, in the event that contributions for ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contributions, the employer is required to make direct contributions as determined by the Public Retirement Systems' Actuarial Committee.

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

At December 31, 2022, the Assessor reported a liability of \$2,653,802 for its proportionate share of the net pension asset of the System. The net pension asset was measured as of September 30, 2021 and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension asset was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contribution of all participating, actuarially determined. At December 31, 2022, the Assessor's proportion was 4.006146%, which was an increase of 0.210596% from its proportion measured as of September 30, 2021.

For the year ended December 31, 2022, the Assessor recognized pension expense of \$1,162,755 which represents its proportionate share of the system's net expense including amortization of deferred amounts.

**LIVINGSTON PARISH ASSESSOR**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

At December 31, 2022, the Assessor reported deferred outflows of resources and deferred inflows of resources related to the pension system from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 84,278	\$ (284,739)
Changes of Assumptions	909,874	-
Net difference between projected and actual earnings on pension plan investments	1,973,116	-
Changes in proportion and differences between Employer contributions and proportionate share of	17,876	(29,418)
Employer contributions subsequent to the measurement	16,729	-
Total	\$ 3,001,873	\$ (314,157)

The Assessor reported a total of \$16,729 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of September 30, 2022 which will be recognized as a reduction in net pension liability in the year ended December 31, 2023.

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

<u>Year</u>		
2023	\$	650,732
2024		488,614
2025		585,043
2026		965,830
2027		(19,232)
	\$	2,670,987

Actuarial Assumptions.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of September 30, 2022 is as follows:

<b>Valuation Date</b>	September 30, 2022
<b>Actuarial Cost Method</b>	Entry Age Normal
<b>Actuarial Assumptions:</b>	Investment Rate of Return 5.50%, (Net of pension plan investment expense, including inflation)
Expected Remaining Service Lives	6 years
Inflation Rate	2.10%
Salary Increases	5.25%

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

Annuitant and beneficiary mortality Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

Active Members Mortality Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

Disabled Lives Mortality Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.37% as of September 30, 2022.

Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation as of September 30, 2022, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	7.50%
International Equity	8.50%
Domestic Bonds	2.50%
International Bonds	3.50%
Real Estate	4.50%
Alternative Assets	5.87%

The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from the participating employers will be made at actuarially-determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on these assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.



**LIVINGSTON PARISH ASSESSOR**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate: The following presents the net pension liability (asset) of the participating employers calculated using the discount rate of 5.50%, as well as what the employers' net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

**Sensitivity of the Employer's Proportionate Share of the Net Pension**

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Rates	4.50%	5.50%	6.50%
Livingston Parish Assessor Share of NPL	\$ 5,026,796	\$ 2,653,802	\$ 638,052

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

**B. Deferred Compensation and Pension Plan**

The Livingston Parish Assessor's Office offers its employees a deferred compensation plan created in accordance with Internal Revenue Code 457. Each employee shall be eligible to participate in the Plan and defer compensation immediately upon becoming employed by the Livingston Parish Assessor. The amounts deferred on behalf of a participant under the plan shall be promptly remitted to the Institution and invested in the approved investments of the Institution designated by the participant on the deferral agreement. The approved investments of the participant, trustee, custodian or issuer, which are currently available to participants, shall be designated on the depository agreement executed by the institution or as an amendment thereto. Changes in investments shall be made only upon the written request of the employee with the written consent of the Livingston Parish Assessor.

The deferred compensation benefits are not available to participants until retirement, death, unforeseeable emergency or other severance from employment.

The Assessor shall have the right at any time to amend the Plan in any manner it deems necessary or advisable in order to maintain the Plan and accounts established as an eligible deferred compensation plan as provided in Section 457 of the Internal Revenue Code and any regulation thereunder. The Assessor shall have the right at any time to terminate or suspend the Plan after thirty days prior written notice to the institution and the participants.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are the sole ownership of the participants.

In conjunction with the deferred compensation plan, the Assessor offers its employees a match under a defined contribution plan created in accordance with Internal Revenue Code Section 401.

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

Plan Description: The Livingston Parish Assessor's Office participates in the Livingston Parish Assessor's Office Supplement Retirement Plan, a defined contribution plan. This plan is a deferred compensation plan and was adopted to help its employees save for retirement. This retirement plan is primarily used by local, state, and other government agencies, for retirement savings programs.

The Plan Administrator is the Assessor and he may designate another person or persons to perform the duties of the Plan Administrator. The Plan Administrator has full discretionary authority to interpret the Plan, the Plan's terms, and the benefit rights of participants and beneficiaries. The Plan is held by the Plan Trustee in a qualified Trust. The Assessor has the authority to amend this Plan at any time. The Assessor can also terminate the Plan at any time.

An employee will reach normal retirement age under the Plan when they attain the later of age 62 or reach their 5<sup>th</sup> anniversary of Plan participation.

The Livingston Parish Assessor may make matching contributions to this Plan based on the amount of contributions an employee makes under the Livingston Parish Assessor's Office 457(b) Plan. Matching contributions will be contributed to an employee's matching contribution account under the Plan at such time as the Assessor deems appropriate. Matching contributions may be contributed during the Plan year or after the Plan year ends. Any matching contributions made will be made in accordance with the following matching contribution formula.

- Tiered matching contribution formula. The Assessor will make a matching contribution if an employee makes an elective deferral to the Livingston Parish Assessor's Office 457(b) Plan. The matching contribution will vary depending on the amount of elective deferral made to the Livingston Parish Assessor's Office 457(b) Plan during each payroll period. For elective deferrals made to the Livingston Parish Assessor's Office 457(b) Plan up to the first 3% of Plan compensation during each payroll period, an employee will receive a matching contribution equal to 500% of such amounts.

The Plan allows contributions to the Plan on an employee's behalf without having to include such amounts in income. To qualify as a participant under the Plan, an employee must:

- a. Be an eligible employee
- b. Satisfy the Plan's minimum age and service conditions and
- c. Satisfy any allocation conditions required under the Plan

To participate under the Plan, you must be an eligible employee. For this purpose, you are considered an eligible employee if you are an employee of Livingston Parish Assessor's office, provided you are not otherwise excluded from the Plan.

In order to participate in the Plan, you must satisfy certain age and service conditions under the Plan.

- Minimum age requirement. In order to participate in the Plan an employee must be at least age 21.
- Minimum service requirement. In order to participate in the Plan, an employee must work for the Assessor at least three months. For this purpose, an employee may receive credit for service earned during a period of severance if you are subsequently reemployed.

**LIVINGSTON PARISH ASSESSOR**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

An employee will be entitled to share in any matching contributions made to the Plan if an employee satisfies the eligibility conditions described above. An employee does not need to satisfy any additional allocation conditions to receive a matching contribution. An employee will receive their share of matching contributions regardless of how many hours an employee works during the year or whether an employee terminates during the year.

The IRS imposes a maximum limit on the total amount of contributions you may receive under this Plan. This limit applies to all contributions the Assessor’s office makes on behalf of an employee, all contributions an employee contributes to the Plan, and any forfeitures allocated to any of an employee’s accounts during the year. Under this limit, the total of all contributions under the Plan cannot exceed a specific dollar amount or 100% of an employee’s annual compensation, whichever is less.

When you take a distribution of your benefits under the Plan, an employee is only entitled to withdraw their vested account balance. For this purpose, vested account balance is the amount held under the Plan on an employee’s behalf for which they have earned an ownership interest. An employee earns an ownership interest in the Plan benefits when they have earned enough service to become vested based on the Plan’s vesting schedule. If an employee terminates before they become fully vested in any of the Plan benefits, those non-vested amounts may be forfeited.

The following describes the vesting schedule applicable to contributions under the Plan.

An employee becomes vested in their matching contributions in accordance with the “vesting schedule” set forth in the Plan. Under this vesting schedule, they will have an ownership interest in their matching contributions based on the number of years of vesting service completed. Based on the number of years worked for the Livingston Parish Assessor, their vested percentage is as follows:

Years of Vesting Service	Vested Percentage
1	0%
2	0%
3	0%
4	0%
5	100%
6	100%
7	100%
8	100%
9	100%
10+	100%

Once an employee is vested under the Plan, an employee has an ownership right to those amounts. An employee may not be able to immediately withdraw vested benefits from the Plan due to the distribution restrictions of the Plan. An employee will never lose the right to those vested amounts. However, it is possible that the benefits under the Plan will decrease as a result of investment losses. If benefits decrease because of investment losses, an employee will only be entitled to the vested amount in their account at the time of distribution.

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

The above vesting schedule no longer applies once an employee reaches normal retirement age under the Plan. Thus, if an employee is still employed at normal retirement age, they will automatically become 100% vested in all contributions under the Plan. An employee will be fully vested in their entire account balance (regardless of the Plan's vesting schedule) if the plan is terminated. In addition, if an employee dies while they are still employed, they will automatically become 100% vested.

To calculate an employee's vested benefit under the Plan, an employee's years of vesting service are used to determine where they are on the vesting schedule. An employee will be credited with a year of vesting service for each full year of service they work for the Livingston Parish Assessor. They also may be entitled to service earned during a period of severance if they are subsequently reemployed.

Generally, in calculating years of vesting service, all service is taken into account, except for the following service:

Service earned before the Assessor adopted this Plan

If an employee terminates employment before they become fully vested in the Plan benefits, they will be entitled to receive a distribution of their vested benefits under the Plan. The non-vested benefits will be forfeited as described below. An employee is not entitled to receive a distribution of non-vested benefits.

If an employee terminates employment at a time when they are only partially vested (or totally non-vested) in any the Plan benefits, how the Plan treat their non-vested balance will depend on whether they take a distribution when they terminate employment.

**Forfeiture upon distribution.** If an employee takes a distribution of their entire vested benefit when they terminate, their non-vested benefit will be forfeited in accordance with the terms of the Plan. If they are totally non-vested in any contributions made on their behalf, they will be deemed to receive a distribution for purposes of applying these forfeiture rules.

**Forfeiture upon five consecutive breaks in service.** Depending on the value of an employee's vested benefits, they may be able to keep their benefits in the Plan when they terminate employment. If they do not take a distribution of their entire vested benefit when they terminate employment, their vested benefit will remain in their account until they have incurred five consecutive breaks in service, at which time their non-vested benefit will be forfeited in accordance with the terms of the Plan. For this purpose, an employee will have a break in service for each year in which an employee works less than a full consecutive twelve months. Their vested balance will not be forfeited under this forfeiture rule.

If any benefits are forfeited, the Assessor may decide how to use those forfeited amounts. They may use the funds to pay plan expenses or allocate the funds as additional employer contributions or use them to reduce other employer contributions under the Plan. The Assessor will determine each year the amount of any forfeitures for such year and will use those forfeitures in the Plan year for which the forfeiture occurs or in the following Plan year.

Retirement expense recognized by the Livingston Parish Assessor for this retirement plan for 2022 was \$333,495.

For the year 2022, there were no forfeitures reflected in pension expense and there was no liability outstanding at year end.

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

#### 9. Other Post-Employment Benefits

##### General Information about the OPEB Plan

*Plan Description.* The Livingston Parish Assessor contributes to a single-employer defined benefit healthcare plan (“Plan”). The Plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Livingston Parish Assessor’s group health insurance plan, which covers both active and retired members. Eligible members are those employees who work at least 35 hours a week for the Livingston Parish Assessor, who have completed a waiting period of thirty consecutive days while employed, and who are eligible for the Livingston Parish Assessor’s retirement plan. Eligible members are also retired employees who are at least 55 years of age (or have at least 30 years of service regardless of age); who have at least 12 years of service with the Livingston Parish Assessor; and who were covered under the Plan for a minimum of thirty consecutive days immediately preceding retirement. Benefit provisions are established by the Livingston Parish Assessor. The Plan does not issue a publicly available financial report.

*Contribution Rates.* Employees and spouses are not required to contribute to their post-employment benefits costs.

*Plan Membership.* At January 1, 2022 (the valuation date), the Plan’s membership consisted of the following:

Active Employees	23
Retirees	<u>7</u>
	<u>30</u>

##### Total OPEB Liability

The Assessor’s total OPEB liability of \$7,885,787 was measured as of December 31, 2022, and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and Other Inputs.* The total OPEB liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.30%
Salary Increases	3.00%
Discount Rate	3.72%
All Retirees Medical Trend	5.90%
All Retirees Dental Trend	4.00%
Participation Rate	100% of members are assumed to elect retiree medical coverage at retirement
Marriage	For actives, it is assumed that husbands are 3 years older than their wives with 40% of active participants electing spouse coverage at retirement

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index as of December 31, 2021.

**LIVINGSTON PARISH ASSESSOR**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

Mortality rates were based on the following:

Health retirement: Sex-distinct RP-2010 General Mortality with separate employee and healthy annuitant rates, projected generationally using Scale MP-2021.

Beneficiaries: Sex-distinct Pub-2010 General Contingent Survivors Mortality, projected generationally using Scale MP-2021.

Disability retirement: Sex-distinct Pub-2010 General Disabled Retirees Mortality, projected generationally using Scale MP-2021.

**Changes in the Total OPEB Liability**

Balance as of December 31, 2021		\$ 10,002,641
Changes for the year:		
Service cost		488,696
Interest on total OPEB liability		215,226
Effect of prior year liability adjustments		-
Effect of economic/demographic gains or losses		545,068
Effect of Assumptions, changes or inputs		(3,278,515)
Benefit payments		<u>(87,329)</u>
Balance as of December 31, 2022		<u>\$ 7,885,787</u>

*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 (2.72%) or 1-percentage-point higher (4.72%) than the current discount rate:

	<u>1% Decrease</u> <u>(2.72%)</u>	<u>Discount Rate</u> <u>(3.72%)</u>	<u>1% Increase</u> <u>(4.72%)</u>
Total OPEB Liability	\$ 9,359,762	\$ 7,885,787	\$ 6,716,809

*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 trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Current Trend</u> <u>Rate</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 6,786,025	\$ 7,885,787	\$ 9,287,524

**LIVINGSTON PARISH ASSESSOR**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

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

For the year ended December 31, 2022, the Assessor recognized OPEB expense of \$537,612. At December 31, 2022, the Assessor reported deferred outflows or resources and deferred inflow of resources to OPEB from the following sources:

	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>
Differences between expected and actual experience	\$ (128,995)	\$ 459,231
Changes of Assumptions	(2,807,324)	1,162,949
Amounts paid subsequent to the measurement date	-	-
<b>Total</b>	<u><u>\$ (2,936,319)</u></u>	<u><u>\$ 1,622,180</u></u>

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

Years Ending December 31:	
2023	\$ (166,310)
2024	(166,310)
2025	(157,465)
2026	(247,154)
2027	(426,243)
Thereafter	(150,657)
	<u><u>\$ (1,314,139)</u></u>

**10. Accounts and Accrued Payables**

**Governmental Funds Payable**

Accounts	\$ 25,524
Other	
Pension Fund Deduction Payable	45,356
Payroll Liabilities Payable	15,508
<b>Total Government Funds Payable</b>	<u><u>\$ 86,388</u></u>

**11. Long-Term Liabilities**

The Assessor did not have any long-term obligations at December 31, 2022, except for the unfunded OPEB obligation as described in Note 9 and the compensated absences payable of \$44,499.

## LIVINGSTON PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2022

#### **12. Expenditures of the Assessor not included in the Financial Statements**

Certain operating expenditures of the Livingston Parish Assessor are provided by the Livingston Parish Council and are not included in the accompanying financial statements. The Parish is responsible for the payment of utilities, pest control, and alarm security services for the Assessor's portion of the building and shall not exceed \$25,000 annually. See Note 15 for further information on the Cooperative Endeavor Agreement with Livingston Parish Council.

#### **13. Risk Management**

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

#### **14. Contingent Liabilities**

The Livingston Parish Assessor is not involved in any outstanding litigation or claims requiring accrual or disclosure.

#### **15. Cooperative Endeavor Agreements**

The Livingston Parish Assessor has a cooperative endeavor agreement with the Parish of Livingston, Livingston Parish Law Enforcement District, and the Livingston Parish Clerk of Court to construct an office building for the Livingston Parish Assessor's Office, and storage space for the Livingston Parish Sheriff's Office, Livingston Parish Clerk of Court and the 21<sup>st</sup> Judicial District Court. In exchange for providing this tract of land for the Livingston Parish Assessor, Livingston Parish Sheriff, Livingston Parish Clerk of Court and the 21<sup>st</sup> Judicial District Court agreed to fund the costs of the construction as set forth within the agreement. Livingston Parish Assessor, Livingston Parish Sheriff, Livingston Parish Clerk of Court and the 21<sup>st</sup> Judicial District Court will be given exclusive use of the building for 99 years to be extended for additional periods of time by the Parish Council if the building is still needed. The Parish will only be responsible for the payment of utilities, pest control and alarm security services for the Assessor's portion of the building which shall not exceed \$25,000 annually. The Sheriff, Clerk and 21<sup>st</sup> Judicial District Court will pay for the utility services provided to their respective storage space. The Assessor, from his funds, paid 100% of the cost of the part of the building as designated for the Assessor in the plan. In addition, thereto, he paid 25% of the cost of construction of the parking lot. This agreement was executed on October 12, 2017. The building was completed in 2019 and the Assessor occupied the building August 2019.

#### **16. Tax Abatements**

The Louisiana Industrial Ad Valorem Tax Exemption Program (ITEP) is an original state incentive program which offers attractive tax incentive for manufacturers within the state. The program abates, for up to ten years, local property taxes (ad valorem) on a manufacturer's new investment and annual capitalized additions related to the manufacturing site. The exemption is granted per contract with the Louisiana Department of Economic Development and will specify the buildings and/or personal property items covered by the exemption. There are currently thirteen companies in Livingston Parish under the Louisiana ITEP. For the year ended December 31, 2022, the estimated forgone ad valorem taxes due to the Assessor due to this abatement program was \$96,855.



**LIVINGSTON PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

DECEMBER 31, 2022

**17. Current Adoption of New Accounting Standards -**

The following statements of the Governmental Accounting Standards Board (GASB) are effective for the Assessor's 2022 fiscal year. The Assessor has adopted and implemented these statements in the preparation of the financial statements for the year ended December 31, 2022:

1. During the year, the Assessor adopted GASB Statement No. 87, *Leases*. This new accounting standard had no material effect on the Assessor's financial statements.
2. During the year, the Assessor adopted GASB Statement No. 97 – *Certain Component Unit Criteria, and Accounting, and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 85, and a supersession of GASB Statement No. 32*. This new accounting standard had no material effect on the Assessor's financial statements.

**18. Current Accounting Pronouncements -**

The following statements of the Governmental Accounting Standards Board will be effective for years subsequent to the Assessor fiscal year 2022.

1. Statement No. 94 - *Public-Private and Public-Public Partnerships and Availability Payment Arrangements (2023)*
2. Statement No. 96 - *Subscription-Based Information Technology Arrangements (2023)*

Management is currently evaluating the effects of the new GASB pronouncements.

**19. Subsequent Events**

Subsequent events have been evaluated by management through June 30, 2023, the date the report was available for issuance. No other events were noted that require recording or disclosure in the financial statements for the fiscal year ending December 31, 2022.

**REQUIRED  
SUPPLEMENTARY  
INFORMATION**



## LIVINGSTON PARISH ASSESSOR

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS

FOR THE YEAR ENDED DECEMBER 31, 2022

<b>Total OPEB Liability:</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Service Cost	\$ 488,696	\$ 499,421	\$ 424,291	\$ 305,783	\$ 599,852
Interest	215,226	193,342	213,048	237,692	270,656
Effect of Plan Changes	-	-	-	-	(2,264,213)
Effect of Economic/Demographic Gains or (Losses)	545,068	-	(97,457)	-	(219,430)
Effect of Prior Year Liability Adjustments	-	582,682	-	-	-
Total Changes of Assumptions	(3,278,515)	137,566	786,000	1,364,520	(125,661)
Benefit Payments	(87,329)	(61,362)	(51,769)	(44,970)	(30,580)
<b>Net Change in Total OPEB Liability</b>	<b>(2,116,854)</b>	<b>1,351,649</b>	<b>1,274,113</b>	<b>1,863,025</b>	<b>(1,769,376)</b>
<b>Beginning OPEB Liability</b>	<b>10,002,641</b>	<b>8,650,992</b>	<b>7,376,879</b>	<b>5,513,854</b>	<b>7,283,230</b>
<b>Ending OPEB Liability</b>	<b>\$ 7,885,787</b>	<b>\$ 10,002,641</b>	<b>\$ 8,650,992</b>	<b>\$ 7,376,879</b>	<b>\$ 5,513,854</b>
Covered Payroll	\$ 1,931,835	\$ 1,930,485	\$ 1,789,554	\$ 1,790,013	\$ 1,614,204
Employer's OPEB liability as a percentage of covered-employee payroll	408.20%	518.14%	483.42%	412.11%	341.58%

**Notes to Schedule:**

*Benefit Changes.* None                      None                      None                      None                      None

*Changes of Assumptions:*

<i>Discount Rate</i>	3.72%	2.06%	2.12%	2.74%	4.10%
<i>Mortality:</i>	MP-2021	MP-2021	MP-2020	MP-2019	MP-2018
<i>Trend:</i>	Variable	Variable	Variable	Variable	Variable

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

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

See independent auditor's report.

## LIVINGSTON PARISH ASSESSOR

SCHEDULE FO THE ASSESSOR'S PROPORTIONATE SHARE OF THE NET PENSION LIABLITY

LAST 10 FISCAL YEARS\*

**Louisiana Assessors' Retirement Fund and Subsidiary:**

	<b>Employer's Proportion of the Net Pension Liability (Assets)</b>	<b>Employer's Proportionate Share of the Net Pension Liability (Asset)</b>	<b>Employer's Covered Payroll</b>	<b>Employer's Proportionate Share of the Net Position Liability (Asset) as a Percentage of its Covered Payroll</b>	<b>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</b>
<b>2015</b>	3.909484%	\$ 2,045,922	\$ 1,642,732	124.543870%	85.570000%
<b>2016</b>	3.840189%	1,355,085	1,673,188	80.988209%	90.677700%
<b>2017</b>	3.601225%	631,911	1,581,003	39.968994%	95.610400%
<b>2018</b>	3.419529%	664,769	1,507,274	44.104058%	95.456600%
<b>2019</b>	3.615910%	953,812	1,608,666	59.292109%	94.124382%
<b>2020</b>	3.496951%	534,250	1,607,523	33.234371%	96.788359%
<b>2021</b>	3.795550%	(1,247,828)	1,757,043	-71.018657%	106.483515%
<b>2022</b>	4.006146%	2,653,802	1,912,776	138.740869%	87.252319%

\* The amounts presented for each fiscal year were determined as of 9/30 within the fiscal year.

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

See independent auditor's report.

## LIVINGSTON PARISH ASSESSOR

SCHEDULE OF THE ASSESSOR'S CONTRIBUTIONS

FOR THE YEAR ENDED DECEMBER 31, 2022

**Louisiana Assessors' Retirement Fund and Subsidiary:**

	<b>Contractually Required Contribution</b>	<b>Contributions in Relation to Contractually Required Contributions</b>	<b>Contribution Deficiency (Excess)</b>	<b>Employer's Covered Payroll</b>	<b>Contributions as a % of Covered Payroll</b>
<b>2015</b>	\$ 217,870	\$ 217,870	\$ -	\$ 1,613,615	13.501982%
<b>2016</b>	248,472	248,472	-	1,700,876	14.608472%
<b>2017</b>	133,481	133,481	-	1,533,391	8.704955%
<b>2018</b>	122,408	122,408	-	1,530,106	7.999969%
<b>2019</b>	128,533	128,533	-	1,606,666	7.999983%
<b>2020</b>	130,697	130,697	-	1,633,711	8.000005%
<b>2021</b>	142,474	142,474	-	1,780,929	7.999983%
<b>2022</b>	90,144	90,144	-	1,946,271	4.631627%

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

See independent auditor's report.

OTHER SUPPLEMENTARY INFORMATION

**LIVINGSTON PARISH ASSESSOR**

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS**  
**TO AGENCY HEAD**

FOR THE YEAR ENDED DECEMBER 31, 2022

**Agency Head: Jeff Taylor, Assessor**

<b><u>Purpose</u></b>	<b><u>Amount</u></b>
Salary	\$ 158,746
Benefits - Insurance (health, life, disability)	56,481
Benefits - Retirement	20,041
Benefits - Deferred Compensation-Match	31,749
Car Allowance	23,812
Per Diem and Meals Reimbursement	1,732
Employer Paid Payroll Taxes	2,647
Travel - Lodging	4,724
Travel - Conference/Workshop Registration Fees	2,605
Travel - Airfare/Transportation Costs	1,165
Total	<u>\$ 303,702</u>

# STATISTICAL SECTION





LIVINGSTON PARISH ASSESSOR

STATISTICAL SECTION (UNAUDITED)

DECEMBER 31, 2022

This section, which is composed of accounting and non-accounting data, is presented in order to provide the reader with additional information as an aid to understanding the financial activities of the governmental unit.

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LIVINGSTON PARISH ASSESSOR

NET POSITION BY COMPONENT  
LAST TEN YEARS

(ACCRUAL BASIS OF ACCOUNTING)  
(UNAUDITED)

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
<b>Governmental Activities</b>										
Invested in Capital Assets, Net of Related Debt	\$ 386,961	\$ 101,356	\$ 106,118	\$ 142,812	\$ 1,556,193	\$ 378,097	\$ 428,787	\$ 435,818	\$ 553,737	\$ 614,411
Restricted	-	-	-	-	-	-	-	-	-	-
Unrestricted	(750,630)	(644,477)	(577,449)	(1,035,156)	365,017	(207,810)	(644,199)	(719,320)	722,755	1,462,411
Total Governmental Activities Net Position	\$ (363,669)	\$ (543,121)	\$ (471,331)	\$ (892,344)	\$ 1,921,210	\$ 170,287	\$ (215,412)	\$ (283,502)	\$ 1,276,492	\$ 2,076,822
<b>Business-type Activities</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Invested in Capital Assets, Net of Related Debt										
Restricted										
Unrestricted										
Total Business-type Activities Net Position										
<b>Primary Government</b>										
Invested in Capital Assets, Net of Related Debt	\$ 386,961	\$ 101,356	\$ 106,118	\$ 142,812	\$ 1,556,193	\$ 378,097	\$ 428,787	\$ 435,818	\$ 553,737	\$ 614,411
Restricted	-	-	-	-	-	-	-	-	-	-
Unrestricted	(750,630)	(644,477)	(577,449)	(1,035,156)	365,017	(207,810)	(644,199)	(719,320)	722,755	1,462,411
Total Primary Government Net Position	\$ (363,669)	\$ (543,121)	\$ (471,331)	\$ (892,344)	\$ 1,921,210	\$ 170,287	\$ (215,412)	\$ (283,502)	\$ 1,276,492	\$ 2,076,822

LIVINGSTON PARISH ASSESSOR

CHANGES IN NET POSITION  
LAST TEN YEARS

(ACCRUAL BASIS OF ACCOUNTING)  
(UNAUDITED)

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
<b>Expenses</b>										
Governmental Activities:										
General Government	\$ 5,962,830	\$ 5,917,239	\$ 5,001,038	\$ 5,025,832	\$ 2,205,852	\$ 4,561,119	\$ 5,012,453	\$ 5,142,645	\$ 4,971,905	\$ 4,296,874
Total Governmental Activities Expenses	<u>5,962,830</u>	<u>5,917,239</u>	<u>5,001,038</u>	<u>5,025,832</u>	<u>2,205,852</u>	<u>4,561,119</u>	<u>5,012,453</u>	<u>5,142,645</u>	<u>4,971,905</u>	<u>4,296,874</u>
<b>Program Revenues</b>										
Governmental Activities:										
General Government										
Charges for Services	10,933	15,853	13,796	12,667	19,429	16,445	4,000	12,529	12,331	39,618
Operating Grants and Contributions	601,086	566,939	518,390	500,711	461,859	476,538	701,711	495,752	-	-
Total Governmental Activities Program Revenues	<u>612,019</u>	<u>582,792</u>	<u>532,186</u>	<u>513,378</u>	<u>481,288</u>	<u>492,983</u>	<u>705,711</u>	<u>508,281</u>	<u>12,331</u>	<u>39,618</u>
Total Net (Expense) Revenue	<u>(5,350,811)</u>	<u>(5,334,447)</u>	<u>(4,468,852)</u>	<u>(4,512,454)</u>	<u>(1,724,564)</u>	<u>(4,068,136)</u>	<u>(4,306,742)</u>	<u>(4,634,364)</u>	<u>(4,959,574)</u>	<u>(4,257,256)</u>
<b>General Revenues</b>										
Governmental Activities										
Ad Valorem Tax	5,313,750	5,101,807	4,696,226	4,766,327	4,487,051	4,281,280	4,212,431	4,131,668	3,955,211	3,812,914
Revenue Sharing	93,751	117,085	128,600	127,287	127,531	126,423	119,380	122,404	120,743	121,452
Interest Income	9,768	493	13,099	16,465	7,813	14,222	1,103	11,040	27,935	(5,867)
Other Intergovernmental Revenue	35,867	33,930	35,657	38,417	30,685	29,908	8,047	28,874	26,831	-
Other Revenue	6,187	9,341	16,284	13,741	88	2,002	5,234	40	9,036	7,376
Capital Transfer In (Out) to Livingston Parish Council	-	-	-	(2,985,371)	-	-	-	-	-	-
Gain (Loss) on Disposal of Assets	70,940	-	-	(277,966)	5,950	-	28,637	-	19,488	(115)
Total General Revenues	<u>5,530,263</u>	<u>5,262,656</u>	<u>4,889,866</u>	<u>1,698,900</u>	<u>4,659,118</u>	<u>4,453,835</u>	<u>4,374,832</u>	<u>4,294,026</u>	<u>4,159,244</u>	<u>3,935,760</u>
Total Change in Net Position	<u>\$ 179,452</u>	<u>\$ (71,791)</u>	<u>\$ 421,014</u>	<u>\$ (2,813,554)</u>	<u>\$ 2,934,554</u>	<u>\$ 385,699</u>	<u>\$ 68,090</u>	<u>\$ (340,338)</u>	<u>\$ (800,330)</u>	<u>\$ (321,496)</u>

LIVINGSTON PARISH ASSESSOR

FUND BALANCES OF GOVERNMENTAL FUNDS  
LAST TEN YEARS

(MODIFIED ACCRUAL BASIS OF ACCOUNTING)  
(UNAUDITED)

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
<b>General Fund</b>										
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	-	-	-	-	-	-	-	-	-	-
Committed	-	-	-	-	-	-	-	-	366,560	906,935
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	<u>8,057,722</u>	<u>5,737,224</u>	<u>4,118,077</u>	<u>4,622,205</u>	<u>6,172,627</u>	<u>6,034,024</u>	<u>4,603,657</u>	<u>4,817,903</u>	<u>3,956,477</u>	<u>3,311,775</u>
Total General Fund	<u>\$ 8,057,722</u>	<u>\$ 5,737,224</u>	<u>\$ 4,118,077</u>	<u>\$ 4,622,205</u>	<u>\$ 6,172,627</u>	<u>\$ 6,034,024</u>	<u>\$ 4,603,657</u>	<u>\$ 4,817,903</u>	<u>\$ 4,323,037</u>	<u>\$ 4,218,710</u>
<b>All Other Governmental Funds</b>										
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	-	-	-	-	-	-	-	-	-	-
Committed	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-	-
Total All Other Governmental Funds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total All Funds	<u>\$ 8,057,722</u>	<u>\$ 5,737,224</u>	<u>\$ 4,118,077</u>	<u>\$ 4,622,205</u>	<u>\$ 6,172,627</u>	<u>\$ 6,034,024</u>	<u>\$ 4,603,657</u>	<u>\$ 4,817,903</u>	<u>\$ 4,323,037</u>	<u>\$ 4,218,710</u>

Table 4

## LIVINGSTON PARISH ASSESSOR

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

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
<b>Revenues</b>										
Ad Valorem Taxes	\$ 6,958,741	\$ 5,762,731	\$ 3,131,574	\$ 4,105,580	\$ 4,446,005	\$ 4,443,242	\$ 3,636,979	\$ 4,131,668	\$ 3,956,885	\$ 3,812,914
Intergovernmental										
State Revenue Sharing	93,751	117,085	128,600	135,722	127,531	126,423	119,380	122,404	120,743	121,452
Fees Charged to Other Governments	35,867	33,930	35,657	29,982	30,685	50,898	8,047	28,874	26,831	25,252
Charges for Services	10,933	15,853	13,796	12,667	19,429	26,991	4,000	12,529	12,331	14,366
Interest	9,768	493	13,099	16,465	7,813	14,222	1,103	11,040	26,261	(5,867)
Other	6,186	9,341	24,214	13,741	88	2,002	55,237	40	33,491	7,376
<b>Total Revenues</b>	<b>7,115,246</b>	<b>5,939,433</b>	<b>3,346,940</b>	<b>4,314,157</b>	<b>4,631,551</b>	<b>4,663,778</b>	<b>3,824,746</b>	<b>4,306,555</b>	<b>4,176,542</b>	<b>3,975,493</b>
<b>Expenditures</b>										
Salaries	2,148,719	1,930,485	1,789,704	1,790,013	1,679,923	1,730,536	1,862,247	1,875,156	1,836,817	1,721,103
Benefits	1,525,198	1,375,266	1,160,503	1,109,484	900,619	779,253	1,033,410	1,066,191	934,910	854,130
Payroll Taxes	42,035	34,796	34,776	35,311	33,488	37,754	43,195	44,760	42,402	39,356
Insurance	34,375	77,330	67,431	62,183	37,159	58,823	43,989	57,357	33,278	40,280
Other Operating	107,158	81,973	217,706	80,613	139,435	92,819	121,020	105,546	147,273	77,912
Professional Fees	332,095	511,648	390,439	655,590	317,250	352,009	579,650	369,574	682,201	597,071
Repairs and Maintenance	22,375	46,632	17,800	48,745	19,412	26,402	19,917	20,538	21,657	29,736
Supplies	153,075	113,622	49,095	98,928	85,727	88,117	176,951	143,576	164,568	127,785
Tax Collector Expense	45,356	44,969	43,445	2,489	2,308	1,451	38,389	37,974	36,409	35,814
Travel and Training	78,854	28,479	45,309	35,655	37,021	47,352	28,984	58,246	62,390	70,011
Utilities	48,469	36,460	30,860	37,928	20,160	18,895	20,953	22,150	30,938	30,478
Capital Outlays	355,002	38,626	4,000	1,917,032	1,226,396	-	70,287	10,620	82,962	22,600
<b>Total Expenditures</b>	<b>4,892,711</b>	<b>4,320,286</b>	<b>3,851,069</b>	<b>5,873,971</b>	<b>4,498,898</b>	<b>3,233,411</b>	<b>4,038,992</b>	<b>3,811,688</b>	<b>4,075,805</b>	<b>3,646,276</b>
<b>Excess (Deficiency) of Revenue over Expenditures</b>	<b>2,222,535</b>	<b>1,619,147</b>	<b>(504,129)</b>	<b>(1,559,814)</b>	<b>132,653</b>	<b>1,430,367</b>	<b>(214,246)</b>	<b>494,867</b>	<b>100,737</b>	<b>329,217</b>
<b>Other Financing Sources (Uses)</b>										
Sale of Fixed Assets	97,963	-	-	9,392	5,950	-	-	-	3,590	30
<b>Total Other Financing Sources (Uses)</b>	<b>97,963</b>	<b>-</b>	<b>-</b>	<b>9,392</b>	<b>5,950</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,590</b>	<b>30</b>
<b>Net Change in Fund Balances</b>	<b>\$ 2,320,498</b>	<b>\$ 1,619,147</b>	<b>\$ (504,129)</b>	<b>\$ (1,550,422)</b>	<b>\$ 138,603</b>	<b>\$ 1,430,367</b>	<b>\$ (214,246)</b>	<b>\$ 494,867</b>	<b>\$ 104,327</b>	<b>\$ 329,247</b>
<b>Debt Service as a Percentage of Noncapital Expenditures</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

LIVINGSTON PARISH ASSESSOR

TAX REVENUE BY SOURCE - GOVERNMENTAL FUNDS  
LAST TEN YEARS

(MODIFIED ACCRUAL BASIS OF ACCOUNTING)  
(UNAUDITED)

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
<b>Tax Revenues by Source:</b>										
AdValorem Tax	\$ <u>6,958,741</u>	\$ <u>5,762,731</u>	\$ <u>3,131,574</u>	\$ <u>4,105,580</u>	\$ <u>4,446,005</u>	\$ <u>4,443,242</u>	\$ <u>3,636,979</u>	\$ <u>4,131,668</u>	\$ <u>3,956,885</u>	\$ <u>3,812,914</u>
Total Tax Revenues	\$ <u><u>6,958,741</u></u>	\$ <u><u>5,762,731</u></u>	\$ <u><u>3,131,574</u></u>	\$ <u><u>4,105,580</u></u>	\$ <u><u>4,446,005</u></u>	\$ <u><u>4,443,242</u></u>	\$ <u><u>3,636,979</u></u>	\$ <u><u>4,131,668</u></u>	\$ <u><u>3,956,885</u></u>	\$ <u><u>3,812,914</u></u>

LIVINGSTON PARISH ASSESSOR

ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY)  
 LAST TEN YEARS  
 (UNAUDITED)

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Real Estate Assessed Value	\$ 650,384,942	\$ 631,659,370	\$ 618,300,610	\$ 580,707,622	\$ 562,288,232	\$ 541,967,875	\$ 534,226,025	\$ 521,759,840	\$ 509,381,920	\$ 499,575,780
Commercial and Other Property Assessed Value	207,905,920	208,770,980	203,446,980	190,624,150	180,870,560	168,277,560	156,730,870	160,322,640	150,644,320	144,623,910
Public Service Assessed Value	50,954,500	48,773,670	46,117,660	43,371,090	41,478,300	43,942,650	42,751,220	41,934,920	41,133,050	40,282,680
Total Assessed Value	909,245,362	889,204,020	867,865,250	814,702,862	784,637,092	754,188,085	733,708,115	724,017,400	701,159,290	684,482,370
Less: Homestead Exemption Value	259,721,791	256,512,520	249,056,371	243,436,347	244,716,657	240,227,447	239,288,703	234,283,864	228,433,625	224,703,390
Total Taxable Assessed Value	649,523,571	632,691,500	618,808,879	571,266,515	539,920,435	513,960,638	494,419,412	489,733,536	472,725,665	459,778,980
Total Estimated Actual Value	8,093,706,887	7,903,494,913	7,723,789,940	6,858,713,420	6,994,599,253	6,717,299,750	6,558,137,597	6,454,155,680	6,262,646,867	6,121,047,920
Total Direct Tax Rate	8.32	8.22	7.66	8.52	8.52	8.52	8.52	8.52	8.52	8.52
Ratio of Total Assessed Value to Total Estimated Actual Value	11.23%	11.25%	11.24%	11.88%	11.22%	11.23%	11.19%	11.22%	11.20%	11.18%

Source: Livingston Parish Assessor's Office; Louisiana Tax Commission Annual Reports

**LIVINGSTON PARISH ASSESSOR**  
DIRECT AND OVERLAPPING PROPERTY TAX RATES  
 LAST TEN YEARS  
 (UNAUDITED)

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
<b>Livingston Parish Assessor's Office Direct Rates:</b>										
Assessment	8.320	8.220	7.660	8.520	8.520	8.520	8.520	8.520	8.520	8.520
<b>Overlapping Governments' Rates:</b>										
Law Enforcement	21.66	21.66	21.66	21.66	21.66	21.66	21.66	21.66	21.66	21.66
Parish Government	25.570	31.510	22.460	22.750	22.750	22.250	21.750	22.820	24.730	24.620
School District	71.040	71.040	71.040	177.790	81.790	87.790	85.790	104.760	110.610	146.980
Cities, Towns, and Villages	11.973	11.973	9.743	9.884	9.638	9.638	9.638	9.885	9.885	9.764
Fire Districts	115.810	100.810	100.600	98.890	98.730	98.760	98.420	98.890	93.420	93.300
Lighting Districts	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Recreational Districts	29.130	29.130	29.130	30.000	30.100	44.620	44.870	45.350	46.000	44.920
Other Districts	0.000	0.000	4.970	5.160	5.160	5.160	5.160	5.270	5.270	5.270
<b>Total Direct and Overlapping Rates:</b>	<b>283.50</b>	<b>274.34</b>	<b>267.26</b>	<b>374.65</b>	<b>278.35</b>	<b>298.40</b>	<b>295.81</b>	<b>317.16</b>	<b>320.10</b>	<b>355.03</b>

Source: Livingston Parish Assessor's Office



**Table 8**

**LIVINGSTON PARISH ASSESSOR**

**PRINCIPAL PROPERTY TAXPAYERS**

**CURRENT YEAR AND NINE YEARS AGO  
(UNAUDITED)**

Taxpayer	2022			2013		
	Taxable Assessed Value	Rank	Percentage of Total Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Assessed Value
Dixie Electric Membership	\$ 17,646,070	1	1.94%	\$ 13,697,050	1	2.00%
Energry Louisiana, LLC	15,629,920	2	1.72%	8,496,400	3	1.24%
Ferrara Fire Apparatus	6,064,350	3	0.67%	-		
All Star Dodge	3,338,900	4	0.37%	5,605,250	4	0.82%
Bellsouth Telecommunications	3,021,040	5	0.33%	3,178,460	6	
East Ascension Telephone	2,977,900	6	0.33%	-		
Creekstone Juban I LLC	2,960,980	7	0.33%	-		
CB & I Walker LA, LLC	2,939,610	8	0.32%	-		0.00%
Grand Trunk Western Railroad	2,851,860	9	0.31%	-		
Continental 375 Fund, LLC	2,188,630	10	0.24%	-		
Shaw Sunland Fabricators				9,444,830	2	1.38%
Wal-Mart Louisiana, Inc				3,846,990	5	0.56%
Bass Pro Outdoor World				2,062,780	7	0.30%
Southern Natural Gas Co.				1,714,310	8	0.25%
Omni Bank				1,705,750	9	0.25%
Boardwalk Place Limit				1,684,260	10	0.25%
	\$ <u>59,619,260</u>		<u>6.56%</u>	\$ <u>51,436,080</u>		<u>7.05%</u>

Source: Livingston Parish Assessor's Office

LIVINGSTON PARISH ASSESSOR

PRINCIPAL PROPERTY TAXPAYERS

CURRENT YEAR AND NINE YEARS AGO  
(UNAUDITED)

Year Ended December 31	Total Tax Levy for Year	Collected within the Year of		Collections in Subsequent Years	Total Collections to Date	
		Amount Collected	Percentage of Levy		Amount Collected	Percentage of Levy
2022	\$ 5,454,273	\$ 554,529	10%	\$ 4,732,037	\$ 5,286,566	96.93%
2021	5,237,475	-	0%	4,922,361	4,922,361	93.98%
2020	4,740,082	23,191	0%	4,326,041	4,349,232	91.75%
2019	4,867,198	351,228	7%	4,393,555	4,744,783	97.48%
2018	4,600,117	-	0%	4,485,919	4,485,919	97.52%
2017	4,378,951	484,536	11%	3,734,336	4,218,872	96.34%
2016	4,212,460	-	0%	4,111,025	4,111,025	97.59%
2015	4,172,491	541,145	13%	3,587,838	4,128,982	98.96%
2014	4,027,622	394,343	10%	3,580,939	3,975,281	98.70%
2013	3,924,727	-	0%	3,845,554	3,845,554	97.98%

Source: Livingston Parish Assessor's Office

LIVINGSTON PARISH ASSESSOR

DEMOGRAPHIC AND ECONOMIC STATISTICS

AS OF DECEMBER 31, 2022  
(UNAUDITED)

<u>Year</u>	<u>Population (1)</u>	<u>Median Age (1)</u>	<u>Per Capita Personal Income (1)</u>	<u>Total Personal Income (1)</u>	<u>Education Level in Years of Formal Schooling (2)</u>	<u>Public School Enrollment (2)</u>	<u>Total Unemployment Rate (3)</u>
2022	145,830	*	*	*	*	26,153	2.8%
2021	143,579	36.5	75,682	7,124,419,000	12.90	26,150	2.5%
2020	142,184	36.8	67,365	6,557,263,000	12.93	25,520	4.9%
2019	140,789	36.6	42,217	5,943,620,000	12.92	25,712	4.1%
2018	139,567	36.3	40,658	5,674,450,000	12.93	25,855	4.1%
2017	138,228	35.9	38,493	5,320,879,000	12.90	25,482	4.2%
2016	140,080	35.6	37,509	5,254,329,000	12.87	25,418	5.1%
2015	137,564	35.3	38,554	5,303,613,000	12.88	25,994	5.1%
2014	135,579	35.0	37,320	5,059,821,000	12.88	25,992	5.5%
2013	134,029	35.0	35,654	4,778,635,000	12.87	25,826	5.8%

Notes: \* Information not available.

Sources: (1) U.S. Census Bureau, Bureau of Economic Analysis  
(2) Annual School Census of Department of Education  
(3) Bureau of Labor Statistics

## LIVINGSTON PARISH ASSESSOR

PRINCIPAL EMPLOYERSAS OF DECEMBER 31, 2022  
(UNAUDITED)

Employer	December 31, 2022			December 31, 2013		
	Number of Employees	Rank	Percentage of Total Livingston Parish Employment	Number of Employees	Rank	Percentage of Total Livingston Parish Employment
Livingston Parish Public Schools	2,950	1	4.47%	*	*	*
Walmart Supercenter	900	2	1.36%	*	*	*
McDermott International	577	3	0.87%	*	*	*
Bass Pro Shops	400	4	0.61%	*	*	*
Ferrara Fire Apparatus Inc	330	5	0.50%	*	*	*
Livingston Parish Sheriff's Office	304	6	0.46%	*	*	*
MMJ Industries Inc	200	7	0.30%	*	*	*
Parish of Livingston	200	8	0.30%	*	*	*
Sam's Club	180	9	0.27%	*	*	*
All Star Automotive Group	150	10	0.23%	*	*	*
Total - 10 Largest Employers	6,191		9.37%	*		*
			66,041			

Notes: \* Information not available

Source: Bureau of Labor Statistics  
Livingston Economic Development Council

LIVINGSTON PARISH ASSESSOR

FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION  
 LAST TEN YEARS  
 (UNAUDITED)

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
<b>Full-Time Positions</b>										
<b>Assessment District:</b>										
Administration	8	8	8	8	7	7	6	6	6	6
Transfer / Front Counter	6	8	7	7	8	8	9	9	10	10
Residential	5	7	7	8	8	7	10	10	10	10
Commercial	4	5	5	4	4	4	6	6	7	6
<b>Total Full-Time Positions</b>	<u>23</u>	<u>28</u>	<u>27</u>	<u>27</u>	<u>27</u>	<u>26</u>	<u>31</u>	<u>31</u>	<u>33</u>	<u>32</u>
<b>Part-Time Positions</b>										
Other	6	7	5	9	7	5	17	16	12	20
<b>Total Part-Time Positions</b>	<u>6</u>	<u>7</u>	<u>5</u>	<u>9</u>	<u>7</u>	<u>5</u>	<u>17</u>	<u>16</u>	<u>12</u>	<u>20</u>
<b>Total</b>	<u>29</u>	<u>35</u>	<u>32</u>	<u>36</u>	<u>34</u>	<u>31</u>	<u>48</u>	<u>47</u>	<u>45</u>	<u>52</u>

Source: Livingston Parish Assessor's Office

LIVINGSTON PARISH ASSESSOR

OPERATING INDICATORS BY FUNCTION  
 LAST TEN YEARS  
 (UNAUDITED)

Function:	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Assessment District:										
Total Assessed Valuations	\$ 909,245,362	\$ 889,204,020	\$ 867,865,250	\$ 814,702,862	\$ 784,637,092	\$ 754,188,085	\$ 733,708,115	\$ 724,017,400	\$ 701,159,290	\$ 684,482,370
Total Taxable Valuations	649,523,571	632,691,500	618,808,879	571,266,515	539,920,435	513,960,638	494,419,412	489,733,536	472,725,665	459,778,980
Total Taxes Assessed	103,607,847	95,014,569	91,750,945	87,957,928	85,250,435	83,691,052	80,133,491	80,745,676	83,726,565	76,053,958
Total Taxpayers	64,416	63,788	61,949	59,086	57,447	56,111	55,733	54,743	54,037	53,523
Total Parcels	68,604	68,838	66,318	65,364	64,171	63,056	62,651	61,264	60,337	59,801

Sources: Livingston Parish Assessor's Office

LIVINGSTON PARISH ASSESSOR

CAPITAL ASSETS BY FUNCTION  
 LAST TEN YEARS  
 (UNAUDITED)

	Year Ending December 31,									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
<b>Governmental Activities Capital Assets:</b>										
Capital Assets Not Being Depreciated:										
Construction in Progress	\$ -	\$ -	\$ -	\$ -	\$ 1,101,742	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Assets Not Being Depreciated	-	-	-	-	1,101,742	-	-	-	-	-
Capital Assets Being Depreciated:										
Buildings and Improvements	-	-	-	-	517,641	517,641	517,641	488,952	480,352	480,352
Vehicles	80,778	278,784	240,158	240,158	291,778	203,198	203,198	239,152	239,152	224,835
Machinery and Equipment	290,775	68,261	68,261	78,759	66,128	66,128	66,128	66,128	64,108	64,108
Computers	360,526	360,526	360,526	346,028	346,028	346,028	346,028	339,330	339,330	341,976
Total Capital Assets Being Depreciated:	732,079	707,571	668,945	664,945	1,221,575	1,132,995	1,132,995	1,133,562	1,122,942	1,111,271
Less Accumulated Depreciation for:										
Buildings and Improvements	-	-	-	-	213,864	185,721	157,578	130,611	108,243	86,058
Vehicles	47,655	198,121	162,789	130,878	145,063	162,724	143,076	166,406	128,496	148,382
Machinery and Equipment	74,324	55,367	50,786	46,241	65,421	65,017	63,458	61,564	58,460	54,031
Computers	355,627	352,727	349,253	345,014	342,776	341,436	340,096	339,163	274,006	208,389
Total Accumulated Depreciation	477,606	606,215	562,828	522,133	767,124	754,898	704,208	697,744	569,205	496,860
Total Capital Assets Being Depreciated, Net	254,473	101,356	106,117	142,812	454,451	378,097	428,787	435,818	553,737	614,411
Total Governmental Activities Capital Assets, Net	\$ 254,473	\$ 101,356	\$ 106,117	\$ 142,812	\$ 1,556,193	\$ 378,097	\$ 428,787	\$ 435,818	\$ 553,737	\$ 614,411

Source: Livingston Parish Assessor's Office

## INDEPENDENT AUDITOR'S REPORT

To the Honorable Jeffrey G. Taylor, CLA  
Livingston Parish Assessor  
Livingston, Louisiana

We 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 governmental activities, each major fund, and the aggregate remaining fund information of the Livingston Parish Assessor, Livingston, Louisiana, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Livingston Parish Assessor's basic financial statements, and have issued our report thereon dated June 30, 2023.

### **Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Livingston Parish Assessor's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Livingston Parish Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of the Livingston Parish Assessor's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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



## **Report on Compliance and Other Matters**

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

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

*Hannis T. Bourgeois, LLP*

Denham Springs, Louisiana  
June 30, 2023

**LIVINGSTON PARISH ASSESSOR**

SCHEDULE OF FINDINGS AND RESPONSES

FOR THE YEAR ENDED DECEMBER 31, 2022

**A. Summary of Auditor's Results**

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? \_\_\_\_\_ Yes     No
- Significant deficiencies identified? \_\_\_\_\_ Yes     None Reported
- Noncompliance material to financial statements noted? \_\_\_\_\_ Yes     No

**B. Finding - Internal Control Over Financial Reporting**

None.

**C. Findings - Compliance and Other Matters**

None.

**LIVINGSTON PARISH ASSESSOR**

**SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES**

FOR THE YEAR ENDED DECEMBER 31, 2022

**A. Finding – Internal Control Over Financial Reporting**

None.

**B. Findings – Compliance and Other Matters**

None.

**LIVINGSTON PARISH ASSESSOR**  
**INDEPENDENT ACCOUNTANT'S REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

**DECEMBER 31, 2022**

Independent Accountant's Report  
on Applying Agreed-Upon Procedures

To the Honorable Jeffrey G. Taylor, CLA  
Livingston Parish Assessor  
Denham Springs, Louisiana  
And the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2022 through December 30, 2022. The Livingston Parish Assessor (Assessor) management is 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 fiscal period January 1, 2021 through December 30, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

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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:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget. – **No exceptions.**
  - b) ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes. – **No exceptions.**
  - c) ***Disbursements***, including processing, reviewing, and approving. – **No exceptions.**
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation). – **No exceptions.**

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules. – **No exceptions.**
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process. – **No exceptions.**
- g) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers. – **No exceptions.**
- h) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases). – **No exceptions.**
- i) **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.  
**Exception** – While the Assessor does have ethics written policy and procedures, they do not specifically address (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.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements. – **No exceptions.**
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event. – **No exceptions.**
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting. – **No exceptions.**

***Board or Finance Committee***

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

**Note:** The Assessor is a single elected official. These procedures are not applicable.

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board’s enabling legislation, charter, bylaws, or other equivalent document. – **Not applicable.**
- b) 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. – **Not applicable.**

- c) 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. – **Not applicable.**

### ***Bank Reconciliations***

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- 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 accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) 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);  
**Exception** – 1 of 2 bank reconciliations selected for testing did include evidence of review, however it was not prepared within 2 months of the related statement closing date.
  - b) 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 – **No exceptions.**
  - c) 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. – **No exceptions.**

### ***Collections (excluding electronic funds transfers)***

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- 4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5). – **No exceptions.**
- 5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees responsible for cash collections do not share cash drawers/registers; – **No exceptions.**
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit; – **No exceptions.**
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and – **No exceptions.**
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation. – **No exceptions.**

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period. – **No exceptions.**
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered. – **No exceptions.**
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip. – **No exceptions.**
  - c) Trace the deposit slip total to the actual deposit per the bank statement. – **No exceptions.**
  - d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer). – **No exceptions.**
  - e) Trace the actual deposit per the bank statement to the general ledger. – **No exceptions.**

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

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8. Obtain a listing of locations that process payments for the fiscal period and management’s representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5). – **No exceptions.**
9. For each location selected under #8 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, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase; – **No exceptions.**
  - b) At least two employees are involved in processing and approving payments to vendors; – **No exceptions.**
  - 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.**
  - 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.**
  - 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. – **No exceptions.**



10. For each location selected under #8 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: – **No exceptions.**
  - a) 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. – **No exceptions.**
  - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable. – **No exceptions.**
11. 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. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements. – **No exceptions.**

#### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete. – **No exceptions.**
13. 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.**
  - b) Observe that finance charges and late fees were not assessed on the selected statements. – **No exceptions.**
14. Using the monthly statements or combined statements selected under #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to inspection). For each transaction, observe 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny. – **No exceptions.**

### ***Travel and Travel-Related Expense Reimbursements (excluding card transactions)***

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15. 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, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, observe 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](http://www.gsa.gov)); – **No exceptions.**
  - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased; – **No exceptions.**
  - c) Observe 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 procedure #1g); and – **No exceptions.**
  - d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement. – **No exceptions.**

### ***Contracts***

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16. 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. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law; – **No exceptions.**
  - b) 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.**
  - c) 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, was approval documented); and – **No exceptions.**
  - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract. – **No exceptions.**

### ***Payroll and Personnel***

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17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files. – **No exceptions.**

18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe all selected employees or official documented their daily attendance and leave (e.g., vacation, sick, compensatory; – **No exceptions.**
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials; – **No exceptions.**
  - c) Observe any leave accrued or taken during the pay period is reflected in the entity’s cumulative leave records; and – **No exceptions.**
  - d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file. – **No exceptions.**
19. 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, obtain related documentation of the hours and pay rates used in management’s termination payment calculations and the entity’s policy on termination payments. Agree the hours to the employee or officials’ cumulative leave records, agree the pay rates to the employee or officials’ authorized pay rates in the employee or officials’ personnel files, and agree the termination payment to entity policy. – **No exceptions.**
20. 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.**

### ***Ethics***

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21. Using the 5 randomly selected employees/officials from procedure #17 under “Payroll and Personnel” above, 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.**
  - 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 to the Assessor’s ethics policy during the fiscal period.**
22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170. – **No exceptions.**

### ***Debt Service***

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23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management’s representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution. – **No debt was issued during current fiscal period. Obtained management’s representation of this.**

24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants). – **No debt outstanding during the fiscal year.**

### ***Fraud Notice***

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25. 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. – **There were no misappropriations of public funds or of assets noted during the fiscal period.**
26. Observe 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.**

### ***Information Technology Disaster Recovery/Business Continuity***

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27. Perform the following procedures, **verbally discuss the results with management, and report “We 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. – **We performed the procedure and discussed the results with management.**
  - 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. – **We performed the procedure and discussed the results with management.**
  - 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 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor. – **We performed the procedure and discussed the results with management.**
28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network. – **No exceptions.**

***Prevention of Sexual Harassment***

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- 29. Using the 5 randomly selected employees/officials from procedure #17 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe 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.**
- 30. Observe 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.**
- 31. 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 it includes the applicable requirements of R.S. 42:344: ).

**Exception** – The Assessor completed the annual sexual harassment report for the current fiscal period; however, the report was dated subsequent to February 1. The report did include the below requirements.

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

**Management’s Response/Corrective Action to Exceptions** - The Assessor’s responses to the exceptions identified in our performance of the SAUPs are attached. The Assessor’s responses were not subjected to any procedures applied in the SAUPs and, accordingly, we express no opinion or any assurance on them.

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

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

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

Respectfully submitted,  
*Hannis T. Bourgeois, LLP*

Denham Springs, Louisiana  
June 30, 2023



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Management's Response to 12/31/2022 Statewide Agreed-upon Procedures:

1. Written Policies and Procedures – Ethics (1i): The policy will be updated to address the requirement that documentation is maintained to document that all employees are notified of changes to the ethics policy.
2. Collections (4a): The bank accounts are reconciled monthly. In the future if a reconciliation needs to be reprinted or re-reconciled, documentation will be kept of the original reconciliation and the reason for reprinting or re-reconciling so that the dates will reflect adherence to the monthly reconciliation policy.
3. Sexual Harassment Prevention (31): The Assessor's office will complete the required report prior to February 1 in the future.

Signature: \_\_\_\_\_

Title: Jeffrey Taylor, Assessor