

**CAMERON PARISH ASSESSOR
CAMERON, LOUISIANA
ANNUAL FINANCIAL REPORT
DECEMBER 31, 2018**

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J. WALKER & COMPANY^{APC}

ACCOUNTANTS AND ADVISORS

INDEPENDENT AUDITORS' REPORT

To the Honorable Orson Billings
Cameron Parish Assessor
Cameron, Louisiana

We have audited the accompanying financial statements of the governmental activities and the major fund of the Cameron Parish Assessor, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Cameron Parish Assessor's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major

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fund of the Cameron Parish Assessor, as of December 31, 2018, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Cameron Parish Assessor's basic financial statements. The schedule of compensation, benefits, and other payments to agency head are presented for purposes of additional analysis and are not a required part of the basic financial statements. This supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits and other payments to agency head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2019, on our consideration of the Cameron Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit



performed in accordance with *Government Auditing Standards* in considering the Cameron Parish Clerk of Court's internal control over financial reporting and compliance.

J. Walker & Company, APC

Lake Charles, Louisiana

June 15, 2019



Management's Discussion and Analysis

CAMERON PARISH ASSESSOR

Management Discussion and Analysis December 31, 2018

The purpose of the Management's discussion and analysis (MD&A) is to introduce the basic financial statements and provide an analytical overview of the Cameron Parish Assessor's financial activities. Since this information is designed to focus on the current year's activities, resulting changes and currently known facts, it should be read in conjunction with the financial statements.

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

This annual report consists of three components (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. There is also supplementary information contained in this report provided for additional information. The government-wide financial statements provide information about the activities of the Cameron Parish Assessor as a whole and present a longer- term view of its finances. Fund financial statements depict how these activities were financed in the short- term as well as what remains for future spending.

Government-wide Financial Statements. The government-wide financial statements present financial information for all activities of the Cameron Parish Assessor from an economic resource measurement focus using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. They include a statement of net position and statement of activities.

Statement of Net Position. This statement presents information on all of the Cameron Parish Assessor's assets, deferred outflows of resources, liabilities, and inflows of resources with the difference between them reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Cameron Parish assessor's office is improving or not.

Statement of Activities. This statement presents information showing how the Cameron Parish Assessor's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Cameron Parish Assessor's financial reliance on general revenues.

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 Cameron Parish Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Cameron Parish Assessor has only one category of funds: governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Cameron Parish Assessor's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year. Because the view of governmental funds is short-term and government-wide financial statements is long-term; it is useful to compare these two perspectives. The governmental funds provide reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints.

NOTES TO THE FINANCIAL STATEMENTS

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

CAMERON PARISH ASSESSOR

**Management Discussion and Analysis (Continue)
December 31, 2018**

FINANCIAL ANALYSIS OF THE CAMERON PARISH ASSESSOR

The total net position from FY2017 to FY2018 decreased by \$477,988. These deficits arose primarily because of the implementation of accounting for pension obligations and not because of poor cash management. A comparison with the prior year follows

**SUMMARY OF NET POSITION
Governmental Activities**

	<u>2018</u>	<u>2017</u>
<u>Assets</u>		
Current and other assets	\$ 869,237	\$ 837,691
Capital assets, net	<u>22,562</u>	<u>40,880</u>
Total Assets	<u>891,799</u>	<u>878,571</u>
Deferred outflows of resources	565,312	143,305
<u>Liabilities</u>		
Current liabilities	1,500	1,500
Long-term liabilities	<u>1,854,183</u>	<u>1,022,221</u>
Total Liabilities	1,855,683	1,023,721
Deferred inflows of resources	188,051	106,790
<u>Net Position</u>		
Net investment in capital assets	22,562	40,879
Unrestricted (Deficit)	<u>(609,185)</u>	<u>(149,514)</u>
Total Net Position	<u>\$ (586,623)</u>	<u>\$ (108,635)</u>

CAMERON PARISH ASSESSOR

**Management Discussion and Analysis (Continue)
December 31, 2018**

Total Revenues decrease by \$52,959 due in part to decrease of other revenue, while expenditures decreased by \$51,158 a summary of changes follow:

**SUMMARY OF CHANGES IN NET POSITION
Governmental Activities**

	<u>2018</u>	<u>2017</u>
<u>Revenues</u>		
Charge for Services	\$ 2,371	\$ 334
Property Taxes	776,320	723,699
Operating Grants	-	8,084
Other Revenue	<u>7,546</u>	<u>107,079</u>
Total Revenues	<u><u>786,237</u></u>	<u><u>839,196</u></u>
<u>Expenditures</u>		
General Government	<u>851,289</u>	<u>902,447</u>
Change in Net Position	(65,052)	(63,251)
Net Position - Beginning (Restated)	<u>(521,571)</u>	<u>(45,384)</u>
Net Position - Ending	<u><u>\$ (586,623)</u></u>	<u><u>\$ (108,635)</u></u>

BUDGETARY HIGHLIGHTS

The Cameron Parish Assessor received \$48,110 more in revenues than it anticipated during the current year. Expenditures were \$51,592 less than the amount budgeted. There was a budget amendment during the year.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets: The Cameron Parish Assessor investment in capital assets, net of accumulated depreciation and related debt at December 31, 2018 and 2017, was \$22,562 and \$40,880

. There were no additions during the year.

Capital assets at year-end are summarized as follows:

	CAPITAL ASSETS	
	Net of Accumulated Depreciation	
	Governmental Activities	
	<u>2018</u>	<u>2017</u>
Depreciable Assets		
Equipment and Furniture, net	<u>\$22,562</u>	<u>\$40,880</u>

CAMERON PARISH ASSESSOR

Management Discussion and Analysis (Continue) December 31, 2018

LONG -TERM DEBT

Long-term obligations of the Cameron Parish Assessor include \$1,695,188 in post-employment benefits for the year ended December 31, 2018, an increase of \$814,661 from 2017, which is the annual required contribution based on actuarial estimations less contributions made during the year. GASB adopted Statement No. 75, Accounting and Financial Reporting for postemployment Benefits Other Than Pensions to replace GASB 45. GASB 75 requires public employers to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities for the financial statement of the employer.

Also reported is the Assessor's proportionate share of pension liability totaling \$158,995 at December 31, 2018, an increase \$17,301 from 2017. This liability is being reported in accordance with GASB Statement No.68 implemented in the prior year. Also associated with this obligation are deferred outflows of \$565,312 and deferred inflows of \$188,051 at December 31, 2018.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Cameron Parish Assessor's finances, comply with finance-related laws and regulations and demonstrate the Cameron Parish Assessor's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting the Cameron Parish Assessor, 110 Smith Cir #A, Cameron, Louisiana 70631, (337) 775-5416.

Basic Financial Statements

CAMERON PARISH ASSESSOR

**Statement of Net Position
For the Year Ended December 31, 2018**

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 115,224
Receivables, net	754,013
Capital assets, net of accumulated depreciation	<u>22,562</u>
Total Assets	<u>891,799</u>
DEFERRED OUTFLOW OF RESOURCES	
Related to pension	247,408
Related to OPEB	<u>317,904</u>
Total Deferred Outflows of Resources	<u>565,312</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 1,457,111</u>
LIABILITIES	
Accounts payable	\$ 1,500
Net OPEB obligation payable	1,695,188
Net pension liabilities	<u>158,995</u>
Total Liabilities	1,855,683
DEFERRED INFLOWS OF RESOURCES	
Related to pension	158,137
Related to OPEB	<u>29,914</u>
Total Deferred Inflows of Resources	188,051
NET POSITION	
Net investment in capital assets	22,562
Unrestricted (Deficit)	<u>(609,185)</u>
Total Net Position	<u>(586,623)</u>
Total Liabilities, Deferred Outflows of Resources, and Net Position	<u>\$ 1,457,111</u>

The accompanying notes are an integral part of the basic financial statements.

CAMERON PARISH ASSESSOR

**Statement of Activities
Year Ended December 31, 2018**

Activities	Expense	Program Revenue			Net Revenue (Expense)
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contribution	Governmental Activities
Governmental activities:					
General government	\$ 851,289	\$ 2,371	\$ -	\$ -	\$ (848,918)
Total governmental activities	\$ 851,289	\$ 2,371	\$ -	\$ -	(848,918)
General revenues:					
Property taxes					776,320
Intergovernmental revenues					7,357
Interest income					189
Total general revenues and transfers					783,866
Change in net position					(65,052)
Net position - July 1, 2018 (deficit), beginning of year					(108,635)
Change in Accounting Principle					(412,936)
Net position - December 31, 2018 (deficit), end of year					\$ (586,623)

The accompanying notes are an integral part of the basic financial statements.

CAMERON PARISH ASSESSOR

**Balance Sheet
Governmental Funds
December 31, 2018**

	<u>General Funds</u>
ASSETS	
Cash and cash equivalents	\$ 115,224
Receivables, net	<u>754,013</u>
 Total Assets	 <u>\$ 869,237</u>
 LIABILITIES AND FUND BALANCES	
Liabilities	
Accounts payable	\$ 1,500
 Fund Balance	
Unassigned	 <u>867,737</u>
 Total Liabilities and Fund Balances	 <u><u>\$ 869,237</u></u>

The accompanying notes are an integral part of the basic financial statements.

CAMERON PARISH ASSESSOR

**Reconciliation of the Governmental Funds Balance Sheet
to the Government-wide Statement of Net Position
Year Ended December 31, 2018**

Total Fund Balances – Governmental Funds	\$ 867,737
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental Funds Balance Sheets. This is the capital assets, net of accumulated depreciation reported on the Statement of Net Position.	22,562
Long-term liabilities of governmental activities do not require the use of current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet. These are the long-term liabilities of the Clerk’s governmental activities.	
Other post-employment benefits	(1,695,188)
Net pension liability	(158,995)
Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the governmental funds.	
Deferred outflows of resources related to pension liability	247,408
Deferred outflows of resources related to OPEB Liability	317,904
Deferred inflows of resources related to pension liability	(158,137)
Deferred inflows of resources related to OPEB liability	<u>(29,914)</u>
Total Net Position – Governmental Activities	<u>\$ (586,623)</u>

The accompanying notes are an integral part of the basic financial statements.

CAMERON PARISH ASSESSOR

**Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
Year Ended December 31, 2018**

REVENUES

Program revenue	
Charges for services	\$ 2,371
General revenue	
Property taxes	776,320
Intergovernmental	7,357
Interest income	<u>189</u>
Total revenues	786,237

EXPENDITURES

Personal Services	632,109
Supplies	6,409
Other operating expenditures	<u>67,839</u>
Total expenditures	<u>706,357</u>
Change in Fund Balance	<u>79,880</u>
Fund Balance, beginning	<u>787,856</u>
Fund Balance, ending	<u>\$ 867,737</u>

The accompanying notes are an integral part of the basic financial statements.

CAMERON PARISH ASSESSOR

**Reconciliation of the Governmental Funds Statement of
Revenues, Expenditures, and Changes in the Fund Balances
to the Statement of Activities
Year Ended December 31, 2018**

Change in Fund Balance – Governmental Funds	\$ 79,880
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Depreciation Expense	(18,318)
Governmental funds report payments on long-term obligations as expenditures. However, in the Statement of Activities, these payments are recognized as decreases in the long-term debt. This is the change in long-term obligations during the year.	
Retirement Benefits Contribution	129,757
Pension Expense	(104,347)
OPEB Expense	<u>(152,024)</u>
Change in Net Position – Governmental Activities	<u>\$ (65,052)</u>

The accompanying notes are an integral part of the basic financial statements.

CAMERON PARISH ASSESSOR

Notes to Financial Statements For the Year Ended December 31, 2018

INTRODUCTION

The Cameron Parish Assessor (“Assessor”), as provided by Article VII, Section 24 of the Louisiana Constitution of 1974 is elected by the voters of the Parish in which it serves for 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 provide assistance to the taxpayers of the Parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and solely responsible for the actions of the deputies.

NOTE 1-SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements of the Cameron Parish Assessor have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Governmental Funds

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

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

General Fund

The General fund is the primary operating fund of the Assessor. It is used to account for all financial resources except those required to be accounted for in other funds. The General fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Assessor policy.

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

Government-Wide Financial Statements

The government-Wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting and are presented in a statement of net position and statement of activities. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized in the year for which they are levied. Program revenues for governmental activities include operating and capital grants and contributions and charges for services.

Basis of Accounting, Measurement Focus

Fund Financial Statements

The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included in the balance sheet. Operating statements of these funds' present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance. Governmental funds are maintained on the modified accrual basis of accounting. Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). "Available" means collectible within the current period or within 60 days after year-end. Charges for services, interest income and other governmental revenues are recorded as earned, which is when they are measurable and available.

Non-exchange transactions, in which the Assessor received value without directly giving value in return, include ad valorem taxes and state revenue sharing. Ad valorem taxes and state revenue sharing, which is based on population and homestead in the assessment district, are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on the calendar year basis. The millage fee of 2.83 was approved for the Assessor's office in a public meeting held on May 18, 2018. The calendar of events for the 2018, ad valorem tax roll was as follows:

	<u>Ad valorem taxes</u>
Levy date	January 1, 2018
Due date	December 31, 2018
Lien date	January 1, 2019
Collection date	December 3, 2018

Expenditure are recognized in the accounting period in which the related fund liability is incurred, if measurable, except for (1) unmatured interest on general long-term debt, which is recognized when due, and (2) claims and judgments and compensated absences, which are not recorded as expenditures and liabilities in the governmental fund type until the due date for the payment. Depreciation is not recognized in the governmental funds.

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

Financial Reporting Entity

For financial reporting purposes, the Assessor's basic financial statements include all funds that are controlled by the Assessor as an independently elected Parish official. As an independently elected official, the Assessor is solely responsible for the operations of his office.

The Assessor is considered a component unit of the Cameron Parish Police Jury. It has been determined that the financial statement of the Police Jury would be misleading if data of the Assessor is not included due to the nature or significance of the relationship. The accompanying financial statements present only the transactions of the Cameron Parish Assessor. The criteria for including organizations as component units within the Assessor's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include items such as whether the organization is legally separate.

Receivables

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental and business-type activities are included in the statement of net assets. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

Payables

Payables are balances in the general fund that are payable to vendors.

Capital Assets

All capital assets are capitalized at historical cost. Donated fixed assets are recorded at their estimated fair value at the date of donation. The Assessor maintains a threshold of \$1,000 or more for capitalizing assets. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Office Equipment	3-7 years

Use of 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 amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

CAMERON PARISH ASSESSOR

Notes to Financial Statements (Continued) For the Year Ended December 31, 2018

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits that mature within 90 days after year end and other investments with original maturities of 90 days or less. Under state law, the Assessor may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or under the laws of the United States.

Net Pension Liability

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

Deferred Outflows/Inflows of Resources

The statement of net position reports in a separate section deferred inflows and outflows of resources. Deferred outflow of resources is a consumption of net assets by the government that is applicable to a future reporting period while deferred inflows of resources is an acquisition of net assets by the government that is applicable to the future reporting period.

Compensated Absences

Vacation and sick leave are accrued annually for the current year only. Employees earn from five to twenty-five days of vacation and two to four weeks of sick leave each year depending on their length of service. Unused vacation leave at the end of each calendar year is forfeited. At December 31, 2018, the Assessor has no sick leave benefits being reported.

Government-wide Net Position

Government-wide net position is divided into three components:

- Net investment in capital assets - Consists of net capital assets reduced by the outstanding balance of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increase by balances of deferred outflows of resources related to those assets.
- Restricted net position - Net position is considered restricted if their use is constrained to a particular purpose. Restrictions can be imposed by either external organization such as creditors (such as debt covenants), grants, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Restricted net position is reduced by liabilities and deferred inflows of resource related to the restricted assets.
- Unrestricted net position- All other net position that do not meet the definition of "restricted" or "net investment in capital assets."

CAMERON PARISH ASSESSOR

Notes to Financial Statements (Continued) For the Year Ended December 31, 2018

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

Governmental Fund Balances

GASB 54 Statement No. 54 establishes standards for five fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in government funds. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form-prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned,

- **Restricted Fund Balance** - This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed Fund Balance**- These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or the Assessor's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the Assessor removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual requirements.
- **Assigned Fund Balance** - These are amounts that are constrained by the Assessor's intent to be used for specific purposes, but are neither restricted nor committed, The Assessor has the authority to assign amount to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed.
- **Unassigned Fund Balance**- This fund balance is the residual classification for the general fund. This represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

When both restricted and unrestricted resources are available for use, it is the Assessors policy to use restricted resources first, then unrestricted resources-committed, assigned, and unassigned- in order as needed.

Budget Practices

Annually, the Assessor adopts a budget for the General Fund. The budget practices include:

(1) publishing the budget in the official journal and making it available for public inspection no later than 15 days prior to the beginning of each fiscal year, (2) holding a public hearing for the proposed budget, and (3) adopting the budget before commencement of the applicable fiscal year. The budget is prepared on the modified accrual basis of accounting. Budget amounts included in the

CAMERON PARISH ASSESSOR

Notes to Financial Statements (Continued) For the Year Ended December 31, 2018

accompanying financial statements include original adopted budget amounts and all subsequent amendments. All appropriations lapse at year end.

Pension

The Cameron Parish Assessor is a participating employer of the Louisiana Assessors' Retirement Fund and Subsidiary as described in Note 6. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

Post-Employment Benefits

The Assessor provides a supplemental Medicare health care coverage and life insurance to some its retired employees. The Assessor recognized the cost of providing these retiree benefits as expenditure when paid during the year.

New GASB Statement

During the year ended December 31, 2018 the Cameron Parish Assessor adopted Government Accounting Standards Board (GASB) Statement No. 75 -*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* ("GASB 75") to replace GASB 45.

NOTE 2 -CASH AND CASH EQUIVALENTS

At December 31, 2018, the Assessor had cash totaling \$115,224.

This deposit is stated at cost which approximates market. Under state law, deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge or 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.

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 government does not have a deposit policy for custodial credit risk. As of December 31, 2018, the Assessor's bank balance was secured from risk by federal deposit insurance and was not exposed to custodial credit risk.

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

NOTE 3 – RECEIVABLES

Receivables as of December 31, 2018, are as follows:

Ad Valorem taxes	\$	756,495
State and federal revenue sharing		4,792
Less: Allowance for uncollectible accounts		<u>(7,274)</u>
	\$	<u>754,013</u>

NOTE 4 – CAPITAL ASSETS

Capital assets as of December 31, 2018, are as follows:

Governmental activities:	Beginning Balance	Additions	Deductions	Ending Balance
Furniture/Fixtures	\$ 168,671	\$ -	\$ -	\$ 168,671
Less: Accumulated Depreciation	<u>(127,791)</u>	<u>(18,318)</u>	<u>-</u>	<u>(146,109)</u>
Net Furniture/Fixtures	<u>\$ 40,880</u>	<u>\$(18,318)</u>	<u>\$ -</u>	<u>\$ 22,562</u>

All depreciation expense was charged to governmental activities.

NOTE 5 – ACCOUNTS PAYABLES

The accounts payable as of December 31, 2018, are as follows:

Accounts payable	<u>\$1,500</u>
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NOTE 6 – OPERATING LEASES

The reporting entity has entered into operating leases for the rental of office equipment and a vehicle. For the year ended, rental expenditures with lease agreements for the year was approximated \$8,073.

The minimum lease payments are as follows:

For the years ended:

	<u>Amount</u>
2019	\$ 6,815
2020	<u>13,737</u>
	<u>\$ 20,552</u>

CAMERON PARISH ASSESSOR

Notes to Financial Statements (Continued) For the Year Ended December 31, 2018

NOTE 7 – PENSION PLAN

Plan Description

Substantially all employees of the Cameron Parish Assessor are members of the Louisiana Assessors' Retirement Fund and Subsidiary, a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

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 Fund and Subsidiary, PO. Box 14699, Baton Rouge, Louisiana 70896, or by calling (225) 928-8886.

The Assessor's office implemented Government 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's office to record its proportional share of each of the pension plans Net Pension Liability and report the following disclosures:

Retirement Benefits

Pension Benefits: Employees who are hired before October 1, 2013, will be eligible for pension benefits once they have either reached the age of fifty-five and have at least twelve years of service or have at least thirty years of service, regardless of age. Employees who were hired on or after October 1, 2013, will be eligible for pension benefits once they have either reached the age of sixty and have at least twelve years of service or have reached the age of fifty-five and have at least thirty years of service.

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

If employees terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity.

Employees may elect a reduced benefit or any of four options at retirement:

1. If the member dies before he has received in annuity payments the present value of the member's annuity, as it was at the time of retirement, the balance is paid to his beneficiary.
2. Upon retirement, the member receives a reduced benefit. Upon the member's death, the surviving spouse will continue to receive the same reduced benefit.
3. Upon retirement, the member receives a reduced benefit. Upon member's death, the surviving spouse will receive one-half of the member's reduced benefit.

CAMERON PARISH ASSESSOR

Notes to Financial Statements (Continued) For the Year Ended December 31, 2018

4. Upon retirement, the member may elect to receive a board-approved benefit that is actuarially equivalent to the maximum benefit.

Death Benefits:

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

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

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

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

Back-Deferred Retirement Option Plan (Back-DROP)

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

CAMERON PARISH ASSESSOR

Notes to Financial Statements (Continued) For the Year Ended December 31, 2018

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

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

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

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

1. Creditable service shall not include service credit reciprocally recognized pursuant to R.S. 11:142.
2. Accrued service at retirement shall be reduced by the Back-DROP.
3. Final average compensation shall be calculated by excluding all earnings during the Back-DROP period.
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 employee or 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.

CAMERON PARISH ASSESSOR

Notes to Financial Statements (Continued) For the Year Ended December 31, 2018

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

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

Excess Benefit Plan

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

Contributions

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

Administrative costs of the Fund are financed through employer contributions. According to the state statute, contributions for all employers are actuarially determined each year. The actuarially - determined employer contribution rate was 5.24% and 4.69% for the years ended September 30, 2018 and 2017, respectively. The actual employer contribution rate was 8.00% and 10.00% of members' earnings for the years ended September 30, 2018 and 2017, respectively.

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

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

At December 31, 2018, the Assessor reported a liability of \$158,995 for its proportionate share of the Fund's net pension liability. The net pension liability was measured as of September 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessors proportion of the net pension liability was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At September 30, 2018, the Assessor's proportion was 0.817860%, which was an increase of 0.010357% from its proportion measured as of September 30, 2017.

Pension expense of \$104,347 was recognized for the year ended December 31, 2018. Deferred outflows

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

and inflows of resources related to pensions were reported from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 11,997	\$ 72,794
Changes of assumptions	204,024	-
Net difference between projected and actual earnings on pension plan investments	-	80,950
Changes in proportion	23,535	4,393
Employer's contributions subsequent to the measurement date	7,852	-
Total	\$ 247,408	\$ 158,137

The Assessors reported a total of \$7,852 as deferred outflows of resources related to pension contributions made subsequent to the measurement date period of September 30, 2018 which will be recognized as a reduction in net pension liability in the year ended December 31, 2018.

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

Year	Amount
2019	\$ 43,584
2020	(3,945)
2021	618
2022	21,397
2023	19,766
	\$ 81,420

Actuarial Methods and Assumptions

Net Pension Liability

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

Actuarial Methods and Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018 are as follows:

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

Valuation date	September 30, 2018
Actuarial cost method	Entry age normal cost
Investment rate of return	6.25%, net of pension plan investment expense, including inflation
Inflation rate	2.20%
Salary increases	5.75%
Annuitant and beneficiary mortality	RP-2000 Healthy Annuitant Table set forward one year and projected to 2030 for males and females
Active Members Mortality	RP-2000 Employee Table set back four years for males and three years for females
Disabled lives mortality	RP-2000 Disabled Lives Mortality Table set back five years for males and set back three years for females.

Discount Rates

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were 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 and an adjustment for the effect of rebalancing/diversification.

The best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of September 30, 2018, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity	7.50%
International equity	8.50%
Domestic bonds	2.50%
International bonds	3.50%
Real estate	4.50%
Alternative assets	6.24%

The long-term expected rate of return selected for this report by the Fund was 6.25%. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from the participating employers and non-employer contributing entities will be made at actuarially determined contribution rates, with are

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on these assumptions and the other assumptions and methods as specified in this report, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. Thus, the discount rate used to measure the total pension liability was 6.25%.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability calculated using the discount rate of 6.25%, as well as what it 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:

	Changes in Discount Rate		
	1%	Current	1%
	Decrease	Discount Rate	Increase
	5.25%	6.25%	7.25%
Net Pension Liability	\$534,768	\$158,995	(\$162,935)

Payables to the System

The Assessor recorded an accrued liability of \$4,487, for the Fund for the year ended, December 31, 2018 for the contractually required contribution for the month of December 2018. The amount is included in accounts and other payables in the statement of net position.

NOTE 8-OTHER POST EMPLOYMENT BENEFITS

Plan Description

The Cameron Parish Assessor provides post-retirement Medicare Supplement, Medicare Prescription Drug and life insurance benefits on behalf of its eligible retirees and their dependents. The plan is a single employer defined benefit healthcare plan administered by the Assessor. The Assessor has the authority to establish and amend the benefit provisions of the Retiree Health Plan. The plan does not issue a publicly available financial report.

Funding Policy

The contribution requirements of plan member and the Assessor established and may be amended by the Assessor. The Assessor contributes 100% of the cost of the current year Medicare supplement premiums and for the cost for retired plan members' spouses.

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

Employees covered by benefit terms

At January 1, 2018, the following employees were covered by the benefit terms:

Actives	6
Retirees	3
Beneficiaries	1
Spouses of Retirees	3
Total	13

Total OPEB Liability

The Assessor's total OPEB liability of \$1,695,188 was measured as of December 31, 2018 and was determined by an actuarial valuation as of January 1, 2018.

Actuarial assumptions and other inputs

The total OPEB liability was determined by an actuarial valuation as of the valuation date, calculated based on the discount rate and actuarial assumptions below, and was then projected forward to the measurement date. Any significant changes during this period have been reflected as prescribed by GASB 75.

Valuation date	January 1, 2018
Measurement date	December 31, 2018
Actuarial cost method	Entry Age Normal
Inflation:	2.30%
Compensation Increase	3.00%
Discount Rate	4.10%
	The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index.
Health Care Cost Trend Rates	Trend was calculated assuming an implied inflation rate of 2.3% per year, and actual premiums. The short-term trend rate for Non-Medicare retirees starts off at 4.0%, and at 4.7% for Medicare retirees and reflects the ACA Excise Tax effective 2022.
Mortality Rates	
Healthy retirement	Sex-distinct RP-2014 Total Dataset Mortality with separate employee, healthy annuitant rates, projected generationally using scale MP-2017.
Disability retirement	Sex-distinct RP-2014 Total Dataset Mortality with separate employee, disabled annuitant rates, projected generationally using scale MP-2017.
Participation Assumption	100% of members are assumed to elect retiree medical coverage at retirement.
Marriage Assumption	For actives, it is assumed that husbands are three years older than their wives with 40% of active participants electing spouse coverage at retirement.

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

Changes in Total OPEB Liability

	Total OPEB Liability
Balance as of December 31, 2017	\$ 1,293,463
Changes for the year:	
Service Cost	47,766
Interest Cost	45,485
Effect of economic/demographic gains or losses	382,782
Changes in Assumptions/Inputs	(36,019)
Benefit payments	(38,289)
Net Change in Total OPEB Liability	401,725
Balance as of December 31, 2018	\$ 1,695,188

Sensitivity of the total OPEB liability to changes in the discount rate

The following presents the total OPEB liability of the Assessor, calculated using the discount rate of 4.10%, 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 (3.1%) or 1-percentage-point higher (5.1%) than the current discount rate:

	1% Decrease 3.10%	Current Discount Rate 4.10%	1% Increase 5.10%
Total OPEB Liability	\$2,060,788	\$1,695,188	\$1,413,089

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates

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

	1% Decrease	Current Discount Rate	1% Increase
Total OPEB Liability	\$1,436,727	\$1,695,188	\$2,033,846

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

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

For the year ended December 31, 2018, the Assessor recognized an OPEB expense of \$152,024. At December 31, 2018, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Inflows of Resources</u>	<u>Deferred outflows of Resources</u>
Differences between actual and expected experience	-	317,904
Changes of assumptions or other inputs	(29,914)	-
Amounts paid subsequent to the measurement date	-	-
Total	<u>\$ (29,914)</u>	<u>\$ 317,904</u>

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

Year	
2019	\$ 58,773
2020	58,773
2021	58,773
2022	58,773
2023	52,898
Thereafter	-
Total	<u>\$ 287,990</u>

Payables to the OPEB Plan

At December 31, 2018, the Assessor did not have any amounts owed to the OPEB plan.

NOTE 9 – LONG-TERM OBLIGATIONS

Long-term liabilities include the following:

	<u>Balance at January 1, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at December 31, 2018</u>
Net OPEB Obligation	\$ 880,527	814,661	-	\$ 1,695,188
Net Pension Liability	141,694	17,301	-	158,995
Total	<u>\$ 1,022,221</u>	<u>\$ 831,962</u>	<u>\$ -</u>	<u>\$ 1,854,183</u>

CAMERON PARISH ASSESSOR

**Notes to Financial Statements (Continued)
For the Year Ended December 31, 2018**

NOTE 10 – EXPENSES PAID BY OTHERS

The Assessor's office is located in the Annex of the Police Jury building. The Cameron Parish Policy Jury pays for the expenses related to the building, such as utilities, insurance, repair and maintenance, etc. on the building. These expenditures are not recorded in the accompanying financial statements.

NOTE 11 – RISK MANAGEMENT

The Assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries of employees; and natural disasters. The Assessor purchased a commercial insurance policy to satisfy claims related to general liability, automobile liability, property and casualty, employee health and accident, and errors and omissions.

NOTE 12 – LITIGATION

There is no litigation that would require disclosure in the accompanying financial statements.

NOTE 13 – DEFICIT NET POSITION

As a result of implementing GASB No. 75 - Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (“GASB 75”), which replaces GASB 45, the Assessor's net position was decreased by \$477,988 and the Assessor reported the ending deficit net position of \$586,623. Reporting for governmental funds provided for a positive fund balance of \$867,737.

NOTE 14 – CHANGE IN ACCOUNTING PRINCIPAL

In June 2015, the Governmental Standards Board (GASB) approved Statement NO.75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions. GASB Statement NO.75 will improve accounting and financial reporting by state and local governments for implemented by the Assessor during the year ended December 31, 2018, the Statement established standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures.

The Statement resulted in a restatement of net position as follows:

	<u>Governmental Activities</u>
Net Positon, December 31, 2017, as previously reported	\$ (108,635)
Change in accounting principle:	
Net effect of implementing GASB Statement NO.75	<u>(412,936)</u>
Net postion, December 31, 2017, as restated	<u><u>\$ (521,571)</u></u>

REQUIRED SUPPLEMENTARY INFORMATION

CAMERON PARISH ASSESSOR
GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
FOR YEAR ENDED DECEMBER 31, 2018

	Budget		Actual	Variance with
	Original	Final		Final Budget
				Favorable (Unfavorable)
Fund Balance, beginning	787,856	787,856	787,856	-
Revenues:				
Ad Valorem Taxes	\$ 800,000	\$ 727,377	\$ 776,320	\$ 48,943
State Revenue Sharing	5,000	5,400	5,658	258
Federal Revenue Sharing	1,600	1,750	1,699	(51)
Informational Services	1,500	3,400	2,371	(1,029)
Interest Earning	300	200	189	(11)
Total Revenues	<u>808,400</u>	<u>738,127</u>	<u>786,237</u>	<u>48,110</u>
Total available for appropriation	<u>1,596,256</u>	<u>1,525,983</u>	<u>1,574,093</u>	<u>48,110</u>
Expenditures:				
Salaries				
Assessor	144,976	144,976	144,976	-
Deputies	251,000	256,650	254,836	1,814
Insurance Benefits	182,600	189,000	187,584	1,416
Retirement Benefits	46,000	43,200	44,712	(1,512)
Supplies - Office	7,000	5,360	5,047	313
Supplies - Auto	1,800	1,500	1,362	138
Supplies - Uniforms	2,000	-	-	-
Dues, Ads, Subs, ETC	7,000	6,800	7,007	(207)
Other Insurance	7,000	4,000	3,647	353
Postage & Shipping	2,000	1,352	1,111	241
Telephone Expenses	9,000	7,200	7,129	71
Professional Service	110,000	80,000	80,448	(448)
Equipment Expenses	12,000	8,000	7,610	390
Travel Expense	12,000	9,800	9,183	617
Bank Charges	200	110	106	4
Other Operating Expenses	-	-	(48,402)	48,402
Capital outlay	2,500	-	-	-
Total Expenditure	<u>797,076</u>	<u>757,948</u>	<u>706,357</u>	<u>51,591</u>
Total charges to appropriations	<u>797,076</u>	<u>757,948</u>	<u>706,357</u>	<u>51,591</u>
Fund Balance, ending	<u>\$ 1,584,932</u>	<u>\$ 1,545,804</u>	<u>\$ 867,737</u>	<u>\$ 51,591</u>

CAMERON PARISH ASSESSOR

Budget to GAAP Basis Reconciliation
For the Year Ended December 31, 2018

	<u>General</u>
<u>Sources/Inflows of resources:</u>	
Actual amounts (budgetary basis) "available for appropriation" from the Budgetary Comparison Schedule	\$ 1,574,093
<i>Adjustments:</i>	
The fund balance at the beginning of the year is a budgetary resource but is not a current-year revenue for financial reporting purposes	(787,856)
Transfers from other funds are inflows for budgetary purposes but are not revenue for financial reporting purposes	<u>-</u>
Total revenues as reported on the Statement of Revenue, Expenditures, and Changes in Fund Balances - Governmental Funds	<u>\$ 786,237</u>
<u>Uses/Outflows of resources:</u>	
Actual amounts (budgetary basis) "Total charges to appropriations" from the Budgetary Comparison Schedule	\$ 706,357
<i>Adjustments:</i>	
Transfers to other funds are outflows for budgetary purposes but are not expenditures for financial reporting purposes	<u>-</u>
Total expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	<u>\$ 706,357</u>

CAMERON PARISH ASSESSOR

**Schedule of Employer's Share of the Net Pension Liability
For the Year Ended December 31, 2018**

	2018	2017	2016	2015
Employer's Proportion of the Net Pension Liability (Assets)	0.8179%	0.8075%	0.8198%	0.7526%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 158,995	\$ 141,694	\$ 289,293	\$ 393,863
Covered Payroll	364,577	354,505	349,874	394,196
Employer's Proportionate Share of the Net Pension Liability (Asset) Liability (Asset) as a Percentage of its Covered Payroll	43.61%	39.97%	82.68%	99.92%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	95.46%	95.61%	90.68%	85.57%

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

CAMERON PARISH ASSESSOR

**Schedule of Employer Contributions to the Pension Plan
For the Year Ended December 31, 2018**

<u>Year</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to Contractual Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions As a Percentage of Employee Payroll</u>
2018	\$ 28,840	\$ 28,840	\$ -	\$ 364,577	7.91%
2017	35,450	35,450	-	354,505	10.00%
2016	43,614	43,614	-	349,874	12.47%
2015	53,501	53,501	-	394,196	13.57%
2014	39,835	39,835	-	301,641	13.21%

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

CAMERON PARISH ASSESSOR

**Schedule of Changes in the Total OPEB Liability and Related Ratios
For the Year Ended December 31,2018**

	2018
Total OPEB Liability	
Service Cost	\$ 47,766
Interest	45,485
Effect of economic/demographic gains or (losses)	382,782
Effect of assumption changes or inputs	(36,019)
Benefit payments	(38,289)
Net change in total OPEB liability	401,725
Total OPEB Liability - beginning	1,293,463
Total OPEB Liability - end	\$ 1,695,188
Covered Employee Payroll	\$ 362,545
Total OPEB Liability as a percentage of covered employee payroll	467.58%

Notes to Schedule:

Changes of Benefit Terms:

None

Changes of Assumptions:

Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

2018	4.10%
------	-------

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

CAMERON PARISH ASSESSOR

Notes to Required Supplementary Information
For the year ended December 31, 2018

NOTE 1 - BUDGETS

1. Budgetary and Budgetary Accounting

The Cameron Parish Assessor follows these procedures in establishing the budgetary data reflected in the financial statements:

- a. A proposed budget is prepared and submitted to the Cameron Parish Assessor for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- b. A summary of the proposed budget is published, and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- c. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
- d. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
- e. All budgetary appropriations lapse at the end of each fiscal year.
- f. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Assessor. Such amendments, except for capital outlay, were not material in relation to the original appropriations.

2. Basis of Accounting

All the Assessor's budgets are prepared on the modified accrual basis of accounting.

NOTE 2 - NET PENSION LIABILITY

1. Changes of Benefit Terms

There were no changes of benefit terms for the year ended December 31, 2018 at the measurement date of September 30, 2018.

2. Changes of Assumptions

The investment rate of return and inflation rate decreased from 6.75% to 6.25% and 2.5% to 2.2%, respectively.

See Independent Auditors' Report

CAMERON PARISH ASSESSOR

Notes to Required Supplementary Information (Continue)
For the year ended December 31, 2018

NOTE 3 – POST RETIREMENT BENEFITS OTHER THAN PENSIONS

- a. Cameron Parish Assessor (the “Assessor”) provides post-employment Medicare Supplement, Medicare Prescription Drug, and life insurance benefits on behalf of its eligible retirees and their dependents. As a result, the Assessor is required to implement the Governmental Accounting Standards Board (“GASB”) Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (“GASB 75”), which replaces GASB 45. GASB 75 requires a liability for OPEB obligations, known as the Net OPEB Liability, to be recognized on the balance sheets of participating employers.
- b. GASB 75 allows an actuarial valuation date no earlier than thirty months and one day prior to the fiscal year end reporting date and a measurement date no earlier than one year and one day prior to the fiscal year end reporting date. For the reporting year ending December 31, 2018, we have used an actuarial valuation date of January 1, 2018 and a measurement date of December 31, 2018. There have been no significant changes between the valuation date and fiscal year end.

SUPPLEMENTARY INFORMATION

CAMERON PARISH ASSESSOR

Supplementary Information

**Schedule of Compensation, Benefits and
Other payments to the Agency Head
Year Ended December 31, 2018**

Agency Head

Orson Billings
Assessor

Purpose	Amount
Salary	\$ 144,976
Benefits – Retirement	11,598
Benefits – Insurance	11,484
Deferred Compensation	8,699
Other Benefits	3,068
Travel:	
Travel - lodging	<u>677</u>
Total Compensation, Benefits and Other Payments	<u>\$ 180,502</u>

INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS



J. WALKER & COMPANY^{APC}

ACCOUNTANTS AND ADVISORS

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

To the Honorable Orson Billings
Cameron Parish Assessor
Cameron, 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 and the major fund of the Cameron Parish Assessor, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Cameron Parish Assessor's basic financial statements and have issued our report thereon dated June 15, 2019.

Internal Control over Financial Reporting

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

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cameron Parish Assessor's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that 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. However, under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

J. Walker & Company, APC

Lake Charles, Louisiana

June 15, 2019



CAMERON PARISH ASSESSOR

Schedule for Findings and Responses For the Year Ended December 31, 2018

I. Summary of Auditors' Results

a. Financial Statements

1. The independent auditors' report expresses an unmodified opinion on the financial statements of the Cameron Parish Assessor.
2. There were no control deficiencies disclosed during the audit of the financial statements and reported in the *Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*.
3. There were no instances of noncompliance that are reported in the *Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*.

b. Federal Awards

N/A

c. Management Letter

No management letter was issued in connection with the audit for the year ended December 31, 2018.

CAMERON PARISH ASSESSOR

**Schedule of Findings and Responses
For the Year Ended December 31, 2018**

II. Summary of Findings

There were no current findings.

CAMERON PARISH ASSESSOR

**Schedule of Findings and Responses
For the Year Ended December 31, 2018**

III. Summary of Prior Year Findings

INTERNAL CONTROL AND COMPLIANCE FINDINGS

2017-01 Failure to timely file audit report

Fiscal Year Finding Originated: 2017

Condition:

During the year ended June 30, 2017, the Organization failed to submit audited report to LA Legislative Auditor in a timely manner.

Corrective Action Plan:

Management agrees to engage an independent auditor in a timely manner to ensure adequate time for the completion of the audit and the timely filing of report, keeping in compliance with La. R.S.24.513 which states that “all engagements must be completed and transmitted to the legislative auditor within six months of the close of the auditee’s fiscal year.”

Current Status:

Resolved.

Statewide Agreed Upon Procedures



J. WALKER & COMPANY_{APC}

ACCOUNTANTS AND ADVISORS

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Orson Billings
Cameron Parish Assessor
Cameron Louisiana, and the
Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Cameron Parish Assessor and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. The office's management is responsible for those C/C areas identified in the SAUPs. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget

We performed the above procedure and noted the following exception:

Written policies and procedures did not including details on preparing, adopting, monitoring and amending the budget.

Management Response: See management's response letter.

- 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.

We performed the above procedure and noted the following exception:

Written policies and procedures did not include the preparation and approval process of purchase requisitions and purchase orders.

Management Response: See management's response letter.

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- c) **Disbursements**, including processing, reviewing, and approving

We performed the procedure above and noted 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).

We performed the procedure above and noted no exceptions.

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

We performed the procedure above and noted 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

We performed the above procedure and noted the following exception:

Written policies and procedures did not include types of services requiring written contracts.

Management Response: See management's response letter.

- g) **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)

We performed the procedure above and noted no exceptions.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

We performed the procedure above and noted no exceptions.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

We performed the above procedure and noted the following exception:

Written policies and procedures do not include actions to be taken if an ethics violation takes place.

Management Response: See management's response letter.



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

Not applicable.

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
 - c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

The Cameron Parish Assessor does not have a board or finance committee. Therefore, these procedures are not applicable.

Bank Reconciliations

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

We performed the procedure above and noted no exceptions.



- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

We performed the procedure above and noted no exceptions.

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

Not applicable.

Collections

- 4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- 5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

Not applicable.

- 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.

We performed the procedure above and noted 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.

We performed the procedure above and noted 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 verifies the reconciliation.

We performed the procedure above and noted no exceptions.



6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

We performed the above procedure and noted the following exceptions:

All employees who have access to cash are not covered by a bond or insurance policy for theft.

Management's Response: See management's response letter.

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). Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

We performed the above procedure and noted the following exception:

10 out of the 10 deposits selected were not made within one business day of receipt at the collection location.

Management Response: See management's response letter.

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

We performed the procedure above and noted no exceptions.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected 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.

We performed the above procedure and noted the following exception:

No purchase order system in place.

Management Response: See management's response letter.

- b) At least two employees are involved in processing and approving payments to vendors.

We performed the procedure above and noted 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.

We performed the procedure above and noted 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.

We performed the procedure above and noted 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:

- a) Observe that the disbursement matched the related original invoice/billing statement.

We performed the procedure above and noted no exceptions.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

We performed the procedure above and noted no exceptions.

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

- 11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- 12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:



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

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

We performed the procedure above and noted no exceptions.

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

14. 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, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

We performed the procedure above and noted no exceptions.



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

We performed the procedure above and noted no exceptions.

Contracts

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

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

No contracts reviewed were amended. Therefore, no procedures were performed.

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

We performed the above procedures and noted the following exceptions:

The Assessor's office was unable to provide the written contracts for 2 out of the 5 vendors selected. No exceptions on the 3 contracts reviewed.

Management Response: See management's response letter.

Payroll and Personnel

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



17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

We performed the procedure above and noted no exceptions.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

We performed the procedure above and noted no exceptions.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

We performed the procedure above and noted no exceptions.

- b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

We performed the procedure above and noted no exceptions.



Debt Service

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

The Cameron Parish Assessor did not issue debt during the fiscal period. Therefore, these procedures are not applicable.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

The Cameron Parish Assessor did not have outstanding bonds or notes during the fiscal period. Therefore, these procedures are not applicable.

Other

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Per discussion with management, no misappropriation of public and assets was noted during the fiscal period.

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

We performed the procedure above and noted no exceptions.

J. Walker & Company, APC

Lake Charles, Louisiana

June 3, 2019





Cameron Parish
Assessor's Office
Orson Billings - CLA
Assessor

MANAGEMENT'S RESPONSE TO INDEPENDENT ACCOUNTS' REPORT

ON APPLYING AGREED-UPON PROCEDURES

J. Walker & Company, APC

Lake Charles, Louisiana

The following is our response to the exceptions noted in the Independent Accountants' Report On Applying Agreed-upon Procedures.

Exception 1. (a) Budgeting

The Cameron Parish Assessor's Office follows the requirement of the budgeting act for local governments. We agree that our policy and procedures does not spell out in detail the steps that we follow in preparing and amending budgets. We will amend the policies and procedures manual to include the recommended detail.

Exception 1. (b) Purchasing

The Cameron Parish Assessor's Office has a total of six employees. The number of items purchased during a year is very small and most of the items are purchased as repeat items. The use of purchase orders would not be cost efficient. We believe that the Assessor's day to day involvement in the day to day operations of the Assessor's office offsets the lack of a purchase order system.

Exception 1. (f) Contracting

We agree that our policies and procedures does not address in enough detail to identify which types of services should have written contracts. We will amend our policies and procedures to identify which types of services will be required to have written contracts.

Cameron Parish Assessor
Post Office Box 1100
Cameron, LA 70631
110 Smith Circle - Suite A
Phone: (337) 775-5416
Fax: (337) 775-7898



Cameron Parish
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Exception 1. (i) Ethics

Our policies and procedures manual does require (page 3) each employee to attend ethics training each year and to provide the Assessor's office with a certificate. This certification is maintain by the Assessor's office. Our policies and procedures manual will be modified to identify the areas noted in the finding.

Exception 6. Bond or Insurance Policy

The Assessor's office has amended its policies and procedures to indicate the the office will no longer accept cash payments.

Exception 7. (d) Timely Deposit of Funds

The Assessor agrees that not all deposits were made in timely manner. The policies and procedures will be changed to require that checks received will be deposited the following business day.

Exception 9. (b) Purchase Order System

The Cameron Parish Assessor's Office has a total of six employees. The number of items purchased during a year is very small and most of the items are purchased as repeat items. The use of purchase orders would not be cost efficient. We believe that the Assessor's day to day involvement in the day to day operations of the Assessor's office offsets the lack of a purchase order system.

Exception 15. (d) Copies of Contracts Missing

The Assessor will change its policies and procedures to require that a copy of all contracts be maintained in a separate file.

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Orson Billings, Assessor

June 03, 2019