# WEBSTER PARISH TAX ASSESSOR
**Minden, Louisiana**

## ANNUAL FINANCIAL REPORT
December 31, 2025

# WEBSTER PARISH TAX ASSESSOR
**Minden, Louisiana**

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# Independent Auditor's Report

The Honorable Denise Edwards,
Webster Parish Tax Assessor
Minden, Louisiana

## Report on the Audit of the Financial Statements

### Opinions

We have audited the financial statements of the governmental activities and the major fund of the Webster Parish Tax Assessor (the Assessor), as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Assessor, as of December 31, 2025, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

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

### Responsibilities of Management for the Financial Statements

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

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

### Auditor's Responsibility for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

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

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

**Required Supplementary Information**

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

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Assessor's basic financial statements. The information listed in the table of contents as Supplementary Information is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such 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. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the information is fairly stated, in all material respects, in relation to the 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 4, 2026, on our consideration of the Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 the effectiveness of the Assessor's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and in considering the Assessor's internal control over financial reporting and compliance.

*Dees Gardner, Certified Public Accountants, LLC*

Mansfield, Louisiana
June 4, 2026

# REQUIRED SUPPLEMENTARY INFORMATION
# (PART I)

# MANAGEMENT'S DISCUSSION AND ANALYSIS
(Unaudited)

This section of the Webster Parish Tax Assessor's (the Assessor) annual financial report presents our discussion and analysis of the Assessor's financial performance during the fiscal year that ended on December 31, 2025. The Assessor's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section. We encourage readers to consider the information presented here in conjunction with the Assessor's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

## FINANCIAL HIGHLIGHTS

The Assessor's net position increased by $1,459,140 (39.16%) for the year ending December 31, 2025, compared to an increase of $1,170,280 (45.80%) in 2024.

Property tax revenues increased $109,145 (4.74%) to $2,409,813 during the year ended December 31, 2025, compared to an increase of $632,524 (37.92%) to $2,300,668 during 2024. This increase was primarily due to increased total assessed values in the parish during 2025.

The Assessor's total general and program revenues were $3,056,640 in 2025 compared to $2,906,874 in 2024, an increase of $149,766 (5.15%).

During the year ended December 31, 2025, the Assessor had total expenses of $1,597,500 compared to $1,736,594 in 2024, a decrease of $139,094 (8.01%).

## OVERVIEW OF FINANCIAL STATEMENTS

This Management Discussion and Analysis document introduces the basic financial statements which include government-wide financial statements and fund financial statements. These two types of financial statements present the Assessor's financial position and results of operations from differing perspectives, which are described as follows:

**Government-wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of the Assessor's finances, in a manner similar to a private-sector business. There are two government-wide statements: the statement of net position and the statement of activities.

The statement of net position presents information on all of the Assessor's assets and deferred outflows of resources, and liabilities and deferred inflows of resources with the difference between them presented as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Assessor is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the Assessor that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The Assessor does not report any business-type activities.

**Fund Financial Statements**. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Assessor, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Assessor only reports one fund type, 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. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Assessor maintains one governmental fund, the general fund, which is its only major fund. The general fund is the principal fund of the Assessor and used to account for the operations of the Assessor.

**Notes to the Financial Statements**

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

**Required Supplementary Information**

The basic financial statements are followed by a section of required supplementary information. There is a budget comparison schedule for the general fund and a schedule of changes in net OPEB liability and related ratios for the retiree health plan (OPEB). To comply with GASB 68, there are two schedules detailing the Assessor's proportionate share of net pension liability and pension contributions.

**Supplementary Information**

The schedule of compensation, benefits and other payments to agency head or chief executive officer is presented to fulfill the requirements of Louisiana Revised Statute 24:513(A)(3).

**FINANCIAL ANALYSIS OF THE ASSESSOR'S OFFICE AS A WHOLE**

Net position may serve over time as a useful indicator of the Assessor's financial position. The total net position changed from a year ago, increasing from $3,725,625 to $5,184,765.

The following table provides a summary of the Assessor's net position as December 31,:

| **Assets** | **2025** | **2024** | **% Change** |
|---|---|---|---|
| Current and other assets | $ 9,003,595 | $ 8,058,221 | 11.73% |
| Capital assets, net of depreciation | 286,685 | 229,394 | 24.97% |
| Net pension asset (liability) | 899,553 | 394,868 | 127.81% |
| **Total assets** | 10,189,833 | 8,682,483 | 17.36% |
| **Deferred Outflows of Resources** | 244,921 | 376,300 | -34.91% |
| **Liabilities** | | | |
| Current and other liabilities | 1,124 | 5,911 | -80.98% |
| Noncurrent liabilities | 3,328,870 | 3,573,405 | -6.84% |
| **Total liabilities** | 3,329,994 | 3,579,316 | -6.97% |
| **Deferred Inflows of Resources** | 1,919,995 | 1,753,842 | 9.47% |
| **Net Position** | | | |
| Net investment in capital assets | 286,685 | 229,394 | 24.97% |
| Unrestricted | 4,898,080 | 3,496,231 | 40.10% |
| **Total net position** | $ 5,184,765 | $ 3,725,625 | 39.16% |

A portion of the Assessor's net position, $286,685 (5.53%) reflects its investment in capital assets such as vehicles, buildings, furniture and equipment, and software, with an historical cost of $1,401,113 less accumulated depreciation of $1,114,428. The Assessor uses these capital assets to provide services to the public; consequently, these assets are not available for future spending.

The largest portion of the Assessor's net position of $4,898,080 (94.47%) as of December 31, 2025, and $3,496,231 (93.84%) as of December 31, 2024, is unrestricted and may be used to meet the ongoing obligations to the citizens and property owners of Webster Parish.

An analysis of the government-wide Statement of Activities for the years ended December 31,:

| **Revenues** | **2025** | **2024** | **% Change** |
|---|---|---|---|
| Program revenue | | | |
| Charges for services | $ - | $ 1,500 | -100.00% |
| General revenue | | | |
| Property taxes | 2,409,813 | 2,300,668 | 4.74% |
| State revenue sharing | 133,793 | 116,963 | 14.39% |
| Investment earnings | 227,575 | 217,337 | 4.71% |
| Other revenues | 274,459 | 270,406 | 1.50% |
| Gain (loss) on disposal of assets | 11,000 | - | N/A |
| **Total revenue** | 3,056,640 | 2,906,874 | 5.15% |
| **Expenses** | | | |
| General Government | 1,548,908 | 1,694,232 | -8.58% |
| Depreciation | 48,592 | 42,362 | 14.71% |
| Total expenses | 1,597,500 | 1,736,594 | -8.01% |
| **Change in net position** | 1,459,140 | 1,170,280 | |
| **Net position** | | | |
| Net position beginning | 3,725,625 | 2,555,345 | 45.80% |
| Net position ending | $ 5,184,765 | $ 3,725,625 | 39.16% |

As the above presentation demonstrates, the Assessor has increased its reserves by $1,459,140 or 39.16%.

The Assessor received $2,409,813 (78.84%) and $2,300,668 (79.15%) of its total revenues through property taxes during 2025 and 2024, respectively. Investment earnings increased 4.71% from $217,337 for the year ending December 31, 2024 to $227,575 for the year ending December 31, 2025.

## FINANCIAL ANALYSIS OF THE ASSESSOR'S FUND

As noted earlier, the Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. For the year ended December 31, 2025, differences between the government-wide presentation and the fund financial statements were due to acquisition of capital outlays, depreciation charges associated with capital assets and differences in unavailable property tax revenue and prepaid expenses, net pension liability and other postretirement benefit obligations.

As of the end of the current year, the Assessor's only governmental fund, the general fund, reported an ending fund balance of $8,500,980, an increase of $804,113 (10.45%) compared to the prior year balance of $7,696,867. This balance was 100% unassigned at the year end.

## GENERAL FUND BUDGETARY HIGHLIGHTS

Formal budgetary integration is employed as a management control device during the fiscal year. The budget policy of the Assessor complies with state law, as amended, and as set forth in Louisiana Revised Statutes Title 39, Chapter 9, Louisiana Local Government Budget Act (LSA-RS 39:1301 et seq.). The Assessor's budget was not amended during 2025. Actual revenues and other financing sources were $719,189 (37.65%) more than budgeted amounts. Actual expenditures were $394,784 (17.78%) less than the budgeted amounts. The Assessor is in compliance with the Local Government Budget Act for year ending December 31, 2025.

## CAPITAL ASSET ADMINISTRATION

For the year ended December 31, 2025, the Assessor purchased a new server and made down payment on a new software for the office that was not yet completed as of the end of the year.

## DEBT ADMINISTRATION

At December 31, 2025, the Assessor had no debt on capital assets.

## ECONOMIC FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

At the present time, no known issues are expected to have a significant impact on future operations. The 2026 budget was prepared based on December 31, 2025 results.

## REQUEST FOR INFORMATION

This report is designed to provide a general overview of the Assessor’s finances and seeks to demonstrate the Assessor’s accountability for the money she received. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Denise Edwards, Assessor, P. O. Box 734, Minden, Louisiana, 71058.

BASIC FINANCIAL STATEMENTS

STATEMENT A

**WEBSTER PARISH TAX ASSESSOR**
Minden, Louisiana

**GOVERNMENTAL FUND BALANCE SHEET / STATEMENT OF NET POSITION**
December 31, 2025

| | Governmental Fund Financial Statements | | Government-wide Statements |
|---|---|---|---|
| | **Balance Sheet** | | **Statement of** |
| | General Fund | Adjustments | **Net Position** |
| **ASSETS** | | | |
| Current assets: | | | |
| Cash and cash equivalents | $ 2,667,603 | $ - | $ 2,667,603 |
| Investments | 3,765,802 | - | 3,765,802 |
| Accounts receivable | 2,525,331 | - | 2,525,331 |
| Prepaid expenses | - | 44,859 | 44,859 |
| Noncurrent assets: | | | |
| Capital assets, net (see note 4) | - | 286,685 | 286,685 |
| Net pension asset | - | 899,553 | 899,553 |
| Total assets | $ 8,958,736 | 1,231,097 | 10,189,833 |
| **DEFERRED OUTFLOWS OF RESOURCES** | | | |
| OPEB related | | 129,023 | 129,023 |
| Pension related | | 115,898 | 115,898 |
| Total deferred outflows of resources | | 244,921 | 244,921 |
| **LIABILITIES** | | | |
| Current Liabilities: | | | |
| Accounts payable | $ 1,124 | - | 1,124 |
| Noncurrent Liabilities: | | | |
| OPEB liabilities | - | 3,328,870 | 3,328,870 |
| Total liabilities | 1,124 | 3,328,870 | 3,329,994 |
| **DEFERRED INFLOWS OF RESOURCES** | | | |
| Unavailable ad valorem taxes | 456,632 | (456,632) | - |
| Pension related | - | 858,382 | 858,382 |
| OPEB related | | 1,061,613 | 1,061,613 |
| Total deferred inflows of resources | 456,632 | 1,463,363 | 1,919,995 |
| **FUND BALANCE / NET POSITION** | | | |
| Fund Balances: | | | |
| Unassigned | 8,500,980 | (8,500,980) | - |
| Total fund balances | 8,500,980 | (8,500,980) | - |
| Total liabilities, deferred inflows of resources, and fund balance | $ 8,958,736 | (3,708,747) | |
| Net Position: | | | |
| Net investment in capital assets | | 286,685 | 286,685 |
| Unrestricted | | 4,898,080 | 4,898,080 |
| Total net position | | $ - | $ 5,184,765 |

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**
Minden, Louisiana

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO GOVERNMENT-WIDE STATEMENT OF NET POSITION**
December 31, 2025

| | | |
|---|---|---|
| **Fund Balance - Governmental Fund** | $ | 8,500,980 |
| Amounts reported for governmental activities in the statement of net position are different because: | | |
| Prepaid expenses involve payment with current financial resources that are attributable to fiscal periods beyond the end of the current year. | | 44,859 |
| Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. | | 286,685 |
| Certain deferred outflows reported in the governmental activities are not financial resources and therefore not reported in the governmental funds: | | |
| Deferred outflows-pension related | | 115,898 |
| Deferred outflows-OPEB related | | 129,023 |
| Unavailable ad valorem taxes are reported as deferred inflows of resources in the governmental funds, but are reflected as income in the Government-wide statement. | | 456,632 |
| Long-term liabilities are not due and payable in the current period, and therefore, are not reported in the governmental fund: | | |
| OPEB liability | | (3,328,870) |
| Deferred inflows-pension related | | (858,382) |
| Deferred inflows-OPEB related | | (1,061,613) |
| Net pension asset | | 899,553 |
| **Total Net Position of Government Activities** | $ | 5,184,765 |

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

STATEMENT C

**WEBSTER PARISH TAX ASSESSOR**
Minden, Louisiana

**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE / STATEMENT OF ACTIVITIES**
For the year ended December 31, 2025

| | Governmental Funds Financial Statements — **Statement of Revenues, Expenditures, and Changes in Fund Balance** General Fund | Adjustments | Government-wide Statements — **Statement of Activities** |
|---|---|---|---|
| **Expenditures / Expenses** | | | |
| Current | | | |
| General Government | $ 1,719,333 | $ (170,425) | $ 1,548,908 |
| Capital outlays | 105,883 | (105,883) | - |
| Depreciation | - | 48,592 | 48,592 |
| Total expenditures / expenses | 1,825,216 | (227,716) | 1,597,500 |
| Net program expense | | | (1,597,500) |
| **General revenues** | | | |
| Property taxes | 2,253,125 | 156,688 | 2,409,813 |
| State revenue sharing | 133,793 | - | 133,793 |
| Miscellaneous income | 3,836 | 270,623 | 274,459 |
| Investment earnings | 227,575 | - | 227,575 |
| Gain (loss) on disposal of assets | - | 11,000 | 11,000 |
| Total general revenues | 2,618,329 | 438,311 | 3,056,640 |
| **Excess (deficiency) of revenues over expenditures** | 793,113 | | |
| **Other financing sources (uses)** | | | |
| Proceeds from the sale or disposal of assets | 11,000 | (11,000) | - |
| Total other financing sources (uses) | 11,000 | (11,000) | - |
| **Net change in fund balance / Change in net position** | 804,113 | 655,027 | 1,459,140 |
| **Fund balance / Net position** | | | |
| Beginning of the year | 7,696,867 | | 3,725,625 |
| End of the year | $ 8,500,980 | | $ 5,184,765 |

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

STATEMENT D

**WEBSTER PARISH TAX ASSESSOR**
Minden, Louisiana

**RECONCILIATION OF THE STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES**
For the year ended December 31, 2025

| | | |
|---|---|---|
| **Net change in Fund Balance - Governmental Fund** | $ | 804,113 |
| Governmental funds report expenses that involve payments with current financial resources, such as insurance, in the year in which it is paid. In the Statement of Activities, payments that are attributable in current periods are recognized. | | |
| Decrease in prepaid expenses | | (10,640) |
| Governmental funds report capital outlays as expenditures. However in the Statement of Activities, the cost of the assets are capitalized and allocated over their estimated useful lives and reported as depreciation expense. Therefore, capital expenditures are not recorded in the statement of activities. | | |
| Capital outlays | | 105,883 |
| Depreciation | | (48,592) |
| Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. | | |
| Non-employer contributions to cost-sharing pension plan | | 270,623 |
| Change in unavailable ad valorem taxes | | 156,688 |
| In the Statement of Activities, the loss on disposal of fixed assets is reported; whereas, in the governmental funds, the proceeds from the disposal increase financial resources. | | |
| Proceeds from sale or disposal of assets | | (11,000) |
| Gain (loss) on disposal of assets | | 11,000 |
| In the Statement of Activities pension and other postemployment benefits are reported in the government-wide statements, but not in the governmental fund statements. | | |
| Pension (expense) benefit | | (70,916) |
| OPEB (expense) benefit | | 251,981 |
| **Net change in Net Position** | $ | 1,459,140 |

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

# NOTES TO THE FINANCIAL STATEMENTS

## INTRODUCTION

As provided by LSA-RS 47:1901, the Webster Parish Tax Assessor (the Assessor) is elected by the voters of the parish and serves a four-year term. The Assessor enumerates, lists, and 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 to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies.

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

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America applicable to state and local governments (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for GAAP for state and local governments through its pronouncements. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:513, the industry audit guide, *Audits of State and Local Governments*, and the *Louisiana Governmental Audit Guide.*

### A. REPORTING ENTITY

A primary government is financially accountable for an organization if (a) it appoints a voting majority of the organization’s governing board and is able to impose its will on the organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government; or (b) total outstanding debt, including leases, is expected to be repaid entirely or almost entirely with resources from the primary government. The Assessor is not financially accountable to the Police Jury since 1) the Assessor is an independently elected official; 2) the Assessor is a legally separate organization and holds its own corporate powers; and 3) the Assessor does not require approval from the Police Jury for its budget, to levy taxes, or to issue debt. Based on these criteria, the Assessor is considered a primary government. There are no component units of the Assessor and, as a result, the financial statements include only the transactions of the Assessor.

### B. BASIS OF PRESENTATION – BASIC FINANCIAL STATEMENTS

The Assessor’s basic financial statements include both government-wide (reporting for the Assessor as a whole) and fund financial statements (reporting for the Assessor’s only fund, the general fund).

<u>Governmental Fund Statements.</u> The accounts of the Assessor are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements.

The focus of the governmental funds’ measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income.

The general fund is the only fund of the Assessor and the only reported major fund. As provided by Louisiana Revised Statute 47:1906, the general fund is the principal fund and used to account for the operations of the Assessor. The Assessor’s primary sources of revenue are ad valorem taxes, state revenue sharing, and interest. General operating expenditures are paid from this fund.

<u>Government-Wide Statements.</u> In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis, and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations, if appropriate.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

B. BASIS OF PRESENTATION – BASIC FINANCIAL STATEMENTS (continued)

The government-wide Statement of Activities reports both the gross and net cost of the Assessor's primary function of assessing property for ad valorem tax purposes. This function is also supported by general government revenues (in this case interest revenue.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the primary tax assessment function. Operating grants include operating-specific and discretionary grants.

This government-wide focus is more on the sustainability of the Assessor as an entity and the change in the Assessor's net position resulting from the current year's activities.

C. MEASUREMENT FOCUS / BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" revenues, expenditures, expenses, and transfers—and assets, deferred outflows of resources, liabilities, and deferred inflows of resources—are recognized in the accounts and reported in the financial statements.

<u>Accrual Basis—Government-Wide Financial Statements.</u> The Statement of Net Position and the Statement of Activities have been prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

<u>Modified Accrual Basis—Governmental Fund Financial Statements.</u> The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Intergovernmental revenues and grants are recognized when all eligibility requirements are met and the revenues are available. State government appropriations and revenue collected on the Assessor's behalf by other local governments are recorded in the year the Assessor is entitled to the funds. Ad valorem taxes are recorded in the year the taxes are assessed. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the Assessor's account. Interest income on time deposits is accrued at year end. Salaries and related benefits are recorded when employee services are provided. Purchases of various operating supplies are recorded as expenditures in the accounting period in which they are purchased. Substantially all other expenditures are recognized when the related fund liability is incurred, however, debt service expenditures are recorded only when payment is due.

D. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Cash and cash equivalents includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts or nonnegotiable certificates of deposit with maturities less than 90 days when purchased. Investments include any investment or time deposit with a maturity of 90 days or more when purchased.

Under state law, the Assessor may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Assessor may invest in United States bonds, treasury notes and bills, government-backed agency securities, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

E. ACCOUNTS RECEIVABLE

Substantially all receivables are considered to be fully collectible and no allowance for uncollectible is used.

F. PREPAID EXPENSES

Payments made to vendors for services that will benefit periods beyond December 31, 2025, are recorded as prepaid expenses.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

G. CAPITAL ASSETS

Capital assets, which include vehicles, buildings, furniture and equipment, and software are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical costs for items when available and estimated cost is used if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of $2,500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

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

| Description | Estimated Lives |
|---|---|
| Vehicles | 5 years |
| Buildings & improvements | 40 years |
| Computers & peripherals | 5 years |
| Furniture, fixtures, equipment | 5-10 years |
| Website & parcel conversion | 10 years |

Depreciation of all exhaustible capital assets is reported as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Assets reported in the fund financial statements for governmental funds exclude capital assets. The governmental funds financial statements report the acquisition of capital assets as expenditures in the year of acquisition.

H. COMPENSATED ABSENCES

Employees of the Assessor's office receive 10 to 20 days of non-cumulative vacation leave each year depending on length of service. Vacation leave must be taken in the year earned. Additionally, each employee is granted 15 days of leave-time per year to be used for sickness, doctors' appointments, and other such matters. This leave does not accumulate or roll over and is forfeited upon termination of employment. As a result, there is no liability for compensated absences for the Assessor at December 31, 2025.

I. EQUITY CLASSIFICATIONS

Net Position

In the government-wide financial statements, equity is classified as net position and is displayed in three components:

a) **Net investment in capital assets.** This category consists of capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowing attributable to the acquisition, construction or improvement of capital assets.

b) **Restricted Net Position.** This category consists of net position with constraints placed on the use by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Restricted net position is restricted assets reduced by liabilities and deferred inflows of resources related to the restricted assets.

c) **Unrestricted Net Position.** This category consists of all other net position that does not meet the definition of the above two components and is available for general use by the Assessor.

When an expense is incurred that can be paid using either restricted or unrestricted resource (net position) the Assessor's policy is to first apply the expense toward restricted resources and then toward unrestricted resources.

Fund Balances

The Assessor classifies fund balances in governmental funds as follows:

- **Nonspendable.** Amounts that are not in spendable form (such as prepaid expenses) because they are legally or contractually required to be maintained intact.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

I. EQUITY CLASSIFICATIONS (continued)

- **Restricted**. Amounts constrained to specific purposes by their providers (such as grantors or higher levels of government).
- **Committed**. Amounts constrained by the Assessor. To be reported as committed, amounts cannot be used for any other purpose unless the Assessor takes the action to remove or change the constraint.
- **Assigned**. Amounts the Assessor intends to use for a specific purpose.
- **Unassigned**. All amounts not included in other spendable classifications.

The Assessor would typically apply an expenditure toward restricted fund balance and then to the other, less-restrictive classifications—committed and then assigned fund balances before using unassigned fund balances.

J. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

The Assessor reports decreases in net assets that relate to future periods as deferred outflows of resources in a separate section of its government-wide statement of net position. Deferred outflows of resources reported in this year's financial statements include the deferred outflow of resources for contributions made to the Assessor's defined benefit pension and OPEB plans after the measurement date of the related net pension and OPEB liabilities and before the end of the Assessor's fiscal year. No deferred outflows of resources affect the governmental funds financial statements in the current year.

The Assessor's statement of net position and its governmental fund balance sheet report a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net assets that applies to a future period. Deferred inflows of resources reported in the government-wide statement of net position include the net difference between projected and actual earnings on pension plan investments, which is recognized in pension expense over a closed five-year period, and differences between expected and actual experience and changes of assumptions, which are recognized over the average of the expected remaining service lives of all plan members. In its governmental funds, the only deferred inflow of resources is for revenues that are not considered available. The Assessor will not recognize the related revenues until they are available (collected not later than 60 days after the end of the Assessor's fiscal year) under the modified accrual basis of accounting. Accordingly, unavailable revenues from property taxes are reported in the governmental funds balance sheet.

K. UNAVAILABLE AD VALOREM TAXES

Under the modified accrual basis of accounting, the Webster Parish Assessor's governmental funds will not recognize revenue until they are available (collected not later than 60 days after the Assessor's year-end).

L. PENSION PLANS

The Assessor is a participating employer in a cost-sharing, multiple-employer qualified governmental defined benefit pension plan as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the plans, and additions to deductions for 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.

M. OTHER POSTEMPLOYMENT BENEFITS (OPEB)

The Assessor follows GASB Statement 75 "*Accounting and Financial Reporting for Postemployment Benefits Other Than Pension*," which requires the accrual of other postemployment benefits for retired employees. The Assessor has recorded a liability for other postemployment benefits (see Note 6). In the government-wide financial statements, the other postemployment benefits liability is recorded as an expense and non-current liability and allocated on a functional basis. In the fund financial statements, other postemployment expenditures are recognized in the amount contributed to the plan or expected to be liquidated with expendable available financial resources. Expendable available financial resources generally refer to other postemployment benefit payments due and payable as of the end of the year.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

N. USE OF ESTIMATES

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

### 2. AD VALOREM TAXES

The Assessor levies taxes on real and business personal property located within the boundaries of Webster Parish. Property taxes are levied by the Assessor on property values assessed by the Assessor and approved by the State of Louisiana Tax Commission.

The Webster Parish Sheriff's office bills and collects property taxes for the Assessor. Collections are remitted to the Assessor monthly. The Assessor recognizes property tax revenues when levied. The property tax calendar:

| | |
|---|---|
| Assessment date | January 1, 2025 |
| Levy date | June 30, 2025 |
| Tax bill mailed | October 15, 2025 |
| Total taxes are due | December 31, 2025 |
| Penalties & interest added | January 31, 2026 |
| Tax Sale | May 14, 2026 |

A revaluation of all property is required to be completed not less than every four years. The last revaluation was completed for the roll of January 1, 2024. Total assessed value was $391,517,160 in 2025. Louisiana state law exempts the first $75,000 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was a total of $62,307,710 of the assessed value in 2025. For the year ended December 31, 2025, the Assessor authorized an ad valorem tax millage of 7.32 mills and levied taxes of 7.32 mills. The amount of ad valorem tax collections recognized for the year ending December 31, 2025 was $2,409,813.

The following are the principal taxpayers for the Assessor (2025 amounts):

| TAXPAYER | TYPE OF BUSINESS | ASSESSED VALUATION | % OF TOTAL ASSESSED VALUATION | Ad Valorem Tax Revenue for Assessor |
|---|---|---|---|---|
| FIBREBOND, LLC | Manufacturing | $ 19,351,420 | 4.94% | $ 141,652 |
| XTO ENERGY | Oil & Gas | 23,936,960 | 6.11% | 175,218 |
| ENTERGY LOUISIANA LLC | Utility | 9,737,850 | 2.49% | 71,281 |
| ETC TEXAS PIPELINE | Oil & Gas | 8,838,180 | 2.26% | 64,695 |
| QUALITY TECHNOLOGY SER | Manufacturing | 7,398,280 | 1.89% | 54,155 |
| CALUMET REFINING, LLC | Manufacturing | 8,462,080 | 2.16% | 61,942 |
| INTERNATIONAL PAPER CO. | Manufacturing | 4,477,720 | 1.14% | 32,777 |
| KANSAS CITY SOUTHERN RR | Railroad | 4,870,250 | 1.24% | 35,650 |
| AETHON ENERGY OPERATING | Oil & Gas | 4,189,310 | 1.07% | 30,666 |
| GULF SOUTH PIPELINE CO. | Oil & Gas | 5,441,390 | 1.39% | 39,831 |
| Total | | $ 96,703,440 | 24.70% | $ 707,869 |

### 3. CASH, CASH EQUIVALENTS, AND INVESTMENTS

*Cash and cash equivalents*:

The Assessor has cash and cash equivalents (book balances) in interest-bearing demand and time deposits of $2,667,603 at December 31, 2025.

*Investments*:

At December 31, 2025, the Assessor has one-year term certificates of deposit valued at $3,765,802. The certificates of deposit are stated at cost, which approximates fair market value.

### 3. CASH, CASH EQUIVALENTS, AND INVESTMENTS (continued)

The cash and investments of the Assessor are subject to the following risks:

*Custodial Credit Risk*: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement of the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Assessor's name.

At December 31, 2025, the Assessor had $6,467,599 in deposits (collected bank balances). These deposits are secured from risk by $750,000 of federal deposit insurance, pledged marketable securities held by the custodial banks in the name of the Assessor with a market value of $4,143,973, and a $2,900,000 irrevocable standby letter of credit with Federal Home Loan Bank naming the Assessor as beneficiary.

*Interest Rate Risk:* This is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The Tax Assessor does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, as a means of offsetting exposure to interest rate risk the Tax Assessor diversified investments by institution.

### 4. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2025 is as follows:

| Governmental Activities | Balance 12/31/2024 | Additions | Deletions | Balance 12/31/2025 |
|---|---|---|---|---|
| Vehicles | $ 120,912 | $ - | $ 38,967 | $ 81,945 |
| Building & Improvements | 220,104 | - | - | 220,104 |
| Computers and Peripherals | 16,209 | 105,883 | 13,243 | 108,849 |
| Furniture, fixtures, equipment | 139,656 | - | 24,356 | 115,300 |
| Website and parcel conversion | 874,915 | - | - | 874,915 |
| Total | 1,371,796 | 105,883 | 76,566 | 1,401,113 |
| Less Accumulated Depreciation: | | | | |
| Vehicles | 69,944 | 11,992 | 38,967 | 42,969 |
| Building & Improvements | 94,972 | 11,107 | - | 106,079 |
| Computers and Peripherals | 16,209 | 2,731 | 13,243 | 5,697 |
| Furniture, fixtures, equipment | 111,801 | 6,696 | 24,356 | 94,141 |
| Website and parcel conversion | 849,476 | 16,066 | - | 865,542 |
| Total | 1,142,402 | 48,592 | 76,566 | 1,114,428 |
| Capital Assets, Net | $ 229,394 | $ 57,291 | $ - | $ 286,685 |

Depreciation expense of $48,592 was charged to the general government function.

### 5. PENSION PLAN

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

**5. PENSION PLAN (continued)**

The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to the Louisiana Assessors' Retirement Fund, Post Office Box 14699, Baton Rouge, LA 70898-4699, or by calling (225) 928-8886.

Eligibility requirements and benefit provisions are described in LRS 11:1421 through 1458. The following information is a brief description of the eligibility requirements and benefit provisions.

Eligibility Requirements – Members who were hired before October 1, 2013, will be eligible for pension benefits once they have either reached the age of 55 and have at least 12 years of service or have at least 30 years of service, regardless of age. Members who were hired on or after October 1, 2013, will be eligible for pension benefits once they have either reached the age of 60 and have at least twelve years of service or have reached the age of 55 and have at least 30 years of service.

Retirement Benefits - Members whose first employment making them eligible for membership began prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 36 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation.

Members whose first employment making them eligible for membership began on or after October 1, 2006 but before October 1, 2013, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation.

Members whose first employment making them eligible for membership began on or after October 1, 2013 but who have less than 30 years of service, are entitled to annual pension benefits equal to 3% of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2013 and have 30 or more years of service, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members may elect to receive their pension benefits in the form of a joint and survivor annuity.

If members terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity. Members may elect to receive the actuarial equivalent of their retirement allowance in a reduced retirement payable throughout life with the following options: 1) If the member dies before he or she has received in retirement payments purchased by his or her contributions the amount he or she had contributed to the fund before his or her retirement, the balance shall be paid to his or her legal representatives or to such person as he or she shall nominate by written designation. 2) Upon the member's death, his or her reduced retirement allowance shall be continued throughout the life of and paid to his or her surviving spouse. 3) Upon the member's death, one-half of his or her reduced retirement allowance shall be continued throughout the life of and paid to his or her surviving spouse. 4) The member may elect to receive some other board-approved benefit or benefits that together with the reduced retirement allowance shall be of equivalent actuarial value to his or her retirement allowance.

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

Disability Benefits – The Board of Trustees shall award disability benefits to eligible members who have been officially certified as disabled by the State Medical Disability Board. The disability benefit shall be the lesser of (1) or (2) as set forth as follows: 1) A sum equal to the greater of 45% of final average compensation, or the members' 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.

**5. PENSION PLAN (continued)**

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

Back-Deferred Retirement Option Plan (Back-DROP) – In lieu of receiving a normal retirement benefit pursuant to LRS 11:1421 through 1423, an eligible member of the Fund may elect to retire and have their benefits structured, calculated, and paid as provided in LRS 11:1456.1.

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 LRS 11:1456.2.

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

The Back-DROP benefit shall have two portions: a lump-sum portion and a monthly benefit portion. The member's Back-DROP monthly benefit shall be calculated pursuant to the provisions applicable for service retirement set forth in LRS 11:1421 through 1423, subject to the following conditions: 1) Creditable service shall not include service credit reciprocally recognized pursuant to LRS 11:142, 2) Accrued service at retirement shall be reduced by the Back-DROP period. 3) Final average compensation shall be calculated by excluding all earnings during the Back-DROP period, 4) Contributions received by the Fund during the Back-DROP period and any interest that has accrued on employer and employee contributions received during the period shall remain with the Fund and shall not be refunded to the member or to the employer, 5) The member's Back-DROP monthly benefit shall be calculated based upon the member's age and service and the Fund provisions in effect on the last day of creditable service before the Back-DROP period, 6) At retirement, the member's maximum monthly retirement benefit payable as a life annuity shall be equal to the Back-DROP monthly benefit, 7) The member may elect to receive a reduced monthly benefit in accordance with the options provided in LRS 11:1423 based upon the member's age and the age of the member's beneficiary as of the actual effective date of retirement. No change in the option selected or beneficiary shall be permitted after the option is filed with the Board of Trustees.

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

Upon the death of a member who selected the maximum option pursuant to LRS 11:1423, the member's named beneficiary or, if none, the member's estate shall receive the deceased member's remaining contributions, less the Back-DROP benefit amount. Upon the death of a member who selected Option 1 pursuant to LRS 11:1423, the member's named beneficiary or, if none, the member's estate, shall receive the member's annuity savings fund balance as of the member's date of retirement reduced by the portion of the Back-DROP account balance and his 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% of earned compensation. The contributions are deducted from the member's salary and remitted by the participating agency.

Administrative costs of the Fund are financed through employer contributions. According to state statute, contributions for all employers are actuarially determined each year. The actuarially-determined employer contribution rate was 0% for the year ended September 30, 2025. The actual employer contribution rate was 5.00% of members earnings for the year ended September 30, 2025.

**5. PENSION PLAN (continued)**

The Fund also receives one-fourth of one percent of the property taxes assessed in each parish, except Orleans Parish, 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 Systems' Actuarial Committee.

The Assessor's employer contributions to the System for the years ending December 31, 2025, 2024, and 2023, were $38,486, $39,749, and $31,810, respectively, equal to the required contributions for each year.

Per R.S. 11:1481.2(a), each assessor in the State of Louisiana shall deduct eight percent from the salaries of the assessor and the assessor's employees who are eligible for membership in the Louisiana Assessors Retirement System. Per R.S. 11:1472.2(b), the assessor may elect to pay all or a portion of the contributions per R.S. 11:1481.2(a). The Assessor has elected to pay all contributions required for the assessor and the assessor's employees. The total employees' portion paid for the years ended December 31, 2025, 2024, and 2023 were $61,579, $63,599, and $66,236, respectively.

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

At December 31, 2025, the Assessor reported a net pension (asset) of ($899,553) for its proportionate share of the net pension liability (asset) of the Plan. The net pension liability (asset) was measured as of September 30, 2025, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension liability (asset) 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, 2025, (Plan's measurement date), the Assessor's proportion was 1.495775% which was a decrease of 0.053925% from the proportion measured as of September 30, 2024.

For the year ended December 31, 2025, the Assessor recognized pension expense of $70,916, representing its proportionate share of the Plan's net expense, including amortization of deferred amounts.

At December 31, 2025, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|---|---|
| Differences between expected and actual experience | $ 74,469 | $ 24,470 |
| Changes of assumptions | 28,939 | 31,978 |
| Net difference between projected and actual earnings on pension plan investments | - | 783,989 |
| Changes in employer's proportion of beg NPL | - | 1,150 |
| Differences between employer and proportionate share of contributions | 3,146 | 16,795 |
| Employer contributions subsequent to the measurement date | 9,344 | - |
| Total | $ 115,898 | $ 858,382 |

The Assessor reported a total of $9,344 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of September 30, 2025, which will be recognized as a reduction in net pension liability in the following year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| December 31, | |
|---|---|
| 2026 | $ 2,644 |
| 2027 | (362,387) |
| 2028 | (304,386) |
| 2029 | (90,866) |
| 2030 | 3,167 |
| Total | $ (751,828) |

**5. PENSION PLAN (continued)**

Actuarial Assumptions – A summary of the actuarial methods and assumptions used in determining the total pension liability (asset) as of December 31, 2025 is as follows:

| | |
|---|---|
| Valuation Date | September 30, 2025 |
| Actuarial Cost Method | Entry Age Normal |
| Actuarial Assumptions: | |
| Investment Rate of Return | 5.50%,net of investment expense, including inflation |
| Inflation Rate | 2.10% |
| Salary Increases | 5.00% |
| Annuitant and Beneficiary Mortality | Pub-2016 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% for males and 115% for females, each with full generational projection using the appropriate MP2021 scale. |
| Active Member Mortality | Pub-2016 Public Retirement Plans Mortality Table for General Employees multiplied by 120% for males and 115% for females, each with full generational projection using the appropriate MP2021 scale. |
| Disabled Annuitant Mortality | Pub-2016 Public Retirement Plans Mortality Table for Non-safety Disabled Retirees multiplied by 120% for males and 115% for females, each with full generational projection using the appropriate MP2021 scale. |

Discount Rate – The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 7.85% as of September 30, 2025.

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, 2025, are summarized in the following table:

| Asset Class | Long-term expected real rate of return |
|---|---|
| Domestic equity | 7.50% |
| International equity | 8.50% |
| Domestic Bonds | 2.50% |
| International bonds | 3.50% |
| Real estate | 4.50% |

The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and contributions from the participating employers and non-employer contributing entities will be made at actuarially determined contributions rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement System's 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.

**5. PENSION PLAN (continued)**

Sensitivity to Changes in Discount Rate – The following presents the net pension liability (asset) of the fund as of September 30, 2025 calculated using the discount rate of 5.50%, as well as what the Fund's net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (4.50%) or one percentage point higher (6.50%) than the current discount rate (assuming all other assumptions remain unchanged):

| 1% Decrease 4.50% | Current Discount Rate 5.50% | 1% Increase 6.50% |
|---|---|---|
| $ 65,278 | $ (899,553) | $ (1,721,926) |

Change in Net Pension Liability (Asset) – The effects of certain other changes in the net pension liability (asset) are required to be included in pension expense over the current and future periods. The effects on the total pension liability of 1) changes of economic and demographic assumptions or of other inputs and 2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability (asset) of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period. The expected remaining service lives for 2025 is 6 years.

The changes in the net pension liability (asset) for the year ended December 31, 2025, were recognized in the current reporting period as pension expense except as follows:

*Differences between Expected and Actual Experience:*

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

*Differences between Projected and Actual Investment Earnings*

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

*Changes in Assumptions or Other Inputs*

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

*Changes in Proportion*

Changes in the employer's proportionate shares of the collective net pension liability (asset) and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

*Contributions - Proportionate Share*

Differences between contributions remitted to the Fund and the employer's proportionate share are recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of pension amounts by employer due to differences that could arise between contributions reported by the Fund and contributions reported by the participating employer.

## 6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

### General Information about the OPEB Plan

*Plan description* – The Webster Parish Tax Assessor (the Assessor) provides certain continuing health care and life insurance benefits for its retired employees. The Webster Parish Assessor's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Assessor. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Assessor. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

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

Life insurance coverage is provided to retirees and 100% of the rate is paid by the employer. The insurance coverage while active is continued after retirement, but the retiree insurance amount is reduced to 50% of the active amount unless retirement is after age 70.

*Employees covered by benefit terms* – As of the measurement date December 31, 2025, the following employees were covered by the benefit terms:

| | |
|---|---|
| Inactive employees or beneficiaries currently receiving benefit payments | 11 |
| Inactive employees entitled to but not yet receiving benefit payments | - |
| Active employees | 9 |
| | 20 |

### Total OPEB Liability

The Assessor's total OPEB liability is $3,328,870 as of the measurement date December 31, 2025, the end of the fiscal year.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the December 31, 2025 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

| | |
|---|---|
| Inflation | 3.0% |
| Salary increases | 3.0%, including inflation |
| Discount rate | 4.08% annually (Beginning of Year to Determine ADC) |
| | 4.83%, annually (As of End of Year Measurement Date) |
| Healthcare cost trend rates | Getzen model. Medical: 5.5% annually for 5 years, decreasing to 4.14% after 52 years; |
| Mortality | 120% of Pub-2010 for General Employees and Healthy Retirees with MP-2021 scale. |

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2025, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2025 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2024.

**6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS (continued)**

**Changes in the Total OPEB Liability**

| | | |
|---|---|---|
| Balance as of December 31, 2024 | $ | 3,573,405 |
| Changes for the year: | | |
| Service cost | | 97,051 |
| Interest on total OPEB liability | | 147,775 |
| Differences between expected and actual experience | | (1,703) |
| Changes in assumptions | | (355,782) |
| Benefit payments | | (131,876) |
| Net changes | | (244,535) |
| Balance as of December 31, 2025 | $ | 3,328,870 |

*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 4.83%, 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 (3.83%) or 1 percentage point higher (5.83%) than the current rate.

| | 1% Decrease 3.83% | Discount Rate 4.83% | 1% Increase 5.83% |
|---|---|---|---|
| Total OPEB liability | $ 3,815,634 | $ 3,328,870 | $ 2,928,969 |

The following presents the total OPEB liability of the Assessor, calculated using the current healthcare cost trend rates 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 Trend Rate | 1% Increase |
|---|---|---|---|
| Total OPEB liability | $ 2,926,222 | $ 3,328,870 | $ 3,839,295 |

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

For the year ended December 31, 2025, the Assessor recognized OPEB expense (benefit) of ($251,981). At December 31, 2025, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|---|---|
| Differences between expected and actual experience | $ 52,848 | $ (1,419) |
| Changes of assumptions | 76,175 | (1,060,194) |
| Total | $ 129,023 | $ (1,061,613) |

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

| Year ended December 31 | |
|---|---|
| 2026 | $ (227,938) |
| 2027 | (202,713) |
| 2028 | (221,179) |
| 2029 | (221,179) |
| 2030 | (59,581) |
| Thereafter | - |

## 7. RISK MANAGEMENT

The Assessor is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, and injuries to employees. To handle some risk of loss, the Assessor has workers' compensation insurance for any employee injured on the job and surety bond coverage. No settled claims from these risks have exceeded insurance coverage for the past three years. There are no significant reductions in insurance coverage from the prior year.

## 8. COOPERATIVE ENDEAVOR AGREEMENTS

Effective November 7, 2000, the Assessor entered into a cooperative endeavor agreement with the Webster Parish Police Jury. In exchange for the use of property owned by the Webster Parish Police Jury for the site of the Assessor's office, the Assessor paid $40,000 to the Police Jury and agreed to be responsible for all renovations, property and building improvements. In return, the Police Jury is to be responsible for future ordinary maintenance, property insurance and building utilities.

## 9. DEFERRED COMPENSATION PLAN

Certain employees of the Assessor participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

## 10. RELATED PARTY TRANSACTIONS

During the year ended December 31, 2025, the Assessor disposed of a surplus vehicle through public bid. The vehicle was advertised for public bid and no bids were received by the stated due date; it was advertised a second time and one bid was received. The vehicle was sold to that sole bidder, who was a related party of an Assessor employee, for $11,000. At December 31, 2025, no amounts were due to or from related parties. This transaction is further described in the Schedule of Findings and Responses (Item 2025-001). Other than as described above, procedures, observations, and inquiries did not disclose any related party transactions for the year ended December 31, 2025.

## 11. COMMITMENTS AND CONTINGENCIES

During 2025, the Assessor was not involved in any litigation nor is she aware of any unasserted claims.

## 12. SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 4, 2026, which is the date the financial statements were available to be issued and has concluded that there are no significant events requiring recognition or disclosure through the date and time these financial statements were available to be issued.

# REQUIRED SUPPLEMENTARY INFORMATION
# (PART II)

Schedule 1

**WEBSTER PARISH TAX ASSESSOR**
**Minden, Louisiana**

**BUDGETARY COMPARISON SCHEDULE -- GENERAL FUND**
For the year ended December 31, 2025

| | Budgeted Amounts | | | Variance with final budget postive (negative) |
|---|---|---|---|---|
| | **Original** | **Final** | **Actual** | |
| **Revenues** | | | | |
| Property taxes | $ 1,668,140 | $ 1,668,140 | $ 2,253,125 | $ 584,985 |
| State revenue sharing | 112,000 | 112,000 | 133,793 | 21,793 |
| Miscellaneous income | - | - | 3,836 | 3,836 |
| Investment earnings | 130,000 | 130,000 | 227,575 | 97,575 |
| Total revenues | 1,910,140 | 1,910,140 | 2,618,329 | 708,189 |
| **Expenditures** | | | | |
| Current | | | | |
| General government | 2,210,000 | 2,210,000 | 1,719,333 | 490,667 |
| Capital outlays | 10,000 | 10,000 | 105,883 | (95,883) |
| Total expenditures | 2,220,000 | 2,220,000 | 1,825,216 | 394,784 |
| **Excess (deficiency) of revenues over expenditures** | (309,860) | (309,860) | 793,113 | 1,102,973 |
| **Other financing sources (uses)** | | | | |
| Proceeds from the sale or disposal of assets | - | - | 11,000 | 11,000 |
| Total other financing sources (uses) | - | - | 11,000 | 11,000 |
| **Net change in fund balance / Change in net position** | (309,860) | (309,860) | 804,113 | 1,113,973 |
| **Fund balance / Net position** | | | | |
| Beginning of the year | 7,696,867 | 7,696,867 | 7,696,867 | - |
| End of the year | $ 7,387,007 | $ 7,387,007 | $ 8,500,980 | $ 1,113,973 |

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**

**Minden, Louisiana**

**Louisiana Assessors' Retirement Fund**

**SCHEDULE OF EMPLOYER'S PROPORTIONATE SHARE OF NET PENSION LIABILITY**

For the year ended December 31, 2025

| Year | Employer's proportion of the net pension liability (asset) | Employer's proportionate share of the net pension liability (asset) | Employer's covered employee payroll | Employer's proportionate share of the net pension liability (asset) as % of its covered payroll | Plan fiduciary net position as a % of the total pension liability |
|---|---|---|---|---|---|
| 2016 | 1.83905% | $ 648,944 | $ 800,676 | 81% | 90.68% |
| 2017 | 1.85905% | $ 326,209 | $ 816,156 | 40% | 95.61% |
| 2018 | 1.84234% | $ 358,158 | $ 812,073 | 44% | 95.46% |
| 2019 | 1.81360% | $ 478,396 | $ 806,850 | 59% | 94.12% |
| 2020 | 2.00177% | $ 305,822 | $ 920,194 | 33% | 96.79% |
| 2021 | 1.86790% | $ (614,091) | $ 863,811 | -71% | 106.48% |
| 2022 | 1.76462% | $ 1,168,945 | $ 838,110 | 139% | 87.25% |
| 2023 | 1.70729% | $ 836,501 | $ 843,373 | 99% | 90.91% |
| 2024 | 1.54970% | $ (394,868) | $ 782,490 | -50% | 104.58% |
| 2025 | 1.49578% | $ (899,553) | $ 784,126 | -115% | 110.42% |

Amounts presented were determined as of the measurement date: September 30.

The notes to the financial statements are an integral part of this statement.

See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**

**Minden, Louisiana**

**Louisiana Assessors' Retirement Fund**

**SCHEDULE OF EMPLOYER'S CONTRIBUTIONS TO PENSION PLAN**

For the year ended December 31, 2025

| Year | Contractually required contributions | Contributions in relation to contractually required contributions | Contribution deficiency (excess) | Employer's covered payroll | Contributions as a percentage of covered employee payroll |
|---|---|---|---|---|---|
| 2016 | $ 102,057 | $ 102,057 | $ - | 808,387 | 12.62% |
| 2017 | $ 77,968 | $ 77,968 | $ - | 821,095 | 9.50% |
| 2018 | $ 64,498 | $ 64,498 | $ - | 806,223 | 8.00% |
| 2019 | $ 64,935 | $ 64,935 | $ - | 811,682 | 8.00% |
| 2020 | $ 76,306 | $ 76,306 | $ - | 953,827 | 8.00% |
| 2021 | $ 60,353 | $ 60,353 | $ - | 832,576 | 7.25% |
| 2022 | $ 38,631 | $ 38,631 | $ - | 833,860 | 4.63% |
| 2023 | $ 31,810 | $ 31,810 | $ - | 827,955 | 3.84% |
| 2024 | $ 39,749 | $ 39,749 | $ - | 794,985 | 5.00% |
| 2025 | $ 38,486 | $ 38,486 | $ - | 769,743 | 5.00% |

Amounts presented were determined as of the end of the fiscal year.

The notes to the financial statements are an integral part of this statement.

See the accompanying independent auditor's report.

Schedule 4

**WEBSTER PARISH TAX ASSESSOR**
**Minden, Louisiana**

**SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS**
For the year ended December 31, 2025

| **Total OPEB Liability** | 2025 | 2024 | 2023 | 2022 | 2021 |
|---|---|---|---|---|---|
| Service cost | $ 97,051 | $ 123,680 | $ 140,795 | $ 173,541 | $ 167,047 |
| Interest | 147,775 | 145,420 | 150,517 | 98,221 | 94,638 |
| Changes of benefit terms | - | - | - | - | - |
| Differences between expected and actual experience | (1,703) | 69,785 | - | 85,381 | - |
| Changes of assumptions | (355,782) | (1,039,377) | 249,300 | (955,684) | 125,247 |
| Benefit payments | (131,876) | (125,001) | (93,268) | (88,244) | (90,770) |
| **Net change in total OPEB liability** | (244,535) | (825,493) | 447,344 | (686,785) | 296,162 |
| **Total OPEB Liability - beginning** | 3,573,405 | 4,398,898 | 3,951,554 | 4,638,339 | 4,342,177 |
| **Total OPEB liability - ending** | $ 3,328,870 | $ 3,573,405 | $ 4,398,898 | $ 3,951,554 | $ 4,638,339 |
| Covered-employee payroll | $ 833,369 | $ 809,096 | $ 827,955 | $ 828,877 | $ 880,096 |
| Net OPEB liability as a percentage of covered-employee payroll | 399.45% | 441.65% | 531.30% | 476.74% | 527.03% |
| Notes to Schedule | | | | | |
| Benefit Change: | None | None | None | None | None |
| Changes of Assumptions: | | | | | |
| Discount rate | 4.83% | 4.08% | 3.26% | 3.72% | 2.06% |
| Mortality | Pub 2010/2021 | Pub 2010/2021 | Pub 2010/2021 | Pub 2010/2021 | Pub 2010/2021 |
| Trend | Getzen | Getzen | Getzen | Variable | Variable |

-Continued-

| **Total OPEB Liability** | 2020 | 2019 | 2018 |
|---|---|---|---|
| Service cost | $ 134,055 | $ 58,979 | $ 77,434 |
| Interest | 90,358 | 98,370 | 59,786 |
| Changes of benefit terms | - | - | |
| Effect of economic/demographic gains or losses | 571,164 | - | 119,819 |
| Changes of assumptions | 410,622 | 725,991 | 569,133 |
| Benefit payments | (55,084) | (64,461) | (227,112) |
| **Net change in total OPEB liability** | 1,151,115 | 818,879 | 599,060 |
| **Total OPEB Liability - beginning** | 3,191,062 | 2,372,183 | 1,773,123 |
| **Total OPEB liability - ending** | $ 4,342,177 | $ 3,191,062 | $ 2,372,183 |
| Covered-employee payroll | $ 953,827 | $ 811,682 | $ 848,203 |
| Net OPEB liability as a percentage of covered-employee payroll | 455.24% | 393.14% | 279.67% |
| Notes to Schedule | | | |
| Benefit Change: | None | None | None |
| Changes of Assumptions: | | | |
| Discount rate | 2.12% | 2.74% | 4.10% |
| Mortality | Pub 2010/2019 | Pub 2010/2019 | Pub 2010/2018 |
| Trend | Variable | Variable | Variable |

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

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

**Budgetary Information**

The Webster Parish Tax Assessor (the Assessor) prepares the annual budget for the General Fund on the cash basis of accounting. A preliminary budget for the ensuing year is prepared by the Assessor during November of each year. The availability of the proposed budget for public inspection and the date of the public hearing on the budget are then advertised in the official journal. During December the Assessor holds a public hearing on the proposed budget in order to receive comments from the public and other interested parties. The General Fund budget is adopted during December of each year and notice is published in the official journal.

The Louisiana Local Government Budget Act provides that "the total proposed expenditures shall not exceed the total of estimated funds available for the ensuing year." The "total estimated funds available" is the sum of the respective estimated fund balances at the beginning of the year and the anticipated revenues for the current year. Amendments to the adopted budget are required if total revenues fail to meet budgeted revenues by 5% or more, and/or total actual expenditures exceed total budgeted expenditures by 5% or more. Total actual revenues and other financing sources were more than final budgeted amounts by $719,189 or 37.65%. Total actual expenditures were less than final budgeted amounts by $394,784 (17.78%). The Assessor is in compliance with the Local Government Budget Act.

**Pension Information**

The schedule of the Assessor's proportionate share of the net pension liability and the schedule of the Assessor's pension contributions are intended to show information for 10 years. Additional years will be displayed as they become available. There were no changes of benefit terms for the year ended December 31, 2025.

Changes of Assumptions:

| Year ended December 31, | Discount rate | Investment rate of return | Inflation Rate | Expected remaining Lives | Projected salary increase |
|---|---|---|---|---|---|
| 2016 | 7.00% | 7.00% | 2.50% | 6 | 5.75% |
| 2017 | 6.75% | 6.75% | 2.50% | 6 | 5.75% |
| 2018 | 6.25% | 6.25% | 2.20% | 6 | 5.75% |
| 2019 | 6.00% | 8.38% | 2.20% | 6 | 5.75% |
| 2020 | 5.75% | 8.37% | 2.10% | 6 | 5.25% |
| 2021 | 5.50% | 8.37% | 2.10% | 6 | 5.25% |
| 2022 | 5.50% | 8.37% | 2.10% | 6 | 5.25% |
| 2023 | 5.50% | 7.85% | 2.10% | 6 | 5.25% |
| 2024 | 5.50% | 7.85% | 2.10% | 6 | 5.25% |
| 2025 | 5.50% | 7.85% | 2.10% | 6 | 5.00% |

**Schedule of Changes in Net OPEB Liability and Related Ratios**

*Changes of Benefit Terms*

There were no changes of benefit terms for the year ended December 31, 2025.

*Changes of Assumptions*

| Year ended December 31, | Discount rate | Inflation Rate | Projected salary increase |
|---|---|---|---|
| 2017 | 3.44% | 2.30% | 3.00% |
| 2018 | 4.10% | 2.30% | 3.00% |
| 2019 | 2.74% | 2.30% | 3.00% |
| 2020 | 2.12% | 2.20% | 3.00% |
| 2021 | 2.06% | 2.20% | 3.00% |
| 2022 | 3.72% | 2.30% | 3.00% |
| 2023 | 3.26% | 2.30% | 3.00% |
| 2024 | 4.08% | 3.00% | 3.00% |
| 2025 | 4.83% | 3.00% | 3.00% |

SUPPLEMENTARY INFORMATION

**WEBSTER PARISH TAX ASSESSOR**
Minden, Louisiana

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER**
For the year ended December 31, 2025

**Agency Head: Denise G. Edwards, Assessor**

| **Purpose:** | **Amount** |
|---|---|
| Salary | $ 159,836 |
| Benefits- Insurance | 16,172 |
| Benefits- retirement | 20,779 |
| Deferred compensation | 15,500 |
| Other benefits | 1,042 |
| Payroll taxes | 2,390 |
| Car Allowance | 23,975 |
| Dues | - |
| Per diem travel | - |
| Travel - lodging | 2,525 |
| Registration fees | - |
| Conferences and seminars | - |
| Continuing professional education fees | - |
| Cell phone | 1,740 |
| Unvouchered expenses | |
| Special meals | |

Supplementary information
See the accompanying independent auditor's report.

# OTHER REPORTS REQUIRED BY
# *GOVERNMENT AUDITING STANDARDS*

**Dees Gardner, Certified Public Accountants, LLC**

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## Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Webster Parish Tax Assessor
Minden, 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, and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities and the major fund of the Webster Parish Tax Assessor (the Assessor) as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements and have issued our report thereon dated June 4, 2026.

**Report on Internal Control Over Financial Reporting**

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

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings as Item 2025-01.

**The Assessor's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Assessor's response to the finding identified in our audit and described in the accompanying schedule of findings. The Assessor's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

**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, this report is a matter of public record, and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

*Dees Gardner, Certified Public Accountants, LLC*

Mansfield, Louisiana
June 4, 2026

**WEBSTER PARISH TAX ASSESSOR**
**Minden, Louisiana**

Schedule of Findings and Responses
For the year ended December 31, 2025

**Part I. Summary of Auditor's Results**

INDEPENDENT AUDITOR'S REPORT:

We have audited the basic financial statements of the Webster Parish Tax Assessor as of and for the year ended December 31, 2025, and have issued our report thereon dated June 4, 2026. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*. Our audit of the basic financial statements as of December 31, 2025, resulted in an unmodified opinion.

REPORT ON COMPLIANCE AND INTERNAL CONTROL OVER FINANCIAL REPORTING:

Internal Control

| | | |
|---|---|---|
| Material Weaknesses | ☐ Yes | ☒ No |
| Significant Deficiencies | ☐ Yes | ☒ No |

Compliance

| | | |
|---|---|---|
| Compliance Material to Financial Statements | ☒ Yes | ☐ No |
| Other Matters | ☐ Yes | ☒ No |

Federal Awards: Not applicable

Management Letter: None was issued.

**Part II. Findings relating to the Financial Statements which are required to be Reported under *Government Auditing Standards*.**

**FINDINGS RELATED TO INTERNAL CONTROL**

None.

**FINDINGS RELATED TO COMPLIANCE AND OTHER MATTERS**

**2025-01 — Sale of Surplus Property to a Related Party**

*Criteria*: LA R.S. 42:1113 (and the related provisions of the Louisiana Code of Governmental Ethics) generally prohibits a public servant, or a member of the public servant's immediate family, from entering into a transaction to acquire surplus property that is under the supervision or jurisdiction of the public servant's agency.

*Condition*: During the year ended December 31, 2025, the Assessor disposed of a surplus vehicle. The Assessor advertised the vehicle for public bid and received no bids by the stated due date. The Assessor advertised the vehicle a second time and received one bid. The vehicle was sold to that sole bidder, who was a related party to an Assessor employee.

*Cause*: The Assessor was not aware that state law restricts the sale of surplus property to related parties of employees.

*Effect*: The sale resulted in noncompliance with LA R.S. 42:1113. Violations of the Code of Governmental Ethics are subject to enforcement by the Louisiana Board of Ethics and the Ethics Adjudicatory Board, which may impose a fines or take other measures.

*Recommendation*: We recommend that the Assessor review the Louisiana Code of Governmental Ethics (LA R.S. 42:1101, et seq.) to familiarize the office with its restrictions, and screen any future bidders on surplus property against a list of employees and their immediate family members before finalizing any sales of surplus property.

*Management's Response*: Management agrees with the finding and has taken steps to avoid the issue in the future.

**WEBSTER PARISH TAX ASSESSOR**
**Minden, Louisiana**

Schedule of Prior Year Findings
For the year ended December 31, 2025

None

OTHER REPORTS REQUIRED BY THE

*LOUISIANA GOVERNMENTAL AUDIT GUIDE*

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**Independent Accountant's Report**
**On Applying Agreed-Upon Procedures**

The Honorable Denise Edwards
Webster Parish Tax Assessor and the
Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Webster Parish Tax Assessor (the 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 01, 2025 through December 31, 2025. The Assessor's management is responsible for those C/C areas identified in the SAUPs.

The Assessor has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 01, 2025 through December 31, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***1) Written Policies and Procedures***

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

i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

ii. ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

iii. ***Disbursements***, including processing, reviewing, and approving.

iv. ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions.

v. ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

*vi.* ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

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

ix. ***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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

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

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

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

*Policies and procedures were obtained and no exceptions were noted.*

### *2) Board or Finance Committee*

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

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

ii. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.

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

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

*Section not applicable to entity.*

### *3) Bank Reconciliations*

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

*A listing of client bank accounts from management and management's representation that the listing is complete were obtained. The main operating account is the only account for the entity.*

i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, or electronically logged);

ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

iii. 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.

*No exceptions were noted as a result of these procedures.*

## *4) Collections (excluding EFTs)*

A. Obtain a listing of <u>deposit sites</u> 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).

*A listing of deposit sites for the fiscal period and management's representation that the listing is complete were obtained. The only deposit site of the entity was selected.*

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

*A listing of collection locations and management's representation that the listing is complete was obtained. The only collection location of the entity was selected.*

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

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

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

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

*No exceptions were noted as a result of these procedures.*

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

*No exceptions were noted as a result of this procedure.*

D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

*Random deposits were selected for testing as indicated.*

i. Observe that receipts are sequentially pre-numbered.

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

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

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

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

*No exceptions were noted as a result of these procedures.*

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

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

*A listing of locations that process payments for the fiscal period and management's representation that the listing is complete were obtained. The only location of the entity was selected.*

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

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

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

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

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

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

   *No exceptions were noted as a result of these procedures.*

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

   i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

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

   *No exceptions were noted as a result of these procedures.*

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

   *No exceptions were noted as a result of this procedure.*

### *6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards*

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

   *A listing of active cards for the fiscal period and management's representation that the listing is complete were obtained.*

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

   *A random monthly statement for the only 2 cards of the entity selected for review.*

   i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., itemized receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder; and

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

*No exceptions were noted as a result of these procedures.*

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

*No exceptions were noted as a result of this procedure.*

D. Using the list of terminated employees obtained in Payroll and Personnel procedure #9C identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees’ authorization has been removed.

*No exceptions were noted as a result of this procedure*.

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

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

*A listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing is complete were obtained.*

i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana (doa.la.gov/doa/ost/ppm-49-travel-guide/) or the U.S. General Services Administration (www.gsa.gov);

*Rates utilized do exceed State of Louisiana Rates and GSA rates but do not exceed rates set by entity policies.*

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

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure*.

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

*No exceptions were noted as a result of this procedure.*

***8) Contracts***

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

*A listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period and management’s representation that the listing is complete were obtained.*

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

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

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

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

*No exceptions were noted as a result of these procedure.*

### *9) Payroll and Personnel*

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

*A listing of employees or officials employed during the fiscal period and management's representation that the listing is complete were obtained. The five employees of the entity selected for review.*

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

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

ii. Observe whether supervisors approved the attendance and leave of the selected employees/officials.

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

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

*No exceptions were noted as a result of these procedures.*

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

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure.*

### **10)** *Ethics*

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

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

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

*No exceptions were noted as a result of these procedures.*

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

*No exceptions were noted as a result of this procedure.*

### *11) Debt Service*

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

*Section not applicable to entity.*

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

*Section not applicable to entity.*

### *12) Fraud Notice*

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

*No misappropriations reported by entity.*

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

*No exceptions were noted as a result of this procedure.*

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

Perform the following procedures:

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

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

C. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

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

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

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

*We performed the procedures and discussed the results with management.*

***14) Prevention of Sexual Harassment***

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

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure.*

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

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

   *10 - 100%.*

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

   *0.*

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

   *0.*

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

   *0.*

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

   *0.*

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

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

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

Dees Gardner, Certified Public Accountants, LLC

Mansfield, LA
June 4, 2026