

**ASSUMPTION PARISH ASSESSOR  
Napoleonville, Louisiana**

**FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITORS' REPORTS**

**DECEMBER 31, 2017**

**Waguespack, Gallagher & Barbera, LLC**

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**INDEPENDENT AUDITORS' REPORT**

To the Honorable Wayne P. Blanchard  
Assumption Parish Assessor  
Napoleonville, Louisiana

We have audited the accompanying financial statements of the governmental activities and each major fund of the Assumption Parish Assessor, a component unit of the Assumption Parish Police Jury as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

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

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

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

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Assumption Parish Assessor, as of December 31, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and budgetary comparison information, the schedule of funding progress, schedule of proportionate share of net pension liability, and the schedule of Assessor's contributions on pages 3 through 7 and page 34 through 38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Assumption Parish Assessor's basic financial statements. The schedule of compensation, benefits, and other payments to agency head on page 39 is presented for additional analysis and is not a required part of the basic financial statements.

The schedule of compensation, benefits, and other payments to agency head are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits, and other payments to agency head are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 22, 2018 on our consideration of the Assumption Parish 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 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Assumption Parish Assessor's internal control over financial reporting and compliance.

*Wagnerspack, Gallagher, & Barbera, LLC*

June 22, 2018  
Napoleonville, Louisiana

## ASSUMPTION PARISH ASSESSOR

### MANAGEMENT'S DISCUSSION & ANALYSIS DECEMBER 31, 2017

This section of Assessor's annual financial report represents our discussion and analysis of the Assessor's financial performance during the fiscal year that ended on December 31, 2017. Please read it in conjunction with the Assessor's financial statements, which follow this section.

#### FINANCIAL HIGHLIGHTS

- The Assessor's total net position increased by \$43,471 to \$1,384,660 as of December 31, 2017.
- Net position increased because the Assessor's revenues were \$43,471 more than expenses.
- Expenses for the year were \$879,744 including depreciation expense of \$24,429.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts – management's discussion and analysis (this section), the basic financial statements and required supplementary information. The basic financial statements include two kinds of statements that present different views of the Assessor:

- The first two statements are governmental-wide financial statements that provide both long-term and short-term information about the Assessor's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Assessor government, reporting the Assessor's operations in more detail than the government-wide statements.
- The governmental funds statements tell how general government services like public safety were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Assessor's financial statements, including the portion of the Assessor's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**ASSUMPTION PARISH ASSESSOR**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
DECEMBER 31, 2017**

Figure A-1 Major Features of Assumption Parish Assessor's Government-Wide and Fund Financial Statements		
	Fund Statements	
	Government-wide Statements	Governmental Funds
Scope	Entire Assessor Government	The Activities of the Assessor
Required financial statements	<ul style="list-style-type: none"> <li>• Statement of net position</li> <li>• Statement of activities</li> </ul>	<ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Statement of revenues, expenditures and changes in fund balance</li> </ul>
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of assets/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received or have otherwise been incurred.

**Government-wide Statements**

The government-wide statements report information about the Assessor as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the Assessor's net position and how they have changed. Net position - the difference between the Assessor's assets and liabilities - is one way to measure the Assessor's financial health, or position.

- Over time, increases or decreases in the Assessor's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Assessor, you need to consider additional non-financial factors such as changes in the Assessor's property tax base.

The government-wide financial statements of the Assessor include:

- Governmental activities – most of the Assessor's basic services are included here. Property taxes, state revenue sharing and interest finance most of these activities.

**Fund Financial Statements**

The fund financial statements provide more detailed information about the Assessor's most significant funds – not the Assessor as a whole. Funds are accounting devices that the Assessor uses to keep track of specific sources of funding and spending for particular purposes.

**ASSUMPTION PARISH ASSESSOR**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
DECEMBER 31, 2017**

**Fund Financial Statements – (continued)**

The Assessor has one type of fund:

- **Governmental funds** – Most of the Assessor's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Assessor's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement or on the subsequent page that explains the relationship (or differences) between them.

**FINANCIAL ANALYSIS OF THE ASSESSOR AS A WHOLE**

**Net position.** The Assessor's net position decreased between fiscal years 2017 and 2016 to \$1,384,660. (See Table A-1)

<b>Table A-1 Assumption Parish Assessor's Net Position</b>		
	<b>Governmental Activities</b>	
	<b>2017</b>	<b>2016</b>
Current and other assets	\$ 2,397,827	\$ 2,300,055
Capital assets	71,068	62,219
<b>Total assets</b>	<b>2,468,895</b>	<b>2,362,274</b>
Deferred outflows of resources	165,607	22,922
<b>Total assets and deferred outflows of resources</b>	<b>2,634,502</b>	<b>2,385,196</b>
Liabilities	1,110,327	1,194,125
<b>Total liabilities</b>	<b>1,110,327</b>	<b>1,194,125</b>
Deferred inflows of resources	139,515	56,882
<b>Total liabilities and deferred inflows of resources</b>	<b>1,249,842</b>	<b>1,251,007</b>
<b>Net position</b>		
Net investment in capital assets	71,068	62,219
Unrestricted	1,313,592	1,278,970
<b>Total net position</b>	<b>\$ 1,384,660</b>	<b>\$ 1,341,189</b>

Net position of the Assessor's governmental activities increased 3.2 percent to \$1,384,660.

**Changes in net position.** The Assessor's total revenues increased by 25.9 percent to \$1,049,893. (See Table A-2). Approximately 80.7 percent of the Assessor's revenue comes from property assessments of Assumption Parish and approximately 3.4 percent comes from State Revenue Sharing.

The total cost of all expenses increased \$67,654 or 7.2 percent. The Assessor's expenses cover all services performed by its office.

**ASSUMPTION PARISH ASSESSOR**  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
**DECEMBER 31, 2017**

**Governmental Activities**

Revenues for the Assessor's governmental activities increased 25.9 percent, while total expenses increased 7.2 percent.

<b>Table A-2</b>		
<b>Changes in Assumption Parish Assessor's Net Position</b>		
	<b>Governmental Activities</b>	
	<b>2017</b>	<b>2016</b>
<b>Revenues</b>		
<b>General Revenues</b>		
Assessment District	847,480	790,679
Revenue Sharing	35,825	35,327
Interest	3,696	2,732
Other	36,214	5,345
Contributions from nonemployer contributing entities	126,678	-
<b>Total Revenues</b>	<b>1,049,893</b>	<b>834,083</b>
<b>Expenses</b>		
Personnel	808,147	795,069
Other Operating	198,275	143,699
<b>Total Expenses</b>	<b>1,006,422</b>	<b>938,768</b>
<b>Increase in net position</b>	<b>\$ 43,471</b>	<b>\$ (104,685)</b>

The cost of all governmental activities this year increased by approximately 7.2 percent to \$1,006,422.

**FINANCIAL ANALYSIS OF THE FUNDS**

As the Assessor completed the year, its governmental funds reported a fund balance of \$2,397,827, an increase from last year of \$87,541.

**CAPITAL ASSETS**

**Capital Assets**

At the end of 2017, the Assessor had invested \$71,068 in capital assets. (See Table A-3)

<b>Table A-3</b>		
<b>Assumption Parish Assessor's Capital Assets</b>		
<b>(net of depreciation)</b>		
	<b>Governmental Activities</b>	
	<b>2017</b>	<b>2016</b>
Furniture and Equipment	149,709	149,357
Vehicles	42,179	46,258
Accumulated Depreciation	(120,820)	(133,396)
<b>Net Capital Assets</b>	<b>\$ 71,068</b>	<b>\$ 62,219</b>

**ASSUMPTION PARISH ASSESSOR**  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
**DECEMBER 31, 2017**

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

During the year, the budget was amended once to reflect a decrease in revenues and expenditures. The Assessor is dependent on property tax collections in Assumption Parish for approximately 80.7 percent of its revenues. The economy is not expected to generate any significant growth. Therefore, the Assessor's future revenues are expected to be consistent with the current years. It is not anticipated that property tax will increase significantly.

**CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the Assessor's finances and to demonstrate the Assessor's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Wayne Blanchard, Assessor, P.O. Box 576, Napoleonville, LA 70390.

**ASSUMPTION PARISH ASSESSOR  
Napoleonville, Louisiana**

**STATEMENT OF NET POSITION  
DECEMBER 31, 2017**

**ASSETS**

Cash and cash equivalents	\$ 1,073,632
Investments	493,099
Receivables	831,096
Capital assets, net of accumulated depreciation	<u>71,068</u>

Total Assets 2,468,895

**DEFERRED OUTFLOWS OF RESOURCES**

Pension related 165,607

Total Deferred Outflows of Resources 165,607

**LIABILITIES**

Liabilities

Current

Accounts payable and accrued expenditures 19,737

Non Current

OPEB liability 922,609

Net pension liability 167,981

Total Liabilities 1,110,327

**DEFERRED INFLOWS OF RESOURCES**

Pension Related 139,515

Total Deferred Inflows of Resources 139,515

**NET POSITION**

Net Investment in capital assets 71,068

Unrestricted 1,313,592

Total Net Position \$ 1,384,660

The accompanying notes are an integral part of this financial statement.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

		<u>Program Revenues</u>	<u>Net (Expense) Revenue and Changes in Net Position</u>
<b>FUNCTIONS/PROGRAMS</b>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Governmental Unit</u>
<b>Governmental activities:</b>			
General government - taxation	\$ 1,006,422	\$ -	\$ (1,006,422)
Total governmental activities	<u>\$ 1,006,422</u>	<u>\$ -</u>	<u>\$ (1,006,422)</u>
<b>General Revenues:</b>			
Advalorem taxes			847,480
Interest			3,696
State revenue sharing			35,825
Loss on sale of Assets			(9,251)
Miscellaneous			45,465
Contributions from nonemployer contributing entities			<u>126,678</u>
Total general revenues			<u>1,049,893</u>
Changes in net position			43,471
Net position - January 1, 2017			<u>1,341,189</u>
Net position - December 31, 2017			<u>\$ 1,384,660</u>

The accompanying notes are an integral part of this financial statement.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2017**

**ASSETS**

		<u>General Fund</u>
Cash and cash equivalents	\$	1,073,632
Investments		493,099
Advalorem tax receivable		807,212
State revenue sharing receivable		<u>23,884</u>
 Total assets	 \$	 <u><u>2,397,827</u></u>

**LIABILITIES AND FUND BALANCES**

Liabilities		
Current		
Accounts payable and accrued expenditures	\$	<u>19,737</u>
Total Liabilities		<u>19,737</u>
Fund balance		
Unassigned		<u>2,378,090</u>
Total fund balance		<u>2,378,090</u>
Total liabilities and fund balance	\$	<u><u>2,397,827</u></u>

The accompanying notes are an integral part of this financial statement.

ASSUMPTION PARISH ASSESSOR  
Napoleonville, Louisiana

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
DECEMBER 31, 2017

Total Fund Balance for the Governmental Fund  
at December 31, 2017 \$ 2,378,090

Total Net Position reported for Governmental Activities  
in the Statement of Net Position is different because:

Capital Assets used in Governmental Activities are not  
financial resources and, therefore, are not reported  
in the fund. Those assets consist of:

Equipment and Furniture	191,888	
Less, Accumulated Depreciation	<u>(120,820)</u>	71,068

Certain long-term assets applicable to the Assessor's activities  
are not available to pay in the current period and accordingly are  
not reported as fund assets

Deferred outflows - pension related	165,607
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Long-term liabilities applicable to the Assessor's activities are not  
due and payable in the current period and accordingly are not  
reported as fund liabilities

Other Post-Employment Benefits	(922,609)
Net pension liability	(167,981)
Deferred inflows - pension related	<u>(139,515)</u>

Total net position at December 31, 2017 - Governmental Activities	<u>\$ 1,384,660</u>
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The accompanying notes are an integral part of this financial statement.

**ASSUMPTION PARISH ASSESSOR  
Napoleonville, Louisiana**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>General Fund</u>
<b>REVENUES</b>	
Intergovernmental:	
Taxes	\$ 847,480
Interest	3,696
State revenue sharing	35,825
Miscellaneous	45,466
	<u>932,467</u>
Total Revenues	<u>932,467</u>
 <b>EXPENDITURES</b>	
Current	
General government - taxation:	
Personnel services	716,034
Supplies and materials	5,096
Other services and charges	80,364
Repairs and maintenance	900
Capital expenditures	42,530
	<u>844,924</u>
Total Expenditures	<u>844,924</u>
Excess of Revenues over Expenditures	87,543
Fund balance, beginning of year	<u>2,290,547</u>
Fund balance, end of year	<u>\$ 2,378,090</u>

The accompanying notes are an integral part of this financial statement.

**ASSUMPTION PARISH ASSESSOR  
Napoleonville, Louisiana**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
TO THE STATEMENT OF ACTIVITIES  
DECEMBER 31, 2017**

Total Net Change in Fund Balance at December 31, 2017, per Statement of Revenues, Expenditures and Changes in Fund Balance	\$	87,543
The Change in Net Assets reported for Governmental Activities in the Statement of Activities is different because:		
Capital Outlay costs which are considered expenditures on the Statement of Revenues, Expenditures and Changes in Fund Balance are shown as an increase in assets in the Statement of Activities. This is the amount of capital assets recorded in the current period.		42,529
Dispositions of fixed assets are considered income on the statement of Revenues, Expenditures and Changes in Fund balance and are shown as a decrease in assets in the Statement of Activities. The amount recorded in this period is		(9,251)
Depreciation expense is reported in the government- wide Statement of Activities, but does not require the use of current financial resource. Therefore, depreciation expense is not reported as an expenditure in the governmental fund. Current year depreciation expense is		(24,429)
Some of the revenues reported in the Statement of Activities do not provide current financial resources and these are not reported as revenues in governmental funds. Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. These timing differences are summarized below:		
Other Post-Employment Benefits		(92,113)
Net effect of change in net position liability and deferrals		(87,486)
Contributions from non-employer contributing entities		126,678
		126,678
Change in Net Position - Governmental Activities	\$	43,471

The accompanying notes are an integral part of this financial statement.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

The Assessor's office is located in the Assumption Parish Courthouse in Napoleonville, Louisiana. The Assessor employed five deputies at December 31, 2017. 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 the collection and distribution of taxes to the various taxing bodies.

At December 31, 2017, there were 14,628 real property and movable property assessments totaling \$88,685,417 and \$126,571,150, respectively. Since December 31, 2016, there was an increase of 159 assessment listings and a total assessments increase by 11,674,470.

**Basis of Presentation**

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

This financial report has been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999. The following is a summary of the Assumption Parish Assessor's significant policies:

**Reporting Entity**

The Assessor is an independently elected official; however, the Assessor is fiscally dependent on the Assumption Parish Police Jury. The police jury maintains and operates the parish courthouse in which the assessor's office is located and provides funds for equipment and furniture of the assessor's office. In addition, the police jury's general purpose financial statements would be incomplete or misleading without inclusion of the Assessor. For these reasons, the assessor was determined to be a component unit of the Assumption Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity of the Assumption Parish Police Jury. Furthermore, the Assessor has reviewed all of its activities and determines that there are no potential component units which should be included in its financial statements.

**Fund Accounting**

The Assessor uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (continued)**

A fund is a separate accounting entity with a self-balancing set of accounts. Funds of the Assessor are classified as governmental funds. Governmental funds account for the Assessor's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fixed assets. Governmental funds of the Assessor include:

1. General Fund – the General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the Assessor and accounts for the operation of the Assessor's office. Compensation received from ad valorem tax revenue authorized by Act R.S. 47:1907-1908 is accounted for in this fund. General operating expenditures are paid from this fund.

**Basis of Accounting / Measurement Focus**

The GWFS were 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). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB No. 33, *Accounting and Financial Reporting for Non-exchange transactions*.

**Program Revenues**

Program revenues included in the Statement of Activities derive directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the Assessor's general revenues.

**Fund Financial Statements (FFS)**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financial sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Governmental Funds are accounted for on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized in the accounting period in which they become susceptible to accrual - that is, when they become measurable and available to pay current period liabilities. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures.

**Fund Equity of Fund Financial Statements**

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

**Nonspendable** – represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

**Restricted** – represents balances where constraints have been established by parties outside the Assessor or imposed by law through constitutional provisions or enabling legislation.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (continued)**

Committed – represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Assessor’s highest level of decision-making authority.

Assigned – represents balances that are constrained by the Assessor’s intent to be used for specific purposes but are not restricted nor committed.

Unassigned – represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

**Net Position**

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

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position– Consists of net position with constraints placed on the use either 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.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Assessor will reduce restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Assessor will reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

**Revenues**

Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are recognized as revenue in the year they are assessed, and, generally are collected in January and February of the ensuing year.

State Revenue Sharing are funds provided through an Act of the Louisiana State legislature. The State revenue sharing is recognized as revenue in the year the act is approved and passed by the legislature.

Interest earnings on time deposits are recorded when the time deposits have matured and the interest is available.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**Budgets**

The Assumption Parish Assessor adopts an annual budget for the General Fund on a modified accrual basis of accounting for both revenue and expenditures. The original proposed budget for 2017 was made available for public inspection at the Assessor’s office and adopted December 9, 2016. Formal budget integration is employed as a management control device during the year. The Assessor reserves all authority to make changes to the budget. When actual revenues fail to meet

**ASSUMPTION PARISH ASSESSOR**  
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**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (continued)**

budgeted revenues by five percent or more and/or actual expenditures exceed budgeted expenditures by five percent or more, a budget amendment to reflect such change is adopted by the Assessor. The original budget was amended on November 22, 2017.

**Cash and Cash Equivalents**

Cash includes amounts in interest bearing demand deposits. Cash equivalents include amounts in time deposits and other investments with original maturities of 90 days or less. Under state law, the Assessor may deposit funds in demanded deposits, interest bearing demand deposits, money market accounts, and time deposits with state banks organized under Louisiana law any national banks having their principal offices in Louisiana.

**Ad Valorem Taxes Receivable**

All of the ad valorem tax receivable on the balance sheet was recognized as revenue for the year. Management has determined that estimates for uncollectible amounts were unnecessary. Historically, any uncollectible ad valorem tax amounts have been immaterial.

**Prepaid Expenses**

Prepaid expenses recognize amounts paid in December that were for January expenses. Due to the fact that the insurance expense paid in December 2017 is for January 2018 premiums, it is recorded as prepaid insurance

**Capital Assets**

All capital assets are capitalized at historical cost or estimated historical costs for assets where actual cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Capital assets are recorded in the GWFS but are not reported in the FFS. 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 are depreciated using the straight-line method over their estimated useful lives. Useful lives vary from 5 to 7 years.

**Compensated Absences**

All employees of the Assessor's office earn two-three weeks of vacation leave each year, depending on years of service. All employees are allowed sick leave at the discretion of the Assessor. Upon termination or retirement, employees are paid for unused vacation leave. Effective January 1, 2001, employees may carry over one week of unused vacation to March 31<sup>st</sup> of the following year. Therefore, vacation for 2017 that was carried into 2018 is recorded as accrued vacation time.

**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 and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**Encumbrances**

Encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledgers, is not utilized by the Assessor.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – (continued)**

**Reclassifications**

Certain amounts in the December 31, 2017 financial statements have been reclassified to conform to the current year presentation. The reclassification has no effect on the change in net position for 2017.

**NOTE B - CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2017, are as follows:

	Furniture and Equipment	Vehicles	Total
Cost of Capital Assets			
December 31, 2016	\$ 149,357	\$ 46,258	\$ 195,615
Additions	352	42,177	42,529
Deletions	-	(46,256)	(46,256)
Cost of Capital Assets			
December 31, 2017	149,709	42,179	191,888
Accumulated depreciation,			
December 31, 2016	96,390	37,006	133,396
Additions	15,941	8,488	24,429
Deductions	-	(37,005)	(37,005)
Accumulated depreciation,			
December 31, 2017	112,331	8,489	120,820
Capital assets, net of accumulated depreciation at December 31, 2017	<u>\$ 37,378</u>	<u>\$ 33,690</u>	<u>\$ 71,068</u>

For the year ended December 31, 2017, depreciation expense was \$24,429.

**NOTE C - PROPERTY TAXES**

All property within the parish is assessed and placed on the tax roll for the current year based on the condition of the property as of January 1. Assessed values are established by the Assumption Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A reevaluation of all property is required to be completed no less than every four years. The last reevaluation was completed for the list of January 1, 2015. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the second Wednesday in June. Properties for which the taxes have not been paid are sold for the amount of the taxes. The Assessor was authorized to levy up to 4.81 mills in ad valorem taxes. A 4.81 mill ad valorem tax was levied for the year ended December 31, 2017.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE C - PROPERTY TAXES (continued)**

The following are the principal taxpayers for the parish:

<u>Type of Business</u>	<u>2016 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Chemical plant	11,149,590	5.2%
Chemical plant	10,720,490	5.0%
Chemical plant	7,443,710	3.5%
Pipeline	5,393,860	2.5%
Pipeline	4,703,330	2.2%
Chemical Plant	4,747,520	2.2%
Utility Plant	4,394,590	2.0%
Pipeline	4,326,590	2.0%
Pipeline	4,198,700	2.0%
Chemical plant	4,187,210	1.9%
	<u>61,265,590</u>	<u>28.5%</u>

The total assessed valuation for all taxpayers at December 31, 2017 was \$215,256,567. This figure was used in calculating the percentage of the "2017 assessed valuation of each of the ten largest taxpayers to the total assessed valuation for all taxpayers."

**NOTE D – RECEIVABLES**

Receivables at December 31, 2017 consisted of the following:

State of Louisiana - State Revenue Sharing	\$ 23,884
Assumption Parish Tax Collector - December 2017 collections remitted to the Assessor in 2018: Ad valorem taxes	<u>807,212</u>
Total	<u>\$ 831,096</u>

**NOTE E – ACCOUNTS PAYABLE AND ACCRUED EXPENSES**

Accounts payable and accrued expenditures at December 31, 2017 consisted of the following:

Payroll taxes payable	\$ 1,130
Accrued Payroll	10,923
Accrued Vacation	2,459
Retirement payable	<u>5,225</u>
Total	<u>\$ 19,737</u>

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE F – LONG-TERM OBLIGATIONS**

The following is a summary long term debt for the year ended December 31, 2017:

	<u>Net OPEB Obligation</u>		<u>Net Pension Liability</u>
Balance December 31, 2016	\$ 830,496	\$	354,121
Additions	92,113		-
Deletions	-		(186,140)
Balance December 31, 2017	<u>\$ 922,609</u>	<u>\$</u>	<u>167,981</u>

**NOTE G - CASH & CASH EQUIVALENTS**

At December 31, 2017, the assessor has cash and cash equivalents (book balances) totaling \$1,073,632 as follows:

Demand Deposits		<u>\$ 1,073,632</u>
Total		<u>\$ 1,073,632</u>

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

Custodial credit risk is the risk that in the event of a financial institution failure, the Assessor's deposit mat not be returned to them. To mitigate this risk, state law requires deposits to be secured by federal deposit insurance or the pledge of securities owned by the fiscal institution. At December 31, 2017, the assessor has \$1,415,108 in deposits (collected bank balances). These deposits are secured from risk by \$590,000 of federal deposit insurance and \$825,109 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.R. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the assessor that the fiscal agent has failed to pay deposited funds on demand.

**NOTE H – INVESTMENTS**

At December 31, 2017, the Assessor holds investments which are stated at cost or amortized cost totaling \$493,099 as

Certificates of Deposit		\$ 340,651
Louisiana Asset Management Pool		<u>152,448</u>
Total Investments		<u>\$ 493,099</u>

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE H – INVESTMENTS-continued**

Under state law, the Assessor may invest in United States bonds, treasury notes or certificates. These are classified as investments. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (LAMP), a nonprofit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool. Investments are stated at cost.

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

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

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method.

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

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. At December 31, 2017, investments of \$152,448 are in LAMP.

**NOTE I – PENSION AND RETIREMENT PLANS**

The Assumption Parish Assessor (The Assessor) is a participating employer in a cost-sharing defined benefit pension plan. This plan is administered by the Louisiana Assessors' Retirement Fund. This fund is a qualified governmental defined benefit pension plan covering assessors and their deputies employed by any parish of the State of Louisiana, under the provisions of Louisiana Revised Statutes 11:1401 through 1494. The system is administered by a separate board of trustees.

The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. These reports may be obtained by writing, calling or downloading the reports as follows:

LARF:  
PO Box 14699

Baton Rouge, Louisiana 70898  
(225) 928-8886  
[www.louisianaassessors.org](http://www.louisianaassessors.org)

**ASSUMPTION PARISH ASSESSOR**  
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**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE I – PENSION AND RETIREMENT PLANS – Continued**

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

**Plan Descriptions:**

**Louisiana Assessors' Retirement Fund (LARF)**

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

The following is a description of the plan and its benefits and is provided for general information purposes only.

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

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

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

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

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**Napoleonville, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE I – PENSION AND RETIREMENT PLANS – Continued**

**Death Benefits**

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

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

**Disability Benefits**

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

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

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

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

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

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

1. The member has accrued more service credit than the minimum required for eligibility for a normal retirement benefit.
2. The member has attained an age that is greater than the minimum required for eligibility for a normal retirement benefit, if applicable.
3. The member has revoked their participation, if any, in the Deferred Retirement Option Plan pursuant to R.S. 14568.2

**ASSUMPTION PARISH ASSESSOR  
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**NOTES TO FINANCIAL STATEMENTS  
December 31, 2017**

**NOTE I – PENSION AND RETIREMENT PLANS – Continued**

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

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

1. Creditable service shall not include service credit reciprocally recognized pursuant to R.S. 11:142.
2. Accrued service at retirement shall be reduced by the Back-DROP.
3. Final average compensation shall be calculated by excluding all earnings during the Back-DROP period.
4. Contributions received by the fund during the Back-DROP period and any interest that has accrued on employer and employee contributions received during the period shall remain with the Fund and shall not be refunded to the employee or to the employer.
5. The member's Back-DROP monthly benefit shall be calculated based upon the member's age and service and the Fund provisions in effect on the last day of creditable service before the Back-DROP period.
6. At retirement, the member's maximum monthly retirement benefit payable as a life annuity shall be equal to the Back-DROP monthly benefit.
7. The member may elect to receive a reduced monthly benefit in accordance with the options provided in R.S. 11:1423 based upon the member's age and the age of the member's beneficiary shall be permitted after the option is filed with the Board of Trustees.

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

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

**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.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE I – PENSION AND RETIREMENT PLANS – Continued**

**Funding Policy**

Contributions to the plans are required and determined by State statute (which may be amended) and are expressed as a percentage of covered payroll. The contribution rates in effect for the year ended December 31, 2017, for the Assessor and covered employees were as follows:

	Assessor	Employees
Louisiana Assessors' Retirement Fund	10.0%	8.00%

The contributions made to the Systems for the past three fiscal years, which equaled the required contributions for each of these years, were as follows:

	2017	2016	2015
Louisiana Assessors' Retirement Fund	\$ 74,205	\$ 87,150	\$ 85,613

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

The following schedule lists the Assessor's proportionate share of the Net Pension Liability allocated by each of the pension plans for based on the September 30, 2017 measurement date. The Assessor uses this measurement to record its Net Pension Liability and associated amounts as of December 31, 2017 in accordance with GASB Statement 68. The schedule also includes the proportionate share allocation rate used at September 30, 2017 along with the change compared to the September 30, 2016 rate. The Assessor's proportion of the Net Pension Liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

	Net Pension Liability at September 30, 2017	Rate at September 30, 2017	Increase (Decrease) on September 30, 2016 Rate
Louisiana Assessors' Retirement Fund	\$ 167,981	0.9573140%	-.046233%

The following schedule lists the Fund's recognized pension expense of the Assessor for the year ended December 31, 2017:

	Total
Louisiana Assessors' Retirement Fund	\$ 128,099

**ASSUMPTION PARISH ASSESSOR**  
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**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE I – PENSION AND RETIREMENT PLANS – Continued**

At December 31, 2017, 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	\$ 18,724	\$ (52,740)
Changes of assumptions	105,064	-
Net difference between projected and actual earnings on pension plan investments	-	(65,003)
Changes in proportion and differences between Employer contributions and proportionate share of contributions	33,981	(21,772)
Employer contributions subsequent to the measurement date	7,838	-
<b>Total</b>	<b>\$ 165,607</b>	<b>\$ (139,515)</b>

Summary totals of deferred outflows of resources and deferred inflows of resources by pension plan:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Louisiana Assessors' Retirement Fund	\$ 165,607	\$ (139,515)

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

The Assessor reported a total of \$17,121 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of September 30, 2017 which will be recognized as a reduction in Net Pension Liability in the year ended December 31, 2017. The following schedule list the pension contributions made subsequent to the measurement period for each pension plan:

	Subsequent Contributions
Louisiana Assessors' Retirement Fund	\$ 7,838

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE I – PENSION AND RETIREMENT PLANS – Continued**

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

Year	LARF
2018	\$ 20,101
2019	28,657
2020	(23,287)
2021	(15,013)
2022	7,794
	\$18,252

**Actuarial Assumptions**

A summary of the actuarial methods and assumptions used in determining the total pension liability for each pension plan as of December 31, 2017 are as follows:

	LARF
<b>Valuation Date</b>	September 30, 2017
<b>Actuarial Cost Method</b>	Entry Age Normal Cost
<b>Actuarial Assumptions:</b>	
<b>Expected Remaining Service Lives</b>	6 years
<b>Investment Rate of Return</b>	6.75%
<b>Inflation Rate</b>	2.50%
<b>Mortality</b>	Mortality rates based on the RP-2000 Combined Healthy Table
<b>Salary Increases</b>	5.75% (inflation & merit)
<b>Cost of Living Adjustments</b>	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.

The current year actuarial assumptions utilized for this report are based on the assumptions used in September 30, 2017 actuarial funding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009-June 30, 2014.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE I- PENSION AND RETIREMENT PLANS – Continued**

**Actuarial Assumptions-Continued**

The current year actuarial assumptions utilized for this report are based on the assumptions used in September 30, 2017 actuarial funding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009-June 30, 2014.

The following schedule lists the methods used by each of the retirement systems in determining the long term rate of return on pension plan investments:

The long-term expected rate of return selected by the Fund was 6.75%. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from the participating employees and non-employer contributing entities will be made at actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on these assumptions and the other assumptions and methods as specified in this report, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. Thus, the discount rate used to measure the total pension liability was 6.75%.

**Discount Rate**

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, each of 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. The discount rate used to measure the total pension liability was 7.00 for the year ended December 31, 2017.

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

The following table presents the Assessor's proportionate share of the Net Pension Liability (NPL) using the discount rate of the Fund as well as what the Fund's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
<u>LARF</u>			
Rates	5.75%	6.75%	7.75%
Assumption Parish Assessor's Share of NPL	\$ 569,628	\$ 167,981	\$ (176,337)

**Payables to the Pension Plan**

The Assessor recorded accrued liabilities to Fund for the year ended December 31, 2017 mainly due to the accrual for payroll at the end of each of the fiscal years. The amounts due are included in liabilities under the amounts reported as accounts, salaries and other payables. The balance due to each for the retirement systems at December 31, 2017 is as follows:

	<u>December 31, 2017</u>	<u>December 31, 2016</u>
LARF	\$ 5,225	\$ 5,707

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE J- DEFERRED COMPENSATION PLAN**

All employees of the Assumption Parish Assessor participate in the State of Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of 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.

*Funding Policy.* The Assessor will match up to 20% of the annual payroll for each employee not to exceed the employee contributed amount and not to exceed the limits set by Internal Revenue Code Section 457. The total employer contribution expense for 2017 was \$40,612.

**NOTE K - POST RETIRMENT HEALTH CARE AND LIFE INSURANCE BENEFITS**

From an accrual accounting perspective, the cost of postemployment healthcare benefits should be associated with the periods in which the cost occurs, rather than in the future year when it will be paid. In adopting the requirements of GASB Statement No. 45 during the year ended December 31, 2009, the Assessor began to recognize the cost of postemployment healthcare in the year when employee services are received, to report the accumulated liability from prior years, and to provide information useful in assessing potential demands on the Assessor's future cash flows. Because the Assessor adopted the requirements of GASB Statement No. 45 prospectively, recognition of the liability accumulated from prior years will be phased in over 30 years, commencing with the 2009 liability.

*Plan Description.* Continuing health care benefits are provided for those retired employees who have reached the normal retirement age while employed by the Assessor. The plan is a multiple-employer defined benefit health care plan administered by the Insurance Committee of the Assessor's Insurance Fund dba Louisiana Assessor's Association. The Insurance Committee of the Assessor's Insurance Fund has the authority to establish and amend the benefit provisions of the plan. The plan issues a publicly available financial report.

*Funding Policy.* The benefits for retirees and similar benefits for active employees are provided through Gilsbar with the monthly premiums being paid solely by the Assessor. The Assessor recognizes the cost as expenditure when paid during the year. The benefits are financed on a pay-as-you-go basis.

*Annual OPEB Cost.* The Assessor's annual other postemployment benefit (OPEB) cost is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. The Assessor utilizes unit credit actuarial cost method to amortize the unfunded actuarial accrued liability. The total ARC for the year ending December 31, 2017 is \$163,312 as set forth below:

Normal Cost	\$ 60,082
30 year UAL amortization	103,230
Annual Required Contribution	<u>\$ 163,312</u>

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE K – POST RETIRMENT HEALTH CARE AND LIFE INSURANCE BENEFITS-Continued**

The following table shows the components of the Assessor’s annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Assessor’s net OPEB obligation:

Annual Required Contribution	\$	163,312
Interest on net OPEB Obligation		33,220
Adjustment to annual required contribution		<u>(54,470)</u>
Annual OPEB cost (expense)		142,062
Contributions made		<u>(49,949)</u>
Increase in net OPEB obligation		92,113
Net OPEB obligation-beginning of year		<u>830,496</u>
Net OPEB obligation-end of year	\$	<u><u>922,609</u></u>

The Assessor’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2017 is as follows:

<u>Fiscal Year</u> <u>Year</u> <u>Ended</u>	<u>Annual</u> <u>OPEB</u> <u>Cost</u>	<u>Percentage of</u> <u>Annual OPEB</u> <u>Cost Contributed</u>	<u>Net OPEB</u> <u>Obligation</u>
12/31/2015	147,185	31.1%	731,656
12/31/2016	144,591	31.6%	830,496
12/31/2017	14,262	36.8%	920,328

Fiscal year 2009 was the year of implementation of GASB Statement No. 45 and the Assessor elected to implement prospectively.

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE K – POST RETIRMENT HEALTH CARE AND LIFE INSURANCE BENEFITS-Continued**

*Funded Status and Funding Progress.* The funded status of the plan as of December 31, 2017, was as follows:

Actuarial accrued liability (AAL)	\$	1,573,947
Actuarial valuation of plan assets		-
Unfunded actuarial accrued liability (UAAL)	\$	1,573,947
Funded ratio (actuarial value of plan assets/AAL)		0%

Actuarial valuations for an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Actuarially determined amounts are subject to continuous revision as actual results are compared to past expectations and new estimates about the future are formulated. Although the valuation results are based on values which the Assessor’s actuarial consultant believes are reasonable assumptions, the valuation results reflect a long-term perspective and, as such, are merely an estimate of what future costs may actually be. Deviations in any of several factors, such as future interest rates, medical cost inflation, Medicare coverage, and changes in marital status, could result in actual costs being less or greater than estimated.

The schedule of funding progress included in required supplementary information following the notes to the financial statements presents multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

*Actuarial Methods and Assumptions.* Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the January 1, 2017 actuarial valuation, the projected unit credit actuarial cost method was used. The significant actuarial assumptions used in the valuation of the plan are as follows

1. Investment return of 4.0% per annum, compounded annually.
2. Mortality rates:
  - a. Male – RP 2000 system table with floating Scale AA projections for Males
  - b. Female – RP 2000 system table floating Scale AA projections for Females
3. 100% of employees who elect coverage while in active employment and who are eligible for retiree medical benefits are assumed to elect continued medical coverage in retirement. For those who elect coverage, it is assumed that they will continue to be covered by the same plan as retirees that they were while active.
4. 40% of members electing coverage are assumed to also elect coverage for a spouse.
5. Females are assumed to be three years younger than males, for active employees.
6. Medical Inflation

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE K – POST RETIRMENT HEALTH CARE AND LIFE INSURANCE BENEFITS-Continued**

Year	Trend
2015	6.10%
2016	5.70%
2017	5.50%
2018	5.20%
2019	5.70%
2020	5.40%
2021-2022	5.50%
2023	5.60%
2024	6.00%
2025	5.90%
2026-2027	6.00%
2028-2029	5.90%
2030-2035	6.10%
2036	6.00%
2037	5.90%
2038-2098	5.80%
2099+	4.40%

7. Dental Inflation

Year	Trend
2015-2098	4.74%
2099+	4.14%

8. For actives and retirees, the life insurance amount was provided by the Assumption Parish Assessor’s Office and their annual premium was calculated on an individual basis. Life insurance premiums for retiree coverage are \$0.58/month/unit of coverage. The parish covers 100% of the premium amount. It was assumed that 100% of active employees who currently elect life insurance will continue to upon retirement.

**NOTE L-TAX ABATEMENTS**

The local government is subject to certain property tax abatements granted by the Louisiana State Board of Commerce and Industry (the “State Board”), a state entity governed by board members representing major economic groups and gubernatorial appointees. Abatements to which the government may be subject include those issued for property taxes under the Industrial Tax Exemption Program (“ITEP”) and the Restoration Tax Abatement Program (“RTAP”). In addition, the local government has the authority to grant sales tax rebates to taxpayers pursuant to the Enterprise Zone

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2017**

**NOTE L-TAX ABATEMENTS-Continued**

Tax Rebate Program (“EZ Program”). For the year ending December 31, 2017, the government participated in the Industrial Tax Exemption Program.

Under the ITEP, as authorized by *Article 7, Section 21(F) of the Louisiana Constitution and Executive Order Number JBE 2017-73*, companies that qualify as manufacturers can apply to the State Board for a property tax exemption on all new property, as defined, used in the manufacturing process. Under the ITEP, companies are required to promise to expand or build manufacturing facilities in Louisiana, with a minimum investment of \$5 million. The exemptions are granted for a 5 year term and are renewable for an additional 5 year term upon approval by the State Board. In the case of the local government, these state-granted abatements have resulted in reductions of property taxes, which the tax assessor administers as a temporary reduction in the assessed value of the property involved. The abatement agreements stipulate a percentage reduction of property taxes, which can be as much as 100 percent. The local government may recapture abated taxes if a company fails to expand facilities or otherwise fail to fulfill its commitments under the agreement.

Taxes abated for the fiscal year ended December 31, 2017 were as follows:

<u>Tax Abatement/Refund Program</u>	<u>Amount of Taxes Abated During the Fiscal Year</u>
Industrial tax Exemption Program	\$ 17,633

**NOTE L – EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS**

Certain operating expenditures of the Assessor’s office are paid by the parish police jury as required by Louisiana Revised Statute 33:4713. The Assessor’s office is located in the Assumption Parish Courthouse, and the upkeep and maintenance of the courthouse is paid by the Assumption Parish Police Jury. These expenditures are not reflected in the accompanying financial statements.

**NOTE M - SUBSEQUENT EVENTS**

Management has evaluated events through June 22, 2018, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

**NOTE N - LITIGATION**

At December 31, 2017, there were no lawsuits pending against the Assessor.

**REQUIRED SUPPLEMENTARY INFORMATION – PART II**

**ASSUMPTION PARISH ASSESSOR**  
**Napoleonville, Louisiana**

**GENERAL FUND**  
**BUDGETARY COMPARISON SCHEDULE**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

	Original	Final	Actual	Variance with Final Budget Favorable (Unfavorable)
<b>Revenues</b>				
<b>Intergovernmental</b>				
Taxes	\$ 804,000	\$ 766,064	\$ 847,480	\$ 81,416
Interest	2,000	2,516	3,696	1,180
State revenue sharing	40,000	36,800	35,825	(975)
Proceeds from sale of assets	-	-	17,000	17,000
Miscellaneous	-	43,420	45,466	2,046
<b>Total Revenues</b>	<b>846,000</b>	<b>848,800</b>	<b>949,467</b>	<b>100,667</b>
<b>EXPENDITURES</b>				
<b>Current</b>				
<b>General government</b>				
Personnel services	713,000	708,710	716,034	(7,324)
Supplies and materials	9,000	5,900	5,096	804
Other services and charges	102,000	85,500	81,264	4,236
Capital expenditures	45,000	42,800	59,530	(16,730)
<b>Total Expenditures</b>	<b>869,000</b>	<b>842,910</b>	<b>861,924</b>	<b>(19,014)</b>
<b>Excess of Revenues over Expenditures</b>	(23,000)	5,890	87,543	81,653
<b>Fund balance, beginning of year</b>	2,314,387	2,290,547	2,290,547	-
<b>Fund balance, end of year</b>	<b>\$ 2,291,387</b>	<b>\$ 2,296,437</b>	<b>\$ 2,378,090</b>	<b>\$ 81,653</b>

**ASSUMPTION PARISH ASSESSOR  
Napoleonville, Louisiana**

**Schedule of Funding Progress  
For the Year Ended December 31, 2017**

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liabilities (AAL)</u>	<u>Unfunded Actuarial Accrued Liabilities (UAAL)</u>	<u>Funded Ratio</u>
January 1, 2015	\$ -	\$ 1,573,947	\$ 1,573,947	0.0%
January 1, 2016	\$ -	\$ 1,573,947	\$ 1,573,947	0.0%
January 1, 2017	\$ -	\$ 1,573,947	\$ 1,573,947	0.0%

**Schedule of Employer Contributions  
For the Year Ended December 31, 2017**

<u>Date</u>	<u>Annual OPEB Cost</u>	<u>Annual Contributed</u>	<u>Percentage of Annual OPEB Costs Contributed</u>	<u>Increase (Decrease) to Net OPEB Obligation</u>	<u>Net OPEB Obligation</u>
December 31, 2015	147,185	45,787	31.1	101,398	731,656
December 31, 2016	144,591	45,751	31.6	98,840	830,496
December 31, 2017	142,062	49,949	36.8	92,113	922,609

**ASSUMPTION PARISH ASSESSOR**

**SCHEDULE OF THE ASSUMPTION PARISH ASSESSOR'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY  
FOR THE YEAR ENDED DECEMBER 31, 2017 (\*)**

	<u>2016</u> <u>LARF</u>	<u>2016</u> <u>LARF</u>
Employer's Proportion of the Net Pension Liability (Assets)	0.9573%	1.0035%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 167,981	\$ 354,121
Employer's Covered-Employee Payroll	\$ 403,540	\$ 420,838
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	41.6269%	84.1466%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	95.6100%	90.6800%

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

(\*) The amounts presented have a measurement date of September 30, 2017

Louisiana Assessor's Retirement Fund

**ASSUMPTION PARISH ASSESSOR**

**SCHEDULE OF THE ASSUMPTION PARISH ASSESSOR'S CONTRIBUTIONS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
	<u>LARF</u>	<u>LARF</u>
Contractually Required Contribution <sup>1</sup>	\$ 40,354	\$ 42,084
Contributions in Relation to Contractually Required Contribution <sup>2</sup>	<u>40,354</u>	<u>42,084</u>
Contribution Deficiency (Excess)	\$ -	\$ -
Employer's Covered Employee Payroll <sup>3</sup>	\$ 403,540	\$ 420,838
Contribution as a % of Covered Employee Payroll	10.00%	10.00%

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

***For reference only:***

<sup>1</sup> *Employer contribution rate multiplied by employer's covered employee payroll*

<sup>2</sup> *Actual employer contributions remitted to LARF*

<sup>3</sup> *Employer's covered employee payroll amount for the fiscal year ended December 31, 2017*

**ASSUMPTION PARISH ASSESSOR**

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Changes of Benefit Terms include:**

Louisiana Assessor's Retirement Fund  
No Changes

**Changes of Assumptions:**

Louisiana Assessor's Retirement Fund  
No Changes

**INDEPENDENT AUDITORS' REPORT AND OTHER SCHEDULES  
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

**ASSUMPTION PARISH ASSESSOR  
Napoleonville, Louisiana**

**Schedule of Compensation, Benefits, and Other  
Payments to Agency Head  
For the Year Ended December 31, 2017**

Agency Head Name: Wayne Blanchard

Salary	\$ 144,976
Benefits-Insurance	20,301
Benefits-Retirement	25,645
Deferred Compensation (Contributions made by Agency)	11,986
Car Allowance	-
Vehicle provided by government	-
Cell Phone	-
Dues	-
Vehicle Rental	-
Per Diem	-
Reimbursements	-
Travel	-
Registration Fees	-
Conference Travel	-
Housing	-
Other	-
	<hr/>
Total	<u><u>\$ 202,908</u></u>

**SCHEDULE OF FINDINGS AND RESPONSES**  
**December 31, 2017**

**A. Summary of Audit Results**

- The auditor's report expresses an unmodified opinion on the basic financial statements of the Assumption Parish Assessor.
- No significant deficiencies in internal control were disclosed during the audit of the basic financial statements that were required to be reported in the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*.
- No instances of noncompliance material to the basic financial statements of Assumption Parish Assessor were disclosed in our audit.

**B. Findings-Financial Statement Audit**

None

**C. Noncompliance with State Laws and Regulations**

None

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**December 31, 2017**

**Findings-Financial Statement Audit**

None

**Noncompliance with State Laws and Regulations**

None

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

Honorable Wayne Blanchard  
Assumption Parish Assessor  
Napoleonville, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit* guide issued by the Louisiana Legislative Auditor and the Louisiana Society of Certified Public Accountants, the financial statements of the governmental activities and the major fund of the Assumption Parish Assessor (the Assessor), as of and for the year ended December 31, 2017, 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 22, 2018.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Assessor's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the 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 may exist that have not been identified.

## Compliance and Other Matters

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

## Purpose of this Report

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

Wagnerspack, Gallagher & Barber, LLC

June 22, 2018

**ASSUMPTION PARISH ASSESSOR**

**Napoleonville, Louisiana**

**Report on Agreed-Upon Procedures**

**Year ended December 31, 2017**

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Assumption Parish Assessor and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Assumption Parish Assessor and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2017 through December 31, 2017. The Assessor is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

***Written Policies and Procedures***

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1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:

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

*Written policies and procedures were obtained and address the functions noted above*

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

*Written policies and procedures were obtained and address the functions noted above, with the exception of how vendors are added to the vendor list and documentation required to be maintained for all bids and price quotes.*

*Management's Response: Management will revise the policies and procedures to reflect the policy of adding vendors to the list and documentation required to be maintained for all bids and price quotes.*

- c) **Disbursements**, including processing, reviewing, and approving  
*Written policies and procedures were obtained and address the functions noted above*
- d) **Receipts**, including receiving, recording, and preparing deposits  
*No written policies and procedures were obtained and address the functions noted above*  
*Management's Response: Management will revise the policies and procedures to reflect the policy of receiving, recording and preparing deposits*
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.  
*Written policies and procedures were obtained and address the functions noted above with the exception of how payroll is processed, reviewed and approved.*
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process  
*Written policies and procedures were obtained and address the functions noted above with the exceptions of standard terms and conditions, legal review, the approval process and monitoring process.*
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage  
*Written policies and procedures were obtained and address the functions noted above*
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers  
*Written policies and procedures were obtained and address the functions noted above*
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.  
*Written policies and procedures were obtained and do not address the functions noted above.*  
*Management's Response: Management will revise the policies and procedures to reflect the functions noted above*
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
*No policy was provided and no debt was incurred during the fiscal year*  
*Management's Response: We do not anticipate incurring any debt. This policy will be determined and added to the manual should the need to incur debt arise.*

***Board (or Finance Committee, if applicable)***

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2. Obtain and review the board/committee minutes for the fiscal period, and:

- a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

*The entity does not have a board or finance committee, as the Assessor is an elected official responsible for all oversight of the entity. Therefore; these procedures were not applicable to the entity.*

- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

- c) *The entity does not have a board or finance committee, as the Assessor is an elected official responsible for all oversight of the entity. Therefore; these procedures were not applicable to the entity.*

- d) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

- e) *The entity does not have a board or finance committee, as the Assessor is an elected official responsible for all oversight of the entity. Therefore; these procedures were not applicable to the entity.*

***Bank Reconciliations***

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3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

*Obtained listing of client bank accounts from management and management's representation that the listing is complete.*

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- a) Bank reconciliations have been prepared;

*Obtained bank statements and reconciliations for all months in the fiscal period for all selected accounts noting that reconciliations have been prepared for all months*

- b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

*Bank reconciliations examined had evidence of management review.*

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

*Obtained bank statements and reconciliations for all months in the fiscal period, noting that there were no items that have been outstanding for more than 6 months as of the end of the period.*

### ***Collections***

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- 5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

*Obtained listing of cash collection locations and management's representation that listing is complete.*

- 6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement. For each cash collection location selected:*

- a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

*The Assessor's office does not collect any cash, therefore no employees are bonded and there is no cash drawer.*

*The employee who receives the checks, stamps the checks and prepares the deposit slip. That employee reconciles the bank statement, which is reviewed each month by the Assessor.*

*Management's response: The Assessor has overall responsibility for reviewing all transactions prior to signing checks for purchases/disbursements in efforts to mitigate risk associated with the limited number of employees involved with these transactions.*

*Management feels that this is the most cost-efficient process for the entity with the limited number of resources available.*

- b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

*The Assessor has no formal process regarding cash receipts in their policy manual.*

*Management's Response: Management will revise the policies and procedures to reflect the policy of receiving, recording and preparing deposits*

- c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:

- Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

*We selected the highest week of collections from the bank statements, and traced daily collections to the general ledger to determine that deposits were made within one day of collection*

- Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

*Checks collected are supported by check copy and stub provided by Assumption Parish Sheriff's Office.*

- 7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation) by a person who is not responsible for collections.

*The entity does not have a formal process specifically designed to determine completeness of all collections, including electronic transfers for each revenue source by a person who is not responsible for collections.*

*Management's Response: The entity will amend its policies and procedures manual to reflect the above policy.*

***Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)***

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8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

*Obtained listing of disbursements and management's representation that listing is complete*

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

- a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.

*Performed procedure above noting that purchase order system that was referred to in the policy and procedures manual was not consistently used in the purchasing function. Approved invoices were present for each transaction and matched associated payment.*

*Management's response: Management will become diligent in using the purchase order system described in the policy and procedures manual.*

- b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

*Performed procedure above noting that purchase order system that was referred to in the policy and procedures manual was not consistently used in the purchasing function. Approved invoices were present for each transaction and matched associated payment.*

*Management's response: Management will become diligent in using the purchase order system described in the policy and procedures manual.*

- c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

*Performed procedure above noting that purchase order system that was referred to in the policy and procedures manual was not consistently used in the purchasing function. Approved invoices were present for each transaction and matched associated payment.*

*Management's response: Management will become diligent in using the purchase order system described in the policy and procedures manual.*

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

*The person responsible for processing payments is not prohibited from adding vendors to the entity's purchasing/disbursement system.*

*Management's response: The Assessor has overall responsibility for reviewing all transactions prior to signing checks for purchases/disbursements in efforts to mitigate risk associated with the limited number of employees involved with these transactions. Management feels that this is the most cost-efficient process for the entity with the limited number of resources available.*

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

*The person who initiates and records transactions does have signatory authority only in the event of the absence of the Assessor, and only with express consent of the Assessor.*

*Management's response: Due to the limited number of resources available, the Assessor is unable to adequately segregate these duties. The Assessor signs substantially all checks and it is on rare occasions when the other authorized signer signs checks.*

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

*The supply of unused checks is maintained in a locked safe. The safe can be accessed by employees with signatory authority.*

*Management's response: The Assessor has overall responsibility for reviewing all transactions prior to signing checks for purchases/disbursements in efforts to mitigate risk associated with the limited number of employees involved with these transactions. Management feels that this is the most cost-efficient process for the entity with the limited number of resources available.*

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

*No signature stamp is used.*

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

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

*Obtained listing of active credit cards and the names of the persons who maintained possession of the cards and management's representation that the list is complete.*

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

*On the month tested, no evidence was available to support that the supporting documentation was reviewed and approved, in writing, by someone other than the authorized cardholder.*

*Management's response: The supporting documentation will be signed/initialed for approval by someone other than the cardholder.*

- b) Report whether finance charges and/or late fees were assessed on the selected statements.

*No finance charges and/or late fees were assessed on the selected statement*

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:

- An original itemized receipt (i.e., identifies precisely what was purchased)

*Reviewed transactions to find that not all transactions were supported by an original receipt, and not all receipts had itemized description of items purchased.*

*Management's response: Each transaction will be accompanied by an itemized original receipt with description of items purchased*

- Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

*Documentation of business/public purpose was not provided for transactions.*

*Management's response: Each transaction will be accompanied by an itemized original receipt with statement of purpose and documentation of individuals participating.*

- Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

*No exceptions noted*

- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

*None of the transactions that were tested reflected noncompliance with the entity's written policies, nor were there any transactions tested subject to the Louisiana Public Bid Law.*

- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

*No evidence of noncompliance noted in the transactions tested.*

### **Travel and Expense Reimbursement**

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- 17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

*Obtained listing of all travel and related expense reimbursements, by person, and management's representation that the listing is complete.*

- 18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) and report any amounts that exceed GSA rates.

*No exceptions noted*

- 19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and

choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

*All expense reimbursements tested were in accordance with the Assessor's written policy.*

- b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

*No exceptions noted*

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

*No exceptions noted.*

- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

*No exceptions noted.*

- c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

*No exceptions noted.*

- d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions noted.*

## ***Contracts***

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20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

*Obtained listing of contracts in effect and management's representation that listing was complete.*

21. Using the listing above, select the five contract “vendors” that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

- a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.

*Formal/written contracts were obtained that supports the services arrangements. No exceptions noted*

- b) Compare each contract’s detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

- If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)

*Not applicable*

- If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

*Each contract selected was not subject to the Louisiana Public Bid Law or Procurement Code and quotes were not solicited.*

- c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.

*The contracts selected were not amended during the current fiscal period.*

- d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

*Payments made on each contract were made within the terms and conditions of the contract.*

- e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

*Not applicable*

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

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22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management’s representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

*Obtained listing of employees with their related salaries and management’s representation that listing was complete.*

- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

*No exceptions noted*

- b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

*Changes made to hourly pay rates/salaries during the fiscal period were approved in writing and in accordance with written policy.*

23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

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

*All employees tested had documentation of daily attendance and leave.*

- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

*There was written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees.*

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

*The entity maintained written leave records reflecting the hours earned, hours used and the balance available at fiscal year end without exception.*

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

*No employees were terminated during the fiscal period.*

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

*No exceptions noted.*

### ***Ethics (excluding nonprofits)***

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26. Using the five randomly selected employees/officials from procedure #22 under “Payroll and Personnel” above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

*The entity maintained documentation demonstrating that required ethics training was completed.*

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management’s actions complied with the entity’s ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

*Management asserted that they have received no allegations during the fiscal period.*

### ***Debt Service (excluding nonprofits)***

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28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

*No debt was issued during the fiscal period.*

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

*There was no outstanding debt during the fiscal period*

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

*Not Applicable*

### ***Other***

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31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

*Management asserted that the entity did not have any misappropriations of public funds or assets.*

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at

[www.la.gov/hotline](http://www.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

*The entity has posted on its premises, but not on its website, the notice required by R.S. 24:523.1.*

*Management's response: Management will post the notice required by R.S. 24:523.1 on its website.*

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

*No exception noted*

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those 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.

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.

*Wagnersack, Gallagher & Barber, LLC*

Napoleonville, Louisiana  
June 22, 2018