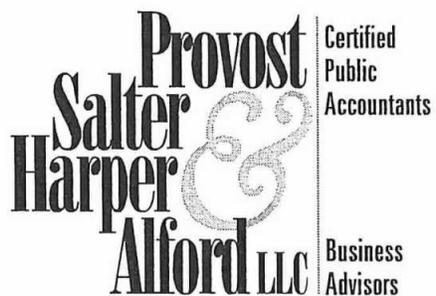


**EAST BATON ROUGE PARISH
ASSESSOR'S OFFICE
BATON ROUGE, LOUISIANA**

FINANCIAL REPORT

December 31, 2018



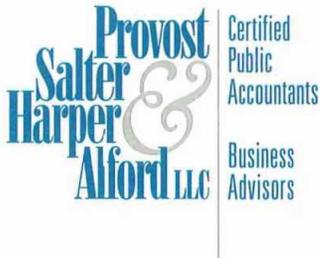
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EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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December 31, 2018

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INDEPENDENT AUDITOR'S REPORT

Honorable Brian Wilson, Assessor
East Baton Rouge Parish Assessor's Office

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

East Baton Rouge Parish Assessor's Office's 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 general fund of the East Baton Rouge Parish Assessor's Office, as of December 31, 2018, 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.

Emphasis of Matter

As disclosed in Note 8 to the financial statements, in 2018, the entity adopted new accounting guidance under GASB Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions." Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, budgetary comparison information, the schedule of changes in net OPEB liability and related ratios, the schedule of employer's proportionate share of the net pension liability, and the schedule of employer's pension contributions 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 East Baton Rouge Parish Assessor's Office's basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head is presented to comply with the requirements issued by the State of Louisiana, and is not a required part of the basic financial statements.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 17, 2019 on our consideration of the East Baton Rouge Parish Assessor's Office'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 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 East Baton Rouge Parish Assessor's Office's internal control over financial reporting and compliance.

PROVOST, SALTER, HARPER & ALFORD, LLC



June 17, 2019
Baton Rouge, Louisiana

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

Management's Discussion and Analysis

The Management's Discussion and Analysis of the East Baton Rouge Parish Assessor's Office's (Assessor) financial performance presents a narrative overview and analysis of the Assessor's financial activities for the fiscal year ended December 31, 2018. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with prior year's information. Please read it in conjunction with the basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

The Assessor's net position decreased due to current period operations by \$119,556, or 6.8%.

The Assessor's revenues increased by \$139,716, or 2.2%.

The Assessor's expenditures increased by \$411,400, or 6.7%.

OVERVIEW OF THE BASIC FINANCIAL STATEMENTS

This financial report consists of four parts: Management's Discussion and Analysis, Basic Financial Statements, Required Supplementary Information, as may be applicable, and the Assessor includes the schedule of Compensation, Benefits, and Other Payments to Agency Head as Other Supplementary Information. Other than the MD&A, the Board's required supplementary information includes the General Fund Statement of Revenues and Expenditures and Changes in Fund Balance – Budget (Non-GAAP Basis) and Actual, the Schedule of Changes in Net OPEB Liability and Related Ratios, Employer's Proportionate Share of the Net Pension Liability, and Employer's Pension Contributions. Comparative data is presented when available.

Government-Wide Financial Statements

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

The Statement of Net Position presents information on all of the Assessor's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Assessor as a whole is improving or deteriorating.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

Management's Discussion and Analysis, Continued

The Statement of Activities presents information showing how the Assessor's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future periods (e.g. uncollected taxes and earned, but unused, vacation leave).

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Assessor uses a single fund to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Assessor's only fund, the general fund.

The Assessor uses only one fund type:

The Governmental fund is used to account for essentially the same function reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources at the end of the fiscal year. Such information may be useful in evaluating the Assessor's near-term financing requirements.

Because the focus of the governmental fund financial statements is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balance provide a reconciliation to assist in understanding the differences between these two perspectives.

Notes to the Financial Statements

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Assessor.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

Management's Discussion and Analysis, Continued

FINANCIAL ANALYSIS OF GOVERNMENT-WIDE ACTIVITIES

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Assessor, liabilities exceed assets by \$1,887,019 at the close of the most recent fiscal year. Approximately 5% of the Assessor's net position reflects its investment in capital assets (e.g. equipment). These assets are not available for future spending.

The balance in unrestricted net assets is affected by the purchase of capital assets from internally generated funds and required depreciation on assets.

Summary of Net Position

	2018	2017 Restated
Assets:		
Current assets	\$ 14,591,820	\$ 13,350,389
Capital assets, net of accumulated depreciation	88,074	115,422
Total Assets	<u>14,679,894</u>	<u>13,465,811</u>
Deferred outflows	<u>5,082,483</u>	838,302
Liabilities:		
Current liabilities	102,693	13,529
Noncurrent liabilities	20,466,419	15,287,460
Total Liabilities	<u>20,569,112</u>	<u>15,300,989</u>
Deferred inflows	<u>1,080,284</u>	770,587
Net Position:		
Investment in capital assets	88,074	115,422
Unrestricted	(1,975,093)	(1,882,885)
Total Net Position	<u>\$ (1,887,019)</u>	<u>\$ (1,767,463)</u>

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

Management's Discussion and Analysis, Continued

The following data is presented on the accrual basis of accounting. Note, however, that although the purchase of capital assets is not included, depreciation on capital assets is included. The Assessor's net position increased during the current fiscal year. The change is shown below.

Summary of Changes

	2018	2017	% Increase (Decrease)
Revenues:			
General Revenue:			
Taxes	\$ 5,486,578	\$ 5,359,898	2.4%
Interest	56,572	27,862	103.0%
Other	4,800	5,800	-17.2%
Contributions from non-employer contributing entity	742,222	759,237	-2.2%
	<u>6,290,172</u>	<u>6,152,797</u>	2.2%
Program Revenue:			
Charges for services	145,493	143,152	1.6%
	<u>145,493</u>	<u>143,152</u>	1.6%
 Total revenue	 <u>6,435,665</u>	 <u>6,295,949</u>	 2.2%
 Expenditures:			
Personnel services	5,756,840	5,080,201	13.3%
Other services and charges	774,349	1,042,639	-25.7%
Supplies	22,540	20,432	10.3%
Capital Outlay	-	549	-100.0%
	<u>6,553,729</u>	<u>6,143,821</u>	6.7%
 Non-Operating Revenues (Expenses)	 <u>(1,492)</u>	 <u>-</u>	
 Change in net position	 <u>(119,556)</u>	 152,128	
 Beginning net position, as restated	 <u>(1,767,463)</u>	 <u>(1,919,591)</u>	-7.9%
 Ending net position	 <u>\$ (1,887,019)</u>	 <u>\$ (1,767,463)</u>	6.8%

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

Management's Discussion and Analysis, Continued

GOVERNMENTAL REVENUE

The Assessor is heavily reliant on property taxes to support its operations. Property taxes provided 85.3% of the Assessor's total revenues. Because of the Assessor's financial position, they have been able to earn \$56,572 in interest earnings to support their activities, in spite of the low interest rates available on investments. Also, note that charges for services cover only 2.2% of governmental operating expenses. This means that the Assessor's taxpayers and the Assessor's current year other general revenues fund 96.0% of the Assessor's activities, with the remaining 1.8% coming from surplus. As a result, the general economy and local businesses have a major impact on the Assessor's revenue streams.

GOVERNMENTAL FUNCTIONAL EXPENSES

Since the Assessor's operations are staff-oriented, 87.8% of total expenditures are used for employee salaries and benefits. Operating services and materials and supplies make up 11.8% and 0.4% of the total expenses, respectively.

FINANCIAL ANALYSIS OF THE ASSESSOR'S GENERAL FUND

The General Fund is the Assessor's operating fund and the source of day-to-day service delivery. As discussed, the General Fund is reported in the fund statements with a short-term inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Remember the data presented in the fund financial statements is presented on the modified accrual basis. This means that capital assets purchased during the year are reported as expenditures and no depreciation on these capital assets is reported as an expenditure in the same year.

The total ending general fund's fund balance is \$9,034,502, an increase of \$1,039,115 over the prior year. This increase is primarily the result of the increase in tax revenue and a decrease in operating services and charges expenditures.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

Management's Discussion and Analysis, Continued

FINANCIAL ANALYSIS OF THE ASSESSOR'S GENERAL FUND, CONTINUED

Ad valorem taxes increased 5.5% from 2017 by \$281,819. This increase is primarily a result of increased property values.

Salaries and benefits decreased from 2017 by 2.7%. The decrease is due to several deputy assessors retiring in the current year. Operating services expenditures decreased from 2017 by 25.1%. The decrease is primarily a result of more cost being incurred in the prior year for implementing a new on-site map producing system, software system improvements, and outsourcing of billing services. In 2017, the Assessor purchased vehicles for a total of \$70,659 and a copier for \$9,100 that were capitalized. In 2018, the Assessor purchased office furniture for a total of \$3,634 that was capitalized.

The General Fund's ending fund balance is considered adequate, representing the equivalent of 199% of annual expenditures. Though some might consider this percentage high, it is necessary for the Assessor to maintain a strong financial position in order to cover its cash flow needs and any unforeseen costs that might occur in the future.

BUDGETARY HIGHLIGHTS

The General Fund – Total expenditures were only 78.9% of the budgeted amount. The Assessor's final revenue was 105.8% of budget.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Assessor considered many factors when setting the 2019 budget. Revenues and expenditures are expected to remain fairly consistent with the 2018 fiscal year.

NEW ACCOUNTING PRONOUNCEMENT IMPLEMENTED

The Assessor adopted GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions." The adoption of GASB 75 required significant changes to the financial statements of the Assessor. The principal objective of this Statement is to improve the usefulness of information for decisions made by the various users of the general purpose external financial reports (financial reports) of governments whose employees—both active and inactive employees—are provided with postemployment benefits other than pensions. These benefits are referred to as other postemployment benefits (OPEB). One aspect of that objective is to provide information about the effects of OPEB-related transactions and other events on the elements of the basic financial statements. This information will assist users in assessing accountability and the relationship between a government's inflows of resources and its total cost (including OPEB expense) of providing government

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

Management's Discussion and Analysis, Continued

services each period. Another aspect of that objective is to provide users with information about the government's OPEB obligations and the resources, if any, available to satisfy those obligations. An additional objective of this Statement is to improve the information provided in government financial reports about OPEB-related financial support provided by certain non-employer entities for OPEB that is provided to the employees of other entities.

CAPITAL ASSETS AND DEBT ADMINISTRATION

The Assessor's investment in capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2018 was \$88,074. The total decrease in this net investment was 24%. In 2018, depreciation expense exceeded capital asset replacement by \$27,348. See Note 4 for additional information about changes in capital assets during the calendar year and outstanding at the end of the year. The following table provides a summary of capital asset activity.

	Capital Assets	
	2018	2017
Depreciable assets:		
Vehicles, furniture and equipment	\$ 708,129	\$ 717,980
Less accumulated depreciation	(620,055)	(602,558)
Book value-depreciable assets	<u>\$ 88,074</u>	<u>\$ 115,422</u>

Capital Assets

At December 31, 2018, the depreciable capital assets for governmental activities were 88% depreciated and there was a 24% decrease in the book value of the capital assets. The total percentage of depreciated capital assets is quite high, (i.e., approximately nine-tenths of the value of these assets is used) which indicates that additional resources may be required to replace these capital assets in the future.

Long-term Obligations

At year-end, the Assessor had no external borrowings, and thus does not have any outstanding bonds or notes in this or the prior fiscal year. Other obligations include \$42,494 for its estimated liability for compensated absences, \$19,355,620 for its estimated liability for other post-employment benefits, and \$1,068,305 for its net pension liability.

During the year, the Assessor's debt increased by \$5,178,959 due to a decrease in the liability for compensated absences of \$16,326, the recording of a \$5,133,762 increase in the liability for other post-employment benefits obligations, and an increase of \$61,523 in pension liability.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

Management's Discussion and Analysis, Continued

Other Postemployment Benefits Liability

At December 31, 2017, the Assessor reported other postemployment benefits liability in the amount of \$6,979,049. For the year end December 31, 2018, the East Baton Rouge Parish Assessor adopted GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions," which restated the 2017 ending other postemployment benefits liability amount to \$14,221,858, a change of \$7,242,809 in governmental activities. At December 31, 2018, the Assessor reported other postemployment benefits liability in the amount of \$19,355,620. This was an increase of \$5,133,762 as compared to the prior year. See Note 7 to the basic financial statements for further discussion of other postemployment benefits.

Operating Lease

As of April 1, 2018, the lease for the satellite office on Coursey Blvd. was signed as a three year lease with monthly base rent of \$2,375. Effective September 1, 2017 the Assessor has extended the lease for a satellite office in Zachary, Louisiana for an additional three year term at the rate of \$2,046 per month.

CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Assessor's finances, comply with finance-related laws and regulations, and demonstrate the Assessor's commitment to public accountability. If you have any questions about the contents of this report or would like to request additional information, please contact East Baton Rouge Parish Assessor's Office, 222 St. Louis Street, Room 126, Baton Rouge, LA 70802.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Basic Financial Statements

December 31, 2018

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Government-Wide Financial Statements (GWFS)

December 31, 2018

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Statement of Net Position

December 31, 2018

Assets
Current Assets

Cash and cash equivalents	\$ 6,724,281
Investments	2,403,590
Ad valorem taxes receivable (net of allowance for uncollectable accounts, \$46,229)	5,454,625
Prepaid and other	9,324
	<hr/>
Total current assets	14,591,820

Noncurrent Assets

Capital assets, net of accumulated depreciation	88,074
	<hr/>

Total Assets

14,679,894

Deferred Outflows of Resources

5,082,483

Liabilities**Current Liabilities**

Accounts payable	102,693
	<hr/>

Noncurrent Liabilities

Other post employment benefits	19,355,620
Net pension liability	1,068,305
Compensated absences	42,494
	<hr/>

Total noncurrent liabilities

20,466,419

Total Liabilities

20,569,112

Deferred Inflows of Resources

1,080,284

Net Position

Investment in capital assets	88,074
Unrestricted	(1,975,093)
	<hr/>

Total Net Position

\$ (1,887,019)

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Statement of Activities

Year Ended December 31, 2018

	Expenses	Program Revenues Charges for Services	Net (Expenses) Revenues and Changes in Net Position Governmental Activities
Governmental Activities			
General Government	\$ 6,553,729	\$ 145,493	\$ (6,408,236)
General revenues			
Taxes:			
Ad valorem taxes, levied for general purposes			5,486,578
Interest and investment earnings			56,572
Miscellaneous			4,800
Contributions from non-employer contributing entity			742,222
Total general revenues			<u>6,290,172</u>
Other financing sources (uses)			
Gain (loss) on disposal of asset			<u>(1,492)</u>
Change in net position			(119,556)
Net Position - January 1, 2018, as restated			<u>(1,767,463)</u>
Net Position - December 31, 2018			<u>\$ (1,887,019)</u>

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Fund Financial Statements

December 31, 2018

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Balance Sheet-Governmental Fund

December 31, 2018

ASSETS

Assets

Cash and cash equivalents	\$ 6,724,281
Investments	2,403,590
Prepaid and other	<u>9,324</u>
Total Assets	\$ <u>9,137,195</u>

LIABILITIES AND FUND BALANCE

Liabilities

Accounts payable	\$ 102,693
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Fund Balance

Unassigned	<u>9,034,502</u>
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Total Liabilities and Fund Balance	\$ <u>9,137,195</u>
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EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

*Reconciliation of the Governmental Fund Balance
Sheet to the Statement of Net Position*

December 31, 2018

Total fund balance for the governmental fund at December 31, 2018	\$	9,034,502
<p>Total net position reported for governmental activities in the statement of net assets is different because:</p>		
<p>Government-Wide Financial Statements reflect the economic resources measurement focus and the accrual basis of accounting, therefore, an accrual for ad valorem taxes is recorded</p>		5,454,625
<p>Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds balance sheet Those assets consist of :</p>		
Vehicles, furniture and equipment, net of \$620,055 accumulated depreciation		88,074
Liability for other post employment benefits are not due and payable in the current period and therefore are not reported in the governmental funds		(19,355,620)
Liability for net pension liabilities are not due and payable in the current period and therefore are not reported in the governmental funds		(1,068,305)
Liability for compensated absences are not due and payable in the current period and therefore are not reported in the governmental funds		(42,494)
Deferred inflows of resources are not due and payable in the current period and therefore are not reported in the governmental funds		(1,080,284)
Deferred outflows of resources are not due and payable in the current period and therefore are not reported in the governmental funds		5,082,483
Total net position of governmental activities at December 31, 2018	\$	(1,887,019)

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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

Revenues	
Ad valorem taxes	\$ 5,373,427
Charges for services	145,493
Interest and investment earnings	56,572
Miscellaneous	4,800
	<hr/>
Total Revenues	5,580,292
	<hr/>
Expenditures	
Current	
General government	
Personnel services	3,770,142
Other services and charges	744,861
Supplies	22,540
Capital outlay	3,634
	<hr/>
Total Expenditures	4,541,177
	<hr/>
Excess of Revenues Over Expenditures	1,039,115
	<hr/>
Fund Balance	
Beginning	7,995,387
	<hr/>
Ending	\$ 9,034,502
	<hr/> <hr/>

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

*Reconciliation of the Governmental Fund Statement
of Revenues, Expenditures and Changes in Fund
Balance to the Statement of Activities*

Year Ended December 31, 2018

Net change in fund balance - governmental fund \$ 1,039,115

Amounts reported for governmental activities in the statement of activities is different because:

Difference in ad valorem tax revenue recorded on the Fund Financial Statements and the Government-Wide Financial Statements. Property tax revenue will not be collected until after the Assessor's fiscal year end. These are not considered "available" revenues in the governmental funds until received. 113,151

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	\$	3,634	
Depreciation expense		(29,489)	
			(25,855)

Other post employment benefits are reported in the statement of activities and do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Changes in other post employment benefits (1,549,198)

Certain pension-related inflows and outflows of resources are reported in the statement of activities and do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Changes in pension expenses		(453,825)
Contributions from non-employer contributing entities		742,222

Compensated absences are reported in the statement of activities and do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Changes in compensated absences 16,326

Gain (loss) on disposal of fixed assets do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Gain (loss) on disposal of fixed assets		(1,492)
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Changes in net position of governmental activities \$ (119,556)

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements

December 31, 2018

1. 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 provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and peculiarly responsible for the actions of the deputies.

The Assessor's main office is located in the East Baton Rouge Parish Courthouse in Baton Rouge, Louisiana. In 2005, the Assessor opened an additional branch office on Coursey Boulevard and in 2008 opened another branch office in Zachary, Louisiana for the convenience of the residents of the parish. The Assessor's office employs 50 employees, including 49 deputies. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by July 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2018, there are 222,085 real property and moveable property assessments totaling \$4,955,725,354. This represents an increase of 4,473 assessments and an increase of \$89,443,468 in assessed value over the prior year.

A. Basis of Presentation

The accompanying basic financial statements of the East Baton Rouge Parish Assessor's Office have been prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Reporting Entity

The assessor is an independently elected official and is not considered fiscally dependent on the East Baton Rouge Parish Council. As the governing authority of the parish, for reporting purposes, the East Baton Rouge Parish Council is the financial reporting entity for the East Baton Rouge Parish. The financial reporting entity consists of (a) the primary government (the parish council), (b) organizations for which the primary government is financially

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Codification Section 2100 established criteria for determining which component units should be considered part of the East Baton Rouge Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the council to impose its will on that organization and/or,
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the council.
2. Organizations for which the council does not appoint a voting majority but are fiscally dependent on the council.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the council does not appoint the assessor, does not provide funding (other than the use of facilities located at the East Baton Rouge Parish Court House), or have any control over the Assessor, the Assessor has determined that the Office is not a component unit of the East Baton Rouge Parish Council. The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity of East Baton Rouge Parish.

C. Fund Accounting

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

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

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

General Fund. The primary operating fund of the Assessor and its accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Assessor's policy. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1907-1908, is accounted for in this fund. General operating expenditures are paid from this fund.

D. Measurement Focus/Basis of Accounting

Fund Financial Statements (FFS)

The amounts reflected in the Governmental Fund Statements (Exhibit C and E) are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Assessor's office operations.

The amounts reflected in the Governmental Fund Statements (Exhibit C and E) use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred and certain compensated absences which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental fund uses the following practices in recording revenues and expenditures:

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

Revenues. Tax revenue is recognized in the budgetary period for which the taxes are collected. Revenues are received from the Sheriff and Tax Collector of East Baton Rouge Parish in varying periodic payments as the ad valorem taxes are collected. Ad valorem taxes are assessed on December 1, for the calendar year, become due on December 31, and are considered past due and subject to penalties if not paid by December 31, of the year. Interest revenue is recognized when earned.

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

Government-Wide Financial Statements (GWFS)

The Statement of Net Position (Exhibit A) and Statement of Activities (Exhibit B) display information about the Assessor's Office as a whole. These statements include all the financial activities of the Assessor's Office. Information contained in these statements reflects 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 nonexchange transactions are recognized in accordance with the requirements of GASB statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues. Program revenues included in the Statement of Activities (Exhibit B) are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the Assessor's Office general revenues.

Reconciliation. A reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position is provided on Exhibit D. A reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities is provided on Exhibit F.

E. Budgets

Annually, the Assessor's Office adopts a budget for the General Fund on the cash basis, therefore, adjustments were made on Exhibit G to include prior year accruals and remove current year accruals from the actual amounts for comparison purposes to the budgeted amounts. The budgetary practices include public notice, inspection and hearing requirements, which must be completed prior to December 15 of each year. Formal budgetary integration is not employed as a management control device during the year. Budgeted amounts are as originally adopted. The assessor has administrative authority to make changes or amendments within various budget classifications.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

F. Cash and Equivalents

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

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 pledge 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.

At December 31, 2018, the Assessor had collected bank balances of \$6,425,281 in demand deposits. The deposits are secured from risk by the federal deposit insurance and pledged securities.

G. Receivables

In the government-wide statements, receivables consist of revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical collection trends. Major receivable balances for the governmental activities include ad valorem taxes and tax roll preparation fees.

In the fund financial statements, ad valorem tax revenue is not recorded because the revenue is not considered available until received.

H. Investments

Short-term investments are stated at amortized cost, which approximates market value.

I. Prepaids and Other

Prepaids and other are payments to vendors and other receivables that benefit future reporting periods reported on the consumption basis. At December 31, 2018, the Assessor had prepayments to vendors of \$3,253, accrued tax roll preparation fees receivable of \$6,041 and accrued interest receivable on certificates of deposit of \$30. Both prepaid and other receivables are similarly reported in government-wide and fund financial statements.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

J. Capital Assets

Capital assets are capitalized at historical cost. The Assessor maintains a threshold level of \$1,000 or more for capitalizing capital assets. Capital assets are recorded in the Statement of Net Position and Statement of Activities. All capital assets are depreciated using the straight-line method over the following useful lives:

Description	Estimated Lives
Vehicles	5
Furniture and equipment	7

K. Compensated Absences

Employees of the Assessor's Office earn from five to twenty days of paid vacation leave per year, depending on length of service, and twelve days of paid sick leave. They are allowed to carryover up to twelve vacation days. An employee is compensated for any unused vacation leave at the employee's hourly rate of pay at the time of termination. The liability for these compensated absences is recorded as a liability in the government-wide financial statement. However, any matured compensated absences existing at year-end which are payable to currently terminated employees are reported in the governmental funds as wages and benefits payable. At December 31, 2018, employees of the Assessor's Office have accumulated and vested \$42,494 of accrued vacation benefits.

L. Risk Management

The Assessor's Office is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Assessor's Office purchases commercial insurance policies at levels which management believes is adequate to protect the Assessor's Office. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

M. Deferred Compensation Plan

Certain employees of the Assessor's Office participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, Post Office Box 94377, Baton Rouge, Louisiana 70804-9397.

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Notes to Financial Statements, Continued

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Participants may contribute a portion of their salary with the Assessor's Office matching up to 4% per month, but total contributions may not exceed the amount determined under IRS regulations. All contributions are immediately vested. Participants contributed \$91,188 and the Assessor's Office contributed \$76,920 to the plan during the year ended December 31, 2018.

N. Pensions

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

O. Fund Equity

Equity Classifications.

Government-Wide Financial Statements.

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

- a. Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets – Consists of net assets 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. There were no restricted net assets at December 31, 2018.
- c. Unrestricted net assets – All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt".

Fund Financial Statements.

In the fund financial statements governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

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

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

Committed – amounts that can be used only for specific purposes determined by a formal decision of the Assessor. The Assessor, as the highest level of decision-making authority, can establish, modify or rescind a fund balance commitment. For assigned fund balance the Assessor authorizes management to assign amounts for a specific purpose.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.

Unassigned – all other spendable amounts.

It is the Assessor's policy to spend unrestricted fund balances first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available. It is the Assessor's policy to spend committed or assigned fund balances first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. The Assessor does not have any policy regarding minimum fund balance amounts.

P. Estimates

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

Q. Current Year Adoption of New Accounting Standards

The Assessor adopted the following recently issued GASB Standards in the preparation of this Annual Financial Report:

The Assessor adopted GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions." The adoption of GASB 75 required significant changes to the financial statements of the Assessor. The principal objective of this

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

Statement is to improve the usefulness of information for decisions made by the various users of the general purpose external financial reports (financial reports) of governments whose employees—both active and inactive employees—are provided with postemployment benefits other than pensions. These benefits are referred to as other postemployment benefits (OPEB). One aspect of that objective is to provide information about the effects of OPEB-related transactions and other events on the elements of the basic financial statements. This information will assist users in assessing accountability and the relationship between a government's inflows of resources and its total cost (including OPEB expense) of providing government services each period. Another aspect of that objective is to provide users with information about the government's OPEB obligations and the resources, if any, available to satisfy those obligations. An additional objective of this Statement is to improve the information provided in government financial reports about OPEB-related financial support provided by certain nonemployer entities for OPEB that is provided to the employees of other entities.

R. Subsequent Events

In preparing these financial statements, the Assessor has evaluated events and transactions for potential recognition or disclosure through June 17, 2019, the date the financial statements were available to be issued.

2. Levied Taxes

The following is a summary of authorized and levied ad valorem taxes:

	Authorized Millage	Levied Millage
Assessor's Salary and Expense Fund	1.29	1.29

The following are the principal taxpayers for the parish:

Taxpayer	Type of Business	2018 Assessed Valuation	Percentage of Total Assessed Valuation
Exxon Mobil Corporation	Oil and chemical refining	\$ 319,130,330	6.44%
Entergy Louisiana, LLC	Utility	94,661,950	1.91%
Georgia-Pacific	Pulp processing	90,615,950	1.83%
JP Morgan Chase Bank	Banking	50,673,650	1.02%
State Farm Mutual Auto	Insurance	27,128,190	0.55%

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Notes to Financial Statements, Continued

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3. Deposits and Investments

Deposits. At December 31, 2018, the Assessor has deposits totaling \$6,724,281 (book balances) as follows:

Demand deposit	\$ 6,425,281
Certificates of deposit	<u>299,000</u>
	<u>\$ 6,724,281</u>

Investments. The Assessor is subject to the provisions of Louisiana Revised Statute 33:2955, which is entitled "Investments by political subdivisions." This law, among other things, outlines the types of securities that public entities in Louisiana may acquire and hold as investments. These include U.S. Government and agency securities, and certificates of deposit of banks domiciled or having a branch office in the state of Louisiana. The following table provides information on the credit ratings, maturity dates, and fair values associated with the Assessor's investments at December 31, 2018:

	Rating	Maturity Dates	
Louisiana Asset Management Pool	AAAm	N/A	\$ 2,403,590

Interest Rate Risk

Interest rate risk is the risk that changes in the financial market rates of interest will adversely affect the value of an investment. Of the Assessor's investments, \$2,403,590 have maturities of less than one year.

Credit Quality Risk

Credit quality risk is the risk that the issuer or other counterparty to a debt security will not fulfill its obligation to the Assessor.

Custodial Credit Risk

Custodial credit risk for investments is the risk that, in the event of a failure, the Assessor will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Investments are exposed to custodial credit risk if they are uninsured, are not registered in the Assessor, and are held by either the counterparty to the

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

investment purchase or the counterparty's trust department or agent but not held in the Assessor's name. The investments of the Assessor owned at December 31, 2018 were not subject to custodial credit risk.

Concentration of Credit Risk

The concentration of credit risk is the risk of loss that may occur due to the amount of investments in a single issuer (not including investments issued or guaranteed by the U.S. government, investments in mutual funds, or external investment pools).

The Louisiana Asset Management Pool (LAMP) is a local government investment pool. In accordance with GASB Codification Section 150.165, these investments are not categorized with deposits because they are not evidenced by securities that exist in physical or book entry form.

LAMP, a local government investment pool, is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. 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. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. The dollar weighted average portfolio maturity for LAMP's total investments is 76 days (from LAMP's monthly portfolio holdings) as of December 31, 2018. The fair value of investments is determined on a weekly basis to monitor any variances between amortized cost and fair value. For purposes of determining participants' shares, investments are valued at amortized cost. The fair value of the participant's position is the same as the value of the pool shares. LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

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Notes to Financial Statements, Continued

December 31, 2018

4. Changes in Capital Assets

Capital assets and depreciation activity as of and for the year ended December 31, 2018, is as follows:

	Balance January 1, 2018	Additions	Deletions	Balance December 31, 2018
Vehicles	\$ 272,786	\$ -	\$ -	\$ 272,786
Furniture and equipment	445,194	3,634	(13,485)	435,343
	717,980	3,634	(13,485)	708,129
Less accumulated depreciation	602,558	29,489	(11,992)	620,055
	<u>\$ 115,422</u>	<u>\$ (25,855)</u>	<u>\$ (1,493)</u>	<u>\$ 88,074</u>

5. Retirement Commitments

Substantially all full time employees of the East Baton Rouge Parish Assessor's Office are members of the Louisiana Assessors' Retirement Fund ("the Fund"), a cost sharing, multiple employer defined benefit pension plan administered by a separate Board of Trustees. Pertinent information relative to the plan follows:

Louisiana Assessors' Retirement Fund

Plan Description

The Fund was created by Act 91 Section 1 off the 1950 regular Legislature Session. The Fund is a cost sharing, multiple-employer, qualified governmental defined pension plan covering assessors and their deputies employed by any parish of the State of Louisiana, under the provisions of Louisiana Revised Statutes 11:1404 through 1494. The plan is a qualified plan as defined by the Internal Revenue Code Section 401(a), effective January 1, 1998.

Eligibility Requirements

All full-time employees who are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

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Benefits Provided

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

A. Retirement

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 consecutive service. Employees may elect to receive their pension benefits in the form of a joint and survivor annuity.

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

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

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Notes to Financial Statements, Continued

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B. Death Benefits

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

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

C. Disability Benefits

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

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

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

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Notes to Financial Statements, Continued

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D. Back-Deferred Retirement Option Plan (Back-DROP)

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

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

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

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

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5. The member's Back-DROP monthly benefit shall be calculated based upon the member's age and service and the Fund provisions in effect on the last day of creditable service before the Back-DROP period.
6. At retirement, the member's maximum monthly retirement benefit payable as a life annuity shall be equal to the Back-DROP monthly benefit.
7. The member may elect to receive a reduced monthly benefit in accordance with the options provided in R.S. 11:1423 based upon the member's age and the age of the member's beneficiary as of the actual effective date of retirement. No change in the option selected or beneficiary shall be permitted after the option is filed with the Board of Trustees.

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

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

E. Excess Benefit Plan

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

Contributions

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

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

Administrative costs of the Fund are financed through employer contributions. According to the state statute, contributions for all employers are actuarially determined each year. The actuarially-determined employer contribution rate was 5.24% and 4.69% for the years ended September 30, 2018 and 2017, respectively. The actual employer contribution rate was 8.00% of members' earnings for the year ended December 31, 2018, 10.0% for the period January 1, 2017 through September 30, 2017, and 8.0% for the period October 1, 2017 through December 31, 2017.

The Fund also receives one-fourth of one percent of the property taxes assessed in each parish of the state as well as a state revenue sharing appropriation. According to the state statute, in the event that contributions for ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contribution, the employer is required to make direct contributions as determined by the Public Retirement System's Actuarial Committee. Proportionate share of these non-employer contributions totaled \$742,222 during the measurement period and is recognized in the government-wide financial Statements as revenue during the year ended December 31, 2018, and included in pension expense. Contributions to the pension plan from the Assessor were \$192,022 for the year ended December 31, 2018.

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

At December 31, 2018, the Employer reported a liability of \$1,068,305 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of September 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Assessor's proportion of the Net Pension Liability was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At September 30, 2018, the Assessor's proportion was 5.4953%, which was a decrease of 0.2423% from its proportion measured as of September 30, 2017.

For the year ended December 31, 2018, the Assessor recognized pension expense of \$657,425, which includes the employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, (\$11,579).

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

At December 31, 2018, 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	\$ 80,609	\$ 489,109
Changes of assumptions	1,370,868	-
Net difference between projected and actual earnings on pension plan investments	-	543,913
Changes in proportion and differences between Assessor contributions and proportionate share of contributions	-	47,262
Assessor contributions subsequent to the measurement date	46,442	-
Total	\$ 1,497,919	\$ 1,080,284

\$46,442 reported as deferred outflows of resources related to pensions resulting from Assessor contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

Year ended September 30:	LA Assessor's Retirement Fund
2019	\$ 227,132
2020	(119,260)
2021	(52,970)
2022	131,433
2023	125,029

Actuarial Assumptions

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

Actuarial Cost Method Entry age normal.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

Investment Rate of Return (discount rate)	6.25%, net of pension plan investment expense, including inflation.
Inflation Rate	2.20%.
Salary Increase	5.75%.
Annuitant and beneficiary mortality	RP 2000 Healthy Annuitant Table set forward one year and projected to 2030 for males and females.
Active Members Mortality	RP-2000 Employee Table set back four years for males and three years for females.
Disabled Lives Mortality	RP-2000 Disabled Lives Mortality Tables set back five years for males and three years for females.

Discount Rate

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of September 30, 2018 are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Domestic Equity	7.50%
International Equity	8.50%
Domestic Bonds	2.50%
International Bonds	3.50%
Real Estate	4.50%
Alternative Assets	6.24%

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

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

The effects of certain other changes in the net pension liability are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period. The Expected Remaining Service Lives (ERSL) for 2018 is 6 years.

Sensitivity to Changes in Discount Rate

The following presents the net pension liability of the Fund calculated using the discount rate of 6.25% as well as what the Fund's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.25%) or once percentage point higher (7.25%) than the current discount rate (assuming all other assumptions remain unchanged):

	<u>1% Decrease</u> <u>(5.25%)</u>	<u>Current</u> <u>Discount Rate</u> <u>(6.25%)</u>	<u>1% Increase</u> <u>(7.25%)</u>
Assessor's proportionate share of the net pension liability	\$ 3,593,163	\$ 1,068,305	\$ (1,094,774)

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

Retirement Fund Audit Report

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

6. Operating Lease

The Assessor signed a three-year operating lease effective April 1, 2018 for the satellite office on Coursey Blvd. with a monthly base rent of \$2,375. For the year ended December 31, 2018, rent expense was \$28,500 for this lease.

As of September 2017, the Assessor renewed it lease for the satellite office in Zachary. The lease term is for three years and the monthly payments are \$2,046. For the year ended December 31, 2018, rent expense was \$24,549 for this lease.

Future minimum lease payments due under these leases are as follows:

<u>Due in year ending December 31</u>	
2019	\$ 53,049
2020	44,866
2021	7,125
	<u>\$ 105,040</u>

7. Other Post Employment Benefits

General Information about the OPEB Plan

Plan description – The East Baton Rouge Parish Assessors' Office (the Assessor) provides certain continuing health care and life insurance benefits for its employees upon actual retirement. The employees are covered by the Louisiana Assessors' Retiree Medical Plan – which includes other Assessors in Louisiana. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 Postemployment Benefits Other Than Pensions—Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

Benefits provided – Benefits are provided through a fully insured plan through the Louisiana Assessors' Association. Generally, employees are eligible for benefits at Age 55 with 12 years of service or after 30 years of service and any age. The Assessor pays 100% of the premium for retirees and 55% for spouses.

Employees covered by benefit terms – At January 01, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	42
Inactive employees entitled to by not yet receiving benefit payments	-
Active employees	48
Total	<u>90</u>

Total OPEB Liability

The Assessor's total OPEB liability of \$19,355,620 was measured as of December 31, 2018 and was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs – The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.30%
Salary Increases:	3.0%; including inflation
Prior Discount rate	3.44%
Discount Rate:	4.10%, net of OPEB plan investment expense, including inflation
Health Care Cost Trend Rates	
Non-Medicare Medical	Initially 4.00%, decreasing to ultimate rate of 3.90%.
Medicare Medical	Initially 4.70%, decreasing to ultimate rate of 3.90%.
Dental:	3.41%

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index.

Healthy retirement: Sex-distinct RP-2014 Total Dataset Mortality with separate employee, healthy annuitant rates, projected generationally using scale MP-2018.

Disability retirement: Sex-distinct RP-2014 Total Dataset Mortality with separate employee, disabled annuitant rates, projected generationally using scale MP-2018.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of ongoing evaluations of the assumptions from January 01, 2013 to December 31, 2018.

Changes in Total OPEB Liability

Balance at December 31, 2017	<u>\$ 14,221,858</u>
Changes for the year:	
Service cost	490,323
Interest on total OPEB liability	500,341
Changes of benefit terms	-
Differences between expected and actual experience	950,543
Changes of assumptions	3,530,162
Benefit payments	(337,607)
Balance as of December 31, 2018	<u>\$ 19,355,620</u>

Sensitivity of the total OPEB liability to changes in the discount rate - The following presents the total OPEB liability of the Assessor, calculated using the discount rate of 4.10%, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (3.10%) or 1 percentage point higher (5.10%) than the current rate.

	1% Decrease (3.10%)	Discount Rate (4.10%)	1% Increase (5.10%)
Total OPEB Liability	\$ 23,100,496	\$ 19,355,620	\$ 16,431,322

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

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

	1% Decrease	Current Trend Rate	1% Increase
Total OPEB Liability	\$ 16,486,483	\$ 19,355,620	\$ 23,045,412

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

For the year ended December 31, 2018, the Assessor recognized OPEB expense of \$1,866,805. As of December 31, 2018, the deferred inflows and outflows of resources are as follows:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$ -	\$ 760,434
Changes of assumptions or other inputs	-	2,824,130
Amounts paid subsequent to the measurement date	-	-
Total	\$ -	\$ 3,584,564

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

Year Ended December 30:	
2019	\$ 896,141
2020	896,141
2021	896,141
2022	896,141
2023	-
Thereafter	-

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2018

8. Change in Accounting Principle

Net position as of December 31, 2017, has been restated as follows for the implementation of GASB Statement No. 75:

Net position at December 31, 2017, as originally stated	\$ 5,475,346
Change in OPEB liability upon adoption of GASB 75	<u>(7,242,809)</u>
Net position at December 31, 2017, as restated	<u>\$ (1,767,463)</u>

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Governmental Fund - General Fund

Year Ended December 31, 2018

Statement of Revenues, Expenditures and Changes

in Fund Balance - Budget (Non-GAAP Basis) and Actual

	GAAP Basis	Actual Adjustment to Budget Basis	Budget Basis	Budget		Variance - Favorable (Unfavorable)
				Original	Final	
Revenues						
Ad valorem taxes	\$ 5,373,427	\$ -	\$ 5,373,427	\$ 5,100,000	\$ 5,100,000	\$ 273,427
Charges for services	145,493	-	145,493	115,000	115,000	30,493
Interest and investment earnings	56,572	(56,572) (1)	-	-	-	-
Miscellaneous	4,800	(4,800) (1)	-	-	-	-
Total Revenues	5,580,292	(61,372)	5,518,920	5,215,000	5,215,000	303,920
Expenditures						
Current						
General government						
Personnel services	3,770,142	-	3,770,142	4,218,708	4,218,708	448,566
Other services and charges	744,861	(89,164) (2)	655,697	1,374,795	1,374,795	719,098
Supplies	22,540	-	22,540	24,534	24,534	1,994
Capital outlay	3,634	-	3,634	23,521	23,521	19,887
Total Expenditures	4,541,177	(89,164)	4,452,013	5,641,558	5,641,558	1,189,545
Excess of Revenues Over (Under) Expenditures	1,039,115	\$ 27,792	\$ 1,066,907	\$ (426,558)	\$ (426,558)	\$ 1,493,465
Fund Balances						
Beginning	<u>7,995,387</u>					
Ending	<u>\$ 9,034,502</u>					

Explanation of differences

- (1) Interest and investment income, and other miscellaneous revenues, are not budgeted.
(2) Accrued expense and reversal of prior year accrued expense

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Schedule of Changes in Net OPEB

Year Ended December 31, 2018

Liability and Related Ratios

Total OPEB liability	
Service cost	\$ 490,323
Interest	500,341
Changes of benefit terms	-
Differences between expected and actual experience	950,543
Changes of assumptions	3,530,162
Benefit payments	<u>(337,607)</u>
Net change in total OPEB liability	5,133,762
Total OPEB liability, beginning	<u>14,221,858</u>
Total OPEB liability, ending	<u><u>\$ 19,355,620</u></u>
Covered-employee payroll	2,604,640
Net OPEB liability as a percentage of covered-employee payroll	743.12%

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

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Schedule of Employer's Proportionate Share of the Net Pension Liability

Year Ended December 31, 2018

Fiscal Year*	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a % of its Covered Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
2018	5.4953%	\$ 1,068,305	\$ 2,422,245	44.10%	95.46%
2017	5.7376%	\$ 1,006,782	\$ 2,518,917	39.97%	95.61%
2016	5.8421%	\$ 2,061,508	\$ 2,543,502	81.05%	90.68%
2015	5.9648%	\$ 3,121,519	\$ 2,493,023	125.21%	85.57%

LARS:

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

*The amounts presented have a measurement date of September 30 of the current fiscal year end.

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Schedule of Employer's Pension Contributions

Year Ended December 31, 2018

Fiscal Year	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a Percentage of Covered Payroll
<u>LARS:</u>					
2018	\$ 192,022	\$ 192,022	\$ -	\$ 2,400,282	8.00%
2017	\$ 238,441	\$ 238,441	\$ -	\$ 2,504,917	9.52%
2016	\$ 318,912	\$ 318,912	\$ -	\$ 2,522,137	12.64%
2015	\$ 340,826	\$ 340,826	\$ -	\$ 2,524,636	13.50%
2014	\$ 327,373	\$ 327,373	\$ -	\$ 2,424,985	13.50%
2013	\$ 320,476	\$ 320,476	\$ -	\$ 2,373,896	13.50%
2012	\$ 333,298	\$ 333,298	\$ -	\$ 2,468,874	13.50%
2011	\$ 331,975	\$ 331,975	\$ -	\$ 2,459,074	13.50%
2010	\$ 335,447	\$ 335,447	\$ -	\$ 2,484,792	13.50%
2009	\$ 334,358	\$ 334,358	\$ -	\$ 2,476,725	13.50%

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Other Supplementary Information

December 31, 2018

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

*Schedule of Compensation, Benefits and Other Payments to
Agency Head*

Year Ended December 31, 2018

Agency Head Name: Brian Wilson, Assessor

Purpose	
Salary	\$ 172,515
Benefits - insurance	12,872
Benefits - retirement	13,801
Deferred compensation (contributions made by the agency)	6,024
Vehicle provided by government	4,420
Dues	210
	<hr/>
	\$ 209,842
	<hr/>

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

Honorable Brian Wilson, Assessor
East Baton Rouge Parish Assessor's Office

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of the East Baton Rouge Parish Assessor's Office as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the East Baton Rouge Parish Assessor's Office's basic financial statements, and have issued our report thereon dated June 17, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the East Baton Rouge Parish Assessor's Office'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the East Baton Rouge Parish Assessor's Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the East Baton Rouge Parish Assessor's Office's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

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

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of finding and responses as item 2018-001 to be a significant deficiency.

Compliance and Other Matters

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

East Baton Rouge Parish Assessor's Office's Response to Findings

The East Baton Rouge Parish Assessor's Office's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. The East Baton Rouge Parish Assessor's Office's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document. Accordingly, this communication is not suitable for any other purpose.

PROVOST, SALTER, HARPER & ALFORD, LLC



June 17, 2019
Baton Rouge, Louisiana

EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Schedule of Findings and Responses

December 31, 2018

Section I- Internal Control Findings

Item 2018-001 Financial statements are required to be prepared in accordance with generally accepted accounting principles.

Criteria. Management is responsible for the preparation of financial statements in accordance with generally accepted accounting principles.

Condition. The East Baton Rouge Assessor's Office does not have a certified public accountant on staff with the technical expertise to prepare financial statements in accordance with generally accepted accounting principles.

Cause. Management has concluded that it is not cost effective to hire a certified public accountant with the technical expertise to prepare financial statements in accordance with generally accepted accounting principles.

Effect. Material misstatements in the financial statements could go undetected.

Recommendation. Management should continue to evaluate the cost and related benefit of retaining a certified public accountant with technical expertise sufficient to prepare financial statements in accordance with generally accepted accounting principles.

Management's response. The size of the office's accounting and administrative staff does not warrant retaining personnel with such specialized expertise. The Assessor believes that his staff is fully competent to perform their assigned duties and has determined it is most cost effective to request that the auditor assist with preparing adjustments necessary for the financial statements to be presented in accordance with generally accepted accounting principles. We will continue to monitor this issued on an annual basis.

Section II- Independent Auditor's Comment on Resolution of Prior Audit Findings Internal Control Findings

Item 2018-001 This is a repeat of a prior year's finding.

**INDEPENDENT
ACCOUNTANT'S REPORT
ON THE APPLICATION
OF AGREED-UPON PROCEDURES**

East Baton Rouge Parish Assessor's Office

September 30, 2018



8550 United Plaza Boulevard, Suite 600, Baton Rouge, Louisiana 70809, Phone: (225) 924-1772 / Facsimile: (225) 927-9075

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

To the Management of East Baton Rouge Parish Assessor's Office and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by East Baton Rouge Parish Assessor's Office 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 October 1, 2017 through September 30, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards issued by the Comptroller General of the United States. 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:

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions

September 30, 2018

Written Policies and Procedures

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

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
- 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.
- c) **Disbursements**, including processing, reviewing, and approving
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- 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.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 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.

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

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

Findings:

No exceptions noted.

Board

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

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

Findings:

The East Baton Rouge Parish Assessor does not have a board, therefore this procedure does not apply.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.

Findings:

The East Baton Rouge Parish Assessor does not have a board, therefore this procedure does not apply.

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

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Findings:

The East Baton Rouge Parish Assessor does not have a board, therefore this procedure does not apply.

Bank Reconciliations

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

We obtained a listing of 4 client bank accounts and selected the main operating account and 3 additional accounts for testing.

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

Findings:

3 of the reconciliations selected for testing did not include evidence that they were prepared within 2 months of the related closing date.

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

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Collections

Procedure 4: Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Deposits are only prepared at the Assessor's office on St. Louis St. in Baton Rouge.

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

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

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

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

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

Procedure 7: Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

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

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

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

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

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

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

Payments are only processed at the Assessor's office on St. Louis St. in Baton Rouge.

Procedure 9: For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

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

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Findings:

No exceptions noted.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Findings:

No exceptions noted.

Procedure 10: For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

We obtained a listing of 456 non-payroll disbursements totaling \$1,702,071. We selected 5 disbursements totaling \$29,177 for testing.

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

Findings:

No exceptions noted.

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

Findings:

No exceptions noted.

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

Procedure 11: Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

We obtained a listing of 21 active credit cards, bank debit cards, fuel cards and P-cards for the fiscal period.

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Procedure 12: Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

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

Findings:

No exceptions noted.

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

Findings:

Finance charges and late fees were assessed on 1 of the statements selected for testing.

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

Findings:

No exceptions noted.

Travel and Expense Reimbursement

Procedure 14: Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Contracts

Procedure 15: Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Payroll and Personnel

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

Ethics

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

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

Debt Service

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

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

Findings:

The East Baton Rouge Parish Assessor had no exceptions in this category in the prior year, therefore this procedure is excluded from testing.

Other

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

Findings:

No exceptions noted.

East Baton Rouge Parish Assessor's Office

Summary of Findings and Exceptions, Continued

September 30, 2018

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

Findings:

No exceptions 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 area 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.

PROVOST, SALTER, HARPER & ALFORD, LLC



Baton Rouge, LA
June 17, 2019



Brian Wilson
ASSESSOR
EAST BATON ROUGE PARISH

June 25, 2019

Mr. Ken Alford
Provost, Salter, Harper & Alford
8550 Essen Lane, Suite 600
Baton Rouge, Louisiana 70809

Mr. Alford,

Below are the responses to the findings noted during the procedures agreed to by the East Baton Rouge 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 period October 1, 2017 through September 30, 2018.

Item 3a: In the future all accounts will show evidence that they were prepared within 2 months of the related closing date.

Item 12b: Our office procedure was always to cut checks on 11th and 26th of each month. For reasons beyond our control with United States Postal Service it did not reach the vendor until the day after was due. Procedures are now in place for our office to address the issue.

If you should have any questions regarding these matters, please do not hesitate to contact me.

Sincerely,

Brian Wilson, Assessor
East Baton Rouge Parish