

**Bossier Parish Assessor
Benton, Louisiana
Financial Statements With Auditor's Report
As of and For the Year Ended December 31, 2017**

Bossier Parish Assessor
Benton, Louisiana

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Independent Auditors' Report

Bossier Parish Assessor
Benton, Louisiana

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 major fund of the Bossier Parish Assessor as of December 31, 2017, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Effect of Adopting New Accounting Standard

As discussed in Note 7, GASB has issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which replaces the requirements of Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. The scope of this statement addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. The effective date of the Statement is for fiscal years beginning after June 15, 2017. The Assessor has not yet determined the effect of the standard on its financial statements, but expects that the new standard will have a material effect on the financial statements for the year ended December 31, 2018. Our opinion is not modified with respect to that matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-9, the budgetary comparison information on pages 40-41, the Schedule of Funding Progress for Retiree Health, Dental, and Life plans on page 42, the Schedule of Proportionate Share of Net Pension Liability on page 43, and the Schedule of Contributions on page 44, 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 Bossier Parish Assessor's basic financial statements. The accompanying other supplementary information listed in the table of contents as Schedule of Compensation, Benefits, and Other Payments to Agency Head and shown on page 45 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying 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 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 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 May 17, 2018, on our consideration of Bossier Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bossier Parish Assessor's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Bossier Parish Assessor's internal control over financial reporting and compliance.



Cook & Morehart
Certified Public Accountants
May 17, 2018

BOSSIER PARISH ASSESSOR

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Bossier Parish Assessor's financial performance provides an overview of the Bossier Parish Assessor's financial activities for the fiscal year ended December 31, 2017. Please read it in conjunction with the Assessor's financial statements, which begin on page 9.

FINANCIAL HIGHLIGHTS

The Bossier Parish Assessor's net assets increased by \$1,532,304 or 15%.

The Bossier Parish Assessor's total general revenues were \$3,875,733 in 2017 compared to \$3,787,948 in 2016.

The Bossier Parish Assessor's total program revenues were \$565,502 in 2017 compared to \$742,756 in 2016.

During the year ended December 31, 2017, the Bossier Parish Assessor had total expenses, excluding depreciation of \$2,864,175, compared to \$3,165,899 in 2016.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 9 and 10) provide information about the activities of the Bossier Parish Assessor as a whole and present a longer-term view of the Assessor's finances. Fund financial statements start on page 11. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Bossier Parish Assessor's operations in more detail than the government-wide statements by providing information about the Bossier Parish Assessor's most significant funds.

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

Reporting the Bossier Parish Assessor as a Whole

Our analysis of the Bossier Parish Assessor as a whole begins on page 9. One of the most important questions asked about the Bossier Parish Assessor's finances is "Is the Bossier Parish Assessor as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the funds maintained by the Bossier Parish Assessor as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Bossier Parish Assessor's *net position* and changes in them. You can think of the Bossier Parish Assessor's net position – the difference between assets and liabilities – as one way to measure the Bossier Parish Assessor's financial health, or *financial position*. Over time, *increases* or *decreases* in the Bossier Parish Assessor's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Assessor's property tax base, to assess the overall health of the Assessor.

In the Statement of Net Position and the Statement of Activities, we record the funds maintained by the Bossier Parish Assessor as governmental activities:

Governmental activities – all of the expenses paid from the funds maintained by the Bossier Parish Assessor are reported here which consists primarily of personal services, materials and supplies, travel, and other program services. Ad valorem taxes finance most of these activities.

Reporting the Assessor's Most Significant Funds

Our analysis of the major funds maintained by the Bossier Parish Assessor begins on page 11. The fund financial statements begin on page 11 and provide detailed information about the most significant funds maintained by the Bossier Parish Assessor – not the Bossier Parish Assessor as a whole. The Bossier Parish Assessor's *governmental funds* use the following accounting approaches:

Governmental funds – All of the Bossier Parish Assessor's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Bossier Parish Assessor's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain Bossier Parish Assessor

expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements.

THE BOSSIER PARISH ASSESSOR AS A WHOLE

The Bossier Parish Assessor's total net position changed from a year ago, increasing from \$10,571,497 to \$12,103,801. Our analysis below will focus on key elements of the total governmental funds for both December 31, 2017 and 2016 years.

Table 1
Net Assets

	Governmental Activities	
	2017	2016
Current and other assets	\$ 16,677,283	\$ 15,592,156
Capital assets	774,863	365,071
Total assets	\$ 17,452,146	\$ 15,957,227
Deferred outflows of resources		
Pension related	\$ 433,042	\$ 647,367
Current liabilities	62,988	60,434
Long-term liabilities:		
Due within one year	3,301	6,993
Due in more than one year	1,973,836	2,470,572
Total liabilities	2,040,125	2,537,999
Deferred inflows of resources		
Unavailable revenue - property tax	3,322,163	3,374,885
Pension related	419,099	120,213
Total deferred inflows	3,741,262	3,495,098
Net position:		
Investment in capital assets	774,863	365,071
Unrestricted	11,328,938	10,206,426
Total net position	\$ 12,103,801	\$ 10,571,497

Net position of the Bossier Parish Assessor's governmental activities increased by \$1,532,304 or 15%. Unrestricted net position, the part of net assets that can be used to finance Bossier Parish Assessor expenses without constraints or other legal requirements, increased from \$10,206,426 at December 31, 2016 to \$11,328,938 at December 31, 2017.

Table 2
Change in Net Assets

	Governmental Activities	
	2017	2016
Revenues		
Program revenues		
Charges for services	\$ 174,131	\$ 147,125
Operating grants and contributions	391,371	595,631
General revenue		
Ad valorem taxes	3,348,296	3,396,204
Intergovernmental	266,917	256,399
Interest income	136,856	62,605
Miscellaneous	70,084	72,740
Gain on sale of assets	53,580	
Total revenues	\$ 4,441,235	\$ 4,530,704
Expenses		
Property assessment	2,908,931	3,210,963
Increase in net position	\$ 1,532,304	\$ 1,319,741

Total revenues decreased \$89,469 or 2%, from total revenues in the year ended December 31, 2016 of \$4,530,704 to total revenues of \$4,441,235 in the year ended December 31, 2017.

THE ASSESSOR'S FUNDS

As the Assessor completed the year, its governmental funds (as presented in the balance sheet on page 11) reported a fund balance of \$13,267,655, which is higher than last year's fund balance of \$12,117,944.

General Fund Budgetary Highlights

The Assessor adopted a budget for its General Fund for the year ended December 31, 2017. There was one amendment to the budget during the year. The Assessor's budgetary comparison is presented as required supplementary information and shown on page 39. Highlights for the year are as follows:

- Actual revenues were higher than budgeted due to higher than anticipated ad valorem revenue.
- Expenses were lower than budgeted due to lower than expected capital expenditures.

The Assessor's General Fund balance of \$13,267,655 reported on page 12 differs from the General Fund's *budgetary* fund balance of \$13,463,724 reported in the budgetary

comparison schedule on page 40. This is primarily due to the Assessor budgeting on the cash basis of accounting.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of December 31, 2017 and 2016, the Bossier Parish Assessor had invested \$774,863 and \$365,071, respectively, in capital assets. (see table 3 below)

(Net Depreciation)

	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Construction in process	\$ 19,846	\$
Software in process	607,300	
Office equipment	6,086	3,576
Computer equipment	8,154	9,212
Building improvements	30,984	37,383
Software	66,119	288,408
Vehicles	36,374	26,492
Total assets	<u>\$ 774,863</u>	<u>\$ 365,071</u>

This year's major additions included:

Software	\$ 392,113	\$ 288,408
Computer equipment	5,943	5,686
Building improvements	19,846	
Office equipment	5,450	
Vehicles	36,990	
Total major additions	<u>\$ 460,342</u>	<u>\$ 294,094</u>

More detailed information about the capital assets are presented in Note 8 to the financial statements.

Debt Administration

Long-term liabilities of the Bossier Parish Assessor are summarized as follows:

Table 4
Outstanding Debt At Year End

	Governmental Activities	
	2017	2016
Compensated absences	\$ 3,301	\$ 10,490
Other post-employment benefit obligation	1,454,861	1,320,338
Net pension liability	518,975	1,150,234
Total	\$ 1,977,137	\$ 2,481,062

More detailed information about the long-term liabilities are presented in Note 14 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS

The Bossier Parish Assessor’s management considered many factors when setting a fiscal year December 31, 2018 budget. Property tax millage will remain at 3.45 mills.

Non-capital expenditures for 2018 are expected to remain stable.

CONTACTING THE ASSESSOR’S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the Bossier Parish Assessor and to show the Bossier Parish Assessor’s accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Bossier Parish Assessor.

Bossier Parish Assessor
 Benton, Louisiana
 Statement of Net Position
 December 31, 2017

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 670,717
Investments	12,791,338
Receivables	3,190,751
Prepaid expenses	24,477
Capital assets	
Depreciable (net)	147,717
Non-depreciable	627,146
Total assets	17,452,146
DEFERRED OUTFLOWS OF RESOURCES	
Pension related	433,042
LIABILITIES	
Accounts payable and accrued expenses	62,988
Long-term liabilities:	
Due within one year	3,301
Due in more than one year	1,973,836
Total liabilities	2,040,125
DEFERRED INFLOWS OF RESOURCES	
Unavailable revenue - property taxes	3,322,163
Pension related	419,099
Total deferred inflows	3,741,262
NET POSITION	
Investment in capital assets	774,863
Unrestricted	11,328,938
Total net position	\$ 12,103,801

See accompanying notes to the basic financial statements.

Bossier Parish Assessor
 Benton, Louisiana
 Statement of Activities
 For the Year Ended December 31, 2017

	Governmental Activities
Expenses:	
General government	
Salaries	\$ 1,359,527
Group insurance	649,199
Other employee benefits	557,246
Office expense	265,391
Travel	32,812
Depreciation	44,756
Total expenses	2,908,931
Program revenues:	
Operating grants and contributions - pension related	391,371
Charges for services	174,131
Total program revenues	565,502
Net program expenses	(2,343,429)
General revenues:	
Ad valorem taxes	3,348,296
Intergovernmental revenue	266,917
Interest income	136,856
Miscellaneous	70,084
Gain on sale of assets	53,580
Total general revenues	3,875,733
Change in net position	1,532,304
Net position - beginning	10,571,497
Net position - ending	\$ 12,103,801

See accompanying notes to the basic financial statements.

Bossier Parish Assessor
 Benton, Louisiana
 Balance Sheet
 Governmental Fund
 December 31, 2017

	General Fund
Assets	
Cash and cash equivalents	\$ 670,717
Investments	12,791,338
Receivables	3,190,751
Total assets	\$ 16,652,806
Liabilities, Deferred Inflows of Resources, and Fund Balance	
Liabilities	
Accounts payable and accrued expenses	\$ 62,988
Total liabilities	62,988
Deferred inflows of resources	
Unavailable revenue - property taxes	3,322,163
Total deferred inflows of resources	3,322,163
Fund balance	
Unassigned	13,267,655
Total liabilities, deferred inflows of resources, and fund balances	\$ 16,652,806
Total fund balance - governmental funds	\$ 13,267,655
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	774,863
Other long-term assets and other amounts are not available to pay for current-period expenditures and therefore are unavailable in the funds.	
Prepaid expenses	24,477
Deferred outflows - pension related	433,042
Long-term liabilities and other amounts are not due and payable in the current period and therefore are not reported in the funds.	
Compensated absences	(3,301)
Other post employment benefits	(1,454,861)
Net pension liability	(518,975)
Deferred inflows - pension related	(419,099)
Net position of governmental activities	\$ 12,103,801

See accompanying notes to the basic financial statements.

Bossier Parish Assessor
 Benton, Louisiana
 Statement of Revenues, Expenditures, and Changes in Fund Balances
 Governmental Fund
 For the Year Ended December 31, 2017

	<u>General Fund</u>
Revenues	
Ad valorem taxes	\$ 3,348,296
Intergovernmental revenue	266,917
Fees, charges and commissions for services	174,131
Interest income	136,856
Miscellaneous	<u>70,084</u>
Total revenues	<u>3,996,284</u>
Expenditures	
Current:	
Salaries	1,363,219
Group insurance	514,676
Other employee benefits	283,923
Office expense	250,976
Travel	32,812
Capital outlay	<u>460,342</u>
Total expenditures	<u>2,905,948</u>
Excess of revenues over expenditures	<u>1,090,336</u>
Other financing sources:	
Proceeds from disposal of fixed assets	<u>59,375</u>
Excess of revenues and other sources over expenditures and other uses	1,149,711
Fund balance at beginning of year	<u>12,117,944</u>
Fund balance at end of year	<u><u>\$ 13,267,655</u></u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor
 Benton, Louisiana
 Reconciliation of the Statement of Revenues, Expenditures, and Changes in
 Fund Balances of Governmental Funds to the Statement of Activities
 For the Year Ended December 31, 2017

Net change in fund balances - total governmental funds \$ 1,149,711

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

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. This is the
 amount by which capital outlays of \$460,342 exceeds depreciation
 expense of \$44,756. 415,586

The net effect of various transactions involving capital assets (sales,
 trade-ins, etc.) is to decrease net assets. (5,794)

The nonallocation method of accounting for prepayments is used in the
 fund statements, since the prepayment does not provide expendable
 financial resources. (14,416)

Revenues in the statement of activities that do not provide current
 Non-employer contributions to cost-sharing pension plan 391,371

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

Compensated absences	3,692
Net OPEB obligation	(134,523)
Net pension expense	(273,323)

Change in net position of governmental activities	\$ 1,532,304
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See accompanying notes to the basic financial statements.

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017

INTRODUCTION

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 pecuniary responsible for the actions of the deputies.

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

For 2017, there are 62,744 real property and movable property assessments totaling \$877,048,706 and \$276,592,819 respectively. This represents an increase of 525 assessments and a decrease in assessment value totaling \$14,235,590 over the prior year. This decrease in assessed value was due to a reassessment of property in 2016.

(1) Summary of Significant Accounting Policies

The Bossier Parish Assessor's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Bossier Parish Assessor are discussed below.

A. Reporting Entity

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

The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

B. Basic Financial Statements – Government-Wide Statements

The Bossier Parish Assessor's basic financial statements include both government-wide (reporting the funds maintained by the Bossier Parish Assessor as a whole) and fund financial statements (reporting the Bossier Parish Assessor's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Bossier Parish Assessor's general fund is classified as governmental activities. The Bossier Parish Assessor does not have any business-type activities.

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables. The Bossier Parish Assessor's net position is reported in two parts – investment in capital assets and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Bossier Parish Assessor's functions. The functions are supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by any related program revenues, which must be directly associated with the function. The Assessor's program revenues consisted of charges for services, including permits and intergovernmental reimbursements, and operating grants and contributions consisting of non-employer contributions to cost-sharing pension plan. The net costs (by function) are covered by general revenues.

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

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Bossier Parish Assessor are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Bossier Parish Assessor:

Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the Bossier Parish Assessor:

- a. General fund is the general operating fund of the Bossier Parish Assessor. It is used to account for all financial resources except those required to be accounted for in another fund.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

The emphasis in fund financial statements is on the major funds in the governmental category. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The Assessor's general fund was determined to be a major fund.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual:

The governmental funds in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Revenues of the Bossier Parish Assessor consist principally of property taxes, other intergovernmental revenues, charges for services, and interest income. Property taxes are recorded in the year in which the taxes are levied. Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The 2017 tax levy is intended to fund the 2018 fiscal year; therefore, the levy has been recorded as a receivable and deferred inflows of resources. Interest income is recorded when earned. Intergovernmental revenues are recorded when received in cash because they are generally not measurable until actually received.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. Depreciation is not recognized in the governmental fund financial statements.

E. Budgets

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

1. The Bossier Parish Assessor prepares a proposed budget and holds a public hearing no later than fifteen days prior to the beginning of each fiscal year.
2. The budget is adopted at the public hearing.
3. All budgetary appropriations lapse at the end of each fiscal year.

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F. Cash and Cash Equivalents

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

G. Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are carried at cost, which approximates market.

H. Capital Assets

Capital assets purchased or acquired with an original cost of \$2,500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Building improvements	2 – 4 years
Office equipment	5 – 7 years
Computer equipment	3 – 5 years
Vehicles	5 – 7 years

I. Compensated Absences

Full-time employees of the Assessor earn one-half day of paid time off (PTO) for each year of eligible service. Any earned PTO not taken will be paid upon separation. Sick leave benefits are also available. Sick leave earned but not taken will not be paid upon separation.

J. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

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Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

K. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

L. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Assessor currently has deferred outflows of resources related to pensions in the governmental-wide statement of net position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element reflects an increase in net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Assessor has two types of these items that meet this definition and qualify for reporting in this category. Accordingly, the items unavailable revenue from property taxes and pension-related are reported in the statement of net position, and unavailable revenue from property taxes is also reported in the governmental funds balance sheet.

M. Net Position

Government-wide net position is divided into three components: Net investment in capital assets consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets. Restricted net position consists of assets that are restricted by the Assessor's creditors (for example, through debt covenants), by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors (less related liabilities and deferred inflows of resources). All other net position is reported as unrestricted net position. When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the Assessor's policy is to first apply the expense toward restricted resources and then toward unrestricted resources.

N. Fund Balance

In the governmental fund financial statements, fund balances are classified as follows:

1. Nonspendable - amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.

(Continued)

Bossier Parish Assessor
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(Continued)

2. Restricted – amounts that can be spent only for specific purposes due to constraints placed on the use of resources that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed - amounts that can be used only for the specific purposes as a result of constraints imposed by the Assessor (the Entity's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the judge removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).
4. Assigned - amounts that are constrained by the Assessor's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned - all amounts not included in other spendable classifications

The Assessor's policy is to apply expenditures against restricted fund balance and then to other, less-restrictive classifications – committed and then assigned fund balances before using unassigned fund balances.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purpose amounts exceeds the positive fund balance for the non-general fund.

O. Pension Plan

The Assessor is a member of the Louisiana Assessor's Retirement System, a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plans fiduciary net position have been determined on the same basis as they are reported by the plan.

Eligible employees may also elect to participate in the Louisiana Public Employees Deferred Compensation Plan, a 457 Deferred Compensation Plan. Employee contributions are eligible for a 100% match by the Assessor's office.

P. Fair Value Measurements

Generally accepted accounting principles require disclosures to be made about fair value measurements, the level of fair value hierarchy, and valuation techniques. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels:

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Bossier Parish Assessor
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Notes to Financial Statements
December 31, 2017
(Continued)

Level 1 inputs – The valuation is based on quoted market prices for identical assets or liabilities traded in active markets;

Level 2 inputs – The valuation is based on quoted market prices for similar instruments traded in active markets, quoted prices for identical or similar instruments in markets that are not active, and inputs other than quoted prices that are observable for the asset or liability;

Level 3 inputs – The valuation is determined by using the best information available under the circumstances and might include the government's own data but should adjust those data if (a) reasonably available information indicates that other market participants would use different data or (b) there is something particular to the government that is not available to other market participants.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on lowest level of any input that is significant to the fair value measurement.

(2) Ad Valorem Taxes and Deferred Revenue

Ad Valorem tax revenues collected by the Assessor in the year 2017 totaled \$3,425,091 at a millage rate of 3.45. The 2017 tax levy is intended to fund the 2018 fiscal year and has been recorded as a receivable and deferred inflow of resources for both the government-wide and fund statements. Amounts recognized as revenue from property taxes in 2017 represent the 2016 tax levy that is considered to be collectible.

Approximately thirteen percent (13%) of the Assessor's property tax revenue is derived from ten taxpayers in the parish.

(3) Cash, Cash Equivalents, and Investments

At December 31, 2017, the Assessor has cash, cash equivalents and investments (book balances), totaling \$13,462,055 as detailed below.

A. Cash and Cash Equivalents

Cash and cash equivalents at December 31, 2017 (book balances) consists of demand deposits and savings account totaling \$670,717. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

B. Investments

The investments are presented in the financial statements at fair value using level 1 fair value measure for certificates of deposits. The certificates of deposits have initial maturities greater than 90 days and are carried at cost, which approximates market. At December 31, 2017, the Assessor has investments totaling \$12,791,338 as follows:

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 Notes to Financial Statements
 December 31, 2017
 (Continued)

Investments in Louisiana Asset Management	
Pool (LAMP)	\$ 12,768,826
Certificates of deposit	<u>22,512</u>
 Total investments	 <u>\$ 12,791,338</u>

The Louisiana Asset Management Pool (LAMP) is a local government investment pool. In accordance with GASB codification section 150.126, the investment in LAMP at the Bossier Parish Assessor is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955. 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. Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The following facts are relevant for LAMP:

Credit risk: LAMP is rated AAAM by Standard & Poor's.

Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is (NUMBER- days) (from LAMP's monthly Portfolio Holdings) as of (DATE - month-end).

Foreign currency risk: Not applicable.

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 Notes to Financial Statements
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The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

C. Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of December 31, 2017, \$103,682 of the Assessor's bank balances totaling \$716,529 were exposed to custodial credit risk as uninsured and collateral held by the pledging bank's trust department not in the District's name.

(4) Receivables

The following is a summary of receivables at December 31, 2017:

Property taxes	\$ 3,160,427
License and Permits	<u>30,324</u>
	<u>\$ 3,190,751</u>

(5) Accounts Payable and Accrued Expenses

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

Compensated absences	\$ 1,650
Accrued payroll	1,812
Accounts	<u>59,526</u>
	<u>\$ 62,988</u>

(6) Leases

The Assessor has operating lease agreements for office equipment. During 2017, payments under these leases totaled \$8,997. The minimum annual commitments under leases are as follows:

<u>Year Ending</u> <u>December 31,</u>	
2018	\$ 8,997
2019	8,997
2020	8,878
2021	<u>4,416</u>
	<u>\$ 31,288</u>

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Bossier Parish Assessor
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December 31, 2017
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(7) Implementation of New Accounting Principle

GASB has issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which will require adoption in the year ended December 31, 2018. The statement may or will have a material effect on the Assessor's financial statements once implemented. The Assessor will be analyzing the effects of this pronouncement and plans to adopt it by its effective date.

(8) Capital Assets

Capital asset activity for the year ended December 31, 2017, was as follows:

	Balance at Jan 1, 2017	Additions	Deletions	Balance at Dec. 31, 2017
Governmental Activities				
Capital asset, not being depreciated				
Construction in process	\$	\$ 19,846	\$	\$ 19,846
Software development in process	288,408	318,892		607,300
Total capital assets, not being depreciated at historical cost	288,408	338,738		627,146
Capital assets, being depreciated				
Office equipment	95,907	5,450	(10,092)	91,265
Computer equipment	72,451	5,943	(13,073)	65,321
Building improvements	63,990			63,990
Software		73,221		73,221
Vehicles	139,299	36,990	(139,299)	36,990
Total capital assets, being depreciated at historical cost	371,647	121,604	(162,464)	330,787
Less accumulated depreciation				
Office equipment	(92,331)	(2,940)	10,092	(85,179)
Computer equipment	(63,239)	(7,001)	13,073	(57,167)
Building improvements	(26,607)	(6,399)		(33,006)
Software		(7,102)		(7,102)
Vehicles	(112,807)	(21,314)	133,505	(616)
Total accumulated depreciation	(294,984)	(44,756)	156,670	(183,070)
Total capital assets, being depreciated, net	76,663	76,848	(5,794)	147,717
Governmental activities capital assets, net	\$ 365,071	\$ 415,586	\$ (5,794)	\$ 774,863

Depreciation expense for the year ended December 31, 2017, was \$44,756.

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Bossier Parish Assessor
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Notes to Financial Statements
December 31, 2017
(Continued)

(9) Pension Plan

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

Plan fiduciary net position is a significant component of the Fund's collective net pension liability. The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates in the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

PLAN DESCRIPTION

The following brief description of the Louisiana Assessors' Retirement Fund and Subsidiary (collectively referred to as the "Fund") is provided for general information purposes only. Participants should refer to the Plan Agreement for more complete information.

Pension Benefits

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

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

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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.

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 a subsequent remarriage, or a refund of the member's accumulated contributions, whichever the spouse elects to receive.
3. If a member dies and is eligible for retirement, the surviving spouse shall receive an automatic optional benefit which is equal to the Option 2 benefits provided for in R.S. 11:1423, which shall not terminate upon a subsequent remarriage.
4. Benefits set forth in item number 2 above, shall cease upon remarriage and shall resume upon a subsequent divorce or death of a new spouse. The spouse shall be entitled to receive a monthly benefit equal to the amount being received prior to remarriage.

Disability Benefits

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

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

Upon approval for disability benefits, the member shall exercise an optional retirement allowance 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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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.
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.

(Continued)

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(Continued)

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

Excess Benefit Plan

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

CONTRIBUTIONS

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

Administrative costs of the Fund are financed through employer contributions. According to state statute, contributions for all employers are actuarially determined each year. Employer contributions were 10% of members' earnings for the year ended September 30, 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 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 Fund's Actuarial Committee. Although the direct employer actuarially required contribution for the fiscal year ended September 30, 2017 was 4.69%, the actual employer contribution rate for the fiscal year ended September 30, 2016 was 10%. The actual rate differs from the actuarially required rate due to state statutes that require the contribution rate be calculated and set one year prior to the year effective. The minimum direct employer actuarially required contribution will be 5.25% for fiscal year 2018. The Assessor's contributions to the Fund for the years ended December 31, 2017, 2016, and 2015 were \$118,525, \$180,578, and \$187,766, respectively.

Non-employer contributions are recognized as revenue during the year ended September 30, 2017 and were excluded from pension expense. Non-employer contributions received by the Fund and attributable to the Assessor during the year ended December 31, 2017 were \$391,371.

PENSION LIABILITIES, PENSION EXPENSE, AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS

At December 31, 2017, the Assessor reported a liability of \$518,975 for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

(Continued)

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The allocation method used in determining each employer's proportion was based on the employer's contribution effort to the plan for the current fiscal year as compared to the total of all employers' contribution effort to the plan for the current fiscal year. The employers' contribution effort was based on actual employer contributions made to the Fund for the fiscal year ended September 30, 2017.

At September 30, 2017, the Assessor's proportion was 2.957610%, which was a decrease of .30205% from its proportion measured as of September 30, 2016.

For the year ended December 31, 2017, the Assessor recognized pension expense of \$392,230, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, \$267.

At December 31, 2017, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 57,847	\$ 162,938
Changes of assumptions	324,588	
Net difference between projected and actual earnings on pension plan investments		200,824
Changes in proportion and differences between employer contributions and proportionate share of contributions	26,143	55,337
Employer contributions subsequent to the measurement Date	<u>24,464</u>	
Totals	<u>\$ 433,042</u>	<u>\$ 419,099</u>

The Assessor reported a total of \$24,464 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of September 30, 2017, which will be recognized as a reduction in net pension liability in the year ended December 31, 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:

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Year	Amount
2017	\$ 58,417
2018	84,851
2019	(102,312)
2020	(69,745)
2021	18,268
Total	\$ (10,521)

ACTUARIAL METHODS AND ASSUMPTIONS

Net Pension Liability

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

Actuarial Methods and Assumptions

The current year actuarial assumptions utilized for this report are based on the assumptions used in the September 30, 2017 actuarial funding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period October 1, 2009 - September 30, 2014, unless otherwise specified in this report. In cases where benefit structures were changed after the study period, assumptions were based on estimates of future experience. All assumptions selected were determined to be reasonable and represent expectations of future experience for the Fund.

Additional information on the actuarial methods and assumptions used as of September 30, 2017 actuarial valuation follows:

Valuation Date	September 30, 2017
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return (discount rate)	6.75%, net of pension plan investment expense, including inflation
Inflation Rate	2.5%
Salary increases	5.75%
Annuitant and beneficiary mortality	RP 2000 Healthy Annuitant Table set forward one year and projected to 2030 for males and females.

(Continued)

Bossier Parish Assessor
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 December 31, 2017
 (Continued)

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 2016 is 6 years.

SENSITIVITY TO CHANGES IN DISCOUNT RATE

The following presents the net pension liability of the Assessor calculated using the discount rate of 6.75%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.75% or one percentage point higher 7.75% than the current rate:

	Changes in Discount Rate		
	1%	Current	1%
	Decrease	Discount	Increase
	5.75%	6.75%	7.75%
Net Pension Liability	\$ 1,759,859	\$ 518,975	\$ (544,791)

CHANGE IN NET PENSION LIABILITY

The changes in the net pension liability for the year ended September 30, 2017 were recognized in the current reporting period as pension expense except as follows:

Differences between Expected and Actual Experience

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

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

Differences between Projected and Actual Investment Earnings

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

Changes of Assumptions or Other Inputs

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

Changes in Proportion

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

CONTRIBUTIONS - PROPORTIONATE SHARE

Differences between contributions remitted to the Fund and the employer's proportionate share are recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan.

PLAN FIDUCIARY NET POSITION

Plan fiduciary net position is a significant component of the Fund's collective net pension liability. The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended September 30, 2017. Access to these reports can be found on the Louisiana Legislative Auditor's website, www.la.la.gov.

RETIREMENT FUND AUDIT REPORT

The Louisiana Assessors' Retirement Fund issued a stand-alone audit report on its financial statements for the year ended September 30, 2017. Access to the audit report can be found on the Fund's website: www.lafirefightersret.com or on the Office of Louisiana Legislative Auditor's official website: www.la.la.gov.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

(10) Other Postretirement Benefits

Plan Description – The Bossier Parish Assessor's Office's medical benefits are provided through a comprehensive single employer plan and are made available to employees upon actual retirement.

Most employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service. For the few employees not covered by that system, the same retirement eligibility has been assumed.

Life insurance coverage is provided to retirees based on a blended rate (active and retired). The amount of insurance coverage while active is continued after retirement, but retiree insurance coverage amounts are reduced at age 65 to 65% of the original amount and to 50% of the original amount at age 70. The employer pays 100% of the cost of the retiree life insurance, but based on the blended rates. Since GASB Codification Section P50 requires the use of "unblended" rates, we have used the 94GAR mortality table described below to "unblend" the rates so as to reproduce the composite blended rate overall as the rate structure to calculate the actuarial valuation results for life insurance. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption; zero trend was used for life insurance.

Contribution Rates – Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

Fund Policy – Until 2008, the Bossier Parish Assessor recognized the cost of providing post-employment medical and life insurance benefits (the Bossier Parish Assessor's portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2017 and 2016, the Assessor's portion of health care and life insurance funding cost for retired employees totaled \$100,917 and \$93,442, respectively.

Effective January 1, 2008, the Bossier Parish Assessor implemented Government Accounting Standards Board Codification Section P50, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other than Pensions* (GASB Codification Section). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

Annual Required Contribution – The Bossier Parish Assessor's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB Codification Section P50. The ARC is the sum of the Normal Cost plus the contribution to amortize the Unfunded Actuarial Accrued Liability (UAAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB Codification Section P50) has been used for the post-employment benefits. The actuarially computed ARC is as follows:

	2017	2016
Normal cost	\$ 101,994	\$ 98,071
30-year UAL amortization amount	156,988	150,950
Annual required contribution (ARC)	\$ 258,982	\$ 249,021

Net Post-employment Benefit Obligation (Asset) – The table below shows the Bossier Parish Assessor's Net Other Post-employment Benefit (OPEB) Obligation for fiscal years ending December 31:

	2017	2016
Beginning Net OPEB Obligation	\$ 1,320,338	\$ 1,185,904
Annual required contribution	258,982	249,021
Interest on Net OPEB Obligation	52,813	47,436
ARC Adjustment	(76,355)	(68,581)
OPEB Cost	235,440	227,876
Contribution	-	-
Current year retiree premium	(100,917)	(93,442)
Change in Net OPEB Obligation	134,523	134,434
Ending Net OPEB Obligation	\$ 1,454,861	\$ 1,320,338

The following table shows the Bossier Parish Assessor's annual post-employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post-employment benefits (PEB) liability for the years ended December 31, 2017, 2016, and 2015:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual Cost Contributed	Net OPEB Liability (Asset)
December 31, 2017	\$ 235,440	42.86%	\$1,454,861
December 31, 2016	\$ 227,876	41.01%	\$1,320,338
December 31, 2015	\$ 249,053	30.32%	\$1,185,904

(Continued)

Bossier Parish Assessor
 Benton, Louisiana
 Notes to Financial Statements
 December 31, 2017
 (Continued)

Funded Status and Funding Progress – In 2017 and 2016, the Bossier Parish Assessor made no contributions to its post-employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the January 1, 2016 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year December 31, 2017 was \$2,823,125 which is defined as that portion, as determined by a particular actuarial cost method (the Bossier Parish Assessor uses the Projected Unit Credit Cost Method), of the actuarial present value of post-employment plan benefits and expenses which is not provided by normal cost.

	2017	2016
Actuarial Accrued Liability (AAL)	\$ 2,823,125	\$ 2,714,544
Actuarial Value of Plan Assets (AVP)	-	-
Unfunded Act. Accrued Liability (UAAL)	\$ 2,823,125	\$ 2,714,544
Funded Ratio (AVP/AAL)	0.00%	0.00%
Covered Payroll (active plan members)	\$ 1,346,767	\$ 1,521,059
UAAL as a percentage of covered payroll	209.62%	178.46%

Actuarial Methods and Assumptions – Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post-employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the Bossier Parish Assessor and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the Bossier Parish Assessor and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the Bossier Parish Assessor and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

Actuarial Cost Method – The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

Actuarial Value of Plan Assets – There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Codification Section P50.

Turnover Rate – An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 17%.

Post-employment Benefit Plan Eligibility Requirements – Based on past experience, it has been assumed that entitlement to benefits will commence four years after eligibility to enter the D.R.O.P., as described above under "Plan Description". Medical benefits are provided to employees upon actual retirement.

Investment Return Assumption (Discount Rate) – GASB Codification Section P50 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

Health Care Cost Trend Rate – The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5.0% for ten years out and later.

Mortality Rate - The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rate and 50% of the unloaded female mortality rates, is used. This is recently published mortality table which has been used in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

Method of Determining Value of Benefits – The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical, dental and life insurance for the retirees only and not for dependents. The rates provided applicable before age 65 are "blended" rates. Since GASB Codification Section P50 mandates that "unblended" rates be used, we have estimated the "unblended" rates for retired before Medicare eligibility to be 130% of the blended rate.

Inflation Rate - Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

Projected Salary Increases - This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

Post-retirement Benefit Increases - The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

Below is a summary of OPEB cost and contributions for the last three fiscal calendar years.

	OPEB Costs and Contributions		
	FY 2015	FY 2016	FY 2017
OPEB Cost	\$ 249,053	\$ 227,876	\$ 235,440
Contribution			
Retiree premium	<u>(75,505)</u>	<u>(93,442)</u>	<u>(101,917)</u>
Total contribution and premium	<u>(75,505)</u>	<u>(93,442)</u>	<u>(101,917)</u>
Change in net OPEB obligation	\$ <u>173,548</u>	\$ <u>134,434</u>	\$ <u>133,523</u>
% of contribution to cost	0.00%	0.00%	0.00%
% of contribution plus premium to cost	30.32%	41.01%	42.86%

(11) Deferred compensation plan

The Assessor participates in the Louisiana Public Employees Deferred Compensation Plan, a 457 Deferred Compensation Plan for its employees. The amounts contributed by the Assessor during the years ended December 31, 2017, 2016, and 2015 were \$124,044, \$143,112 and \$145,721, respectively.

(12) Expenditures of the Assessor Paid by the Police Jury

The Assessor's office is located in the Bossier Parish Courthouse. Expenditures for operations and maintenance of the parish courthouse, as required by state statute, are paid by the Bossier Parish Police Jury and are not included in the expenditures of the Assessor.

(13) Risk Management

The Assessor is exposed to various risks of loss related to torts; theft of, damage to and destruction of its assets; errors and omissions; injuries to employees; and natural disasters. The Assessor carries commercial insurance to cover risks of loss. There were no significant reductions in insurance coverage from the prior year.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2017
(Continued)

(14) Long-term Liabilities

Long-term liability activity for the year ended December 31, 2017, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Other post-employment benefit obligations	\$ 1,320,338	\$ 134,523	\$	\$ 1,454,861	\$
Net pension liability	1,150,234		(631,259)	518,975	
Compensated absences	10,490	34,629	(40,168)	4,951	4,951
Governmental Activities long-term liabilities	\$ 2,481,062	\$ 169,152	\$ (671,427)	1,978,787	4,951
Less amounts due within period of availability - recorded in accounts payable				(1,650)	(1,650)
Total long-term liabilities, government-wide statements				\$ 1,977,137	\$ 3,301

(15) Subsequent events

Subsequent events have been evaluated through May 17, 2018, the date the financial statements were available to be issued.

(16) Commitments

The Assessor entered into an agreement to remodel a portion of the office space. The contract amount was \$38,590. As of December 31, 2017, \$19,846 had been incurred, with the remaining amount to be incurred subsequent to December 31, 2017.

The Assessor entered into an agreement for software services. The initial contract amount was for \$49,600, with a recurring amount of approximately \$8,900 per year for maintenance of the software. As of December 31, 2017, \$25,945 had been incurred, with the remaining amount to be incurred subsequent to December 31, 2017.

Bossier Parish Assessor
 Benton, Louisiana
 Schedule of Revenues, Expenditures, and Changes in Fund Balances
 Budget (Cash Basis) and Actual
 General Fund
 For the Year Ended December 31, 2017

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance- Favorable (Unfavorable)
	Original	Final		
Revenues				
Ad valorem taxes	\$ 3,248,327	\$ 3,267,682	\$ 3,425,091	\$ 157,409
Licenses and permits	156,000	166,103	182,663	16,560
Intergovernmental revenue	261,000	267,322	266,917	(405)
Fees, charges and commissions for services	41,000	41,573	32,322	(9,251)
Interest income	74,501	124,619	136,856	12,237
Miscellaneous	30,500	34,363	34,389	26
Total revenues	3,811,328	3,901,662	4,078,238	176,576
Expenditures				
Current:				
Salaries	1,416,587	1,407,844	1,363,254	44,590
Group insurance	528,619	529,369	514,676	14,693
Other employee benefits	268,616	288,295	283,923	4,372
Office expense	305,805	281,716	236,589	45,127
Travel	30,000	30,303	32,812	(2,509)
Capital outlay	325,200	611,981	460,342	151,639
Total expenditures	2,874,827	3,149,508	2,891,596	257,912
Excess of revenues over expenditures	936,501	752,154	1,186,642	434,488
Other financing sources:				
Sale of fixed assets			45,375	45,375
Total other financing sources			45,375	45,375
Net change in fund balance	936,501	752,154	1,232,017	479,863
Fund balances at beginning of year			12,231,707	12,231,707
Fund balances at end of year	\$ 936,501	\$ 752,154	\$ 13,463,724	\$ 12,711,570

The accompanying notes are an integral part of this statement.

Bossier Parish Assessor
 Benton, Louisiana
 Notes to Required Supplementary Information
 December 31, 2017

The Assessor's budget is adopted on a cash basis for all funds. There was one amendment to the 2017 budget. Budget comparison statements included in the accompanying financial statements include the original and adopted budget. The schedule below reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the budget basis with GAAP basis:

	<u>General Fund</u>
Excess of revenues and other sources over expenditures and other uses (budget basis)	\$ 1,232,017
Adjustments:	
Revenue accruals – net	(67,953)
Expenditure accruals – net	<u>(14,353)</u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ 1,149,711</u>

Bossier Parish Assessor
 Benton, Louisiana
 Schedule of Funding Progress for Retiree Health, Dental, and Life Plans
 For the Year Ended December 31, 2017

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
1/1/2016	0	2,714,544	2,714,544	0	1,521,059	178%
1/1/2014	0	2,529,863	2,529,863	0	1,387,943	190%
1/1/2011	0	1,839,980	1,839,980	0	1,299,054	142%
1/1/2008	0	2,017,462	2,017,462	0	1,314,655	153%

Bossier Parish Assessor
 Benton, Louisiana
 Schedule of Proportionate Share of Net Pension Liability
 For the Year Ended December 31, 2017

Louisiana Assessor's Retirement Fund

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of the net pension liability	2.957610%	3.259658%	3.264188%
Proportionate share of the net pension liability	\$ 518,975	\$ 1,150,234	\$ 1,708,224
Covered-employee payroll	\$ 1,298,454	\$ 1,419,170	\$ 1,371,582
Proportionate share of the net pension liability as a percentage of covered employee payroll	39.97%	81.05%	124.54%
Plan fiduciary net position as a percentage of the total pension liability	95.61%	90.68%	85.57%

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

Bossier Parish Assessor
 Benton, Louisiana
 Schedule of Contributions
 December 31, 2017

Louisiana Assessor's Retirement Fund

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 118,525	\$ 180,578	\$ 187,766
Contributions in relation to the contractually required contribution	<u>118,525</u>	<u>180,578</u>	<u>187,766</u>
Contribution deficiency (excess)	-	-	-
Covered-employee payroll	1,246,406	1,430,396	1,390,861
Contributions as a percentage of covered-employee payroll	9.51%	12.62%	13.50%

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

Bossier Parish Assessor
 Benton, Louisiana
 Other Supplementary Information
 Schedule of Compensation, Benefits, and Other Payments to Agency Head
 For the Year Ended December 31, 2017

Agency Head: Bobby Edmiston, Assessor

PURPOSE	AMOUNT
Salary	\$ 134,873
Certification pay	9,441
Expense allowance	14,431
Benefits - health insurance	12,905
Benefits - retirement	15,081
Benefits - life insurance	12,862
Benefits - disability insurance	558
Benefits - deferred compensation	3,900
Vehicle provided by government	3,004
Miscellaneous vehicle expense	980
Per diem	487
Travel	3,177
Registration fees	235
Dues	190
Telephone and cell phone	627

NOTE: The Assessor's salary, certification pay, expense allowance, insurance benefits, retirement, and deferred compensation are covered under LA R.S 47:1907, 47:1923, 11:1481, and 42:1301-1309, respectively.

COOK & MOREHART

Certified Public Accountants

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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*

Independent Auditor's Report

Bossier Parish Assessor
Benton, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of the Bossier Parish Assessor as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Bossier Parish Assessor's basic financial statements, and have issued our report thereon dated May 17, 2018.

Internal Control Over Financial Reporting

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

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

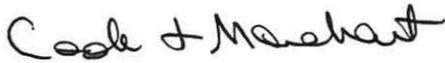
Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did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

Compliance and Other Matters

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

Purpose of this Report

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



Cook & Morehart
Certified Public Accountants
May 17, 2018

Bossier Parish Assessor
Benton, Louisiana
Summary Schedule of Audit Findings
December 31, 2017

Summary Schedule of Prior Audit Findings

There were no findings for the prior year audit for the year ended December 31, 2016.

Corrective Action Plan for Current Year Audit Findings

There are no findings for the current year audit for the year ended December 31, 2017.

COOK & MOREHART

Certified Public Accountants

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Independent Accountants' Report on Applying Agreed-Upon Procedures

Bobby W. Edmiston
Bossier Parish Assessor
Benton, Louisiana
and the Louisiana Legislative Auditor

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

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
 - 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***, including receiving, recording, and preparing deposits
 - e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
 - 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, and (5) monitoring card usage
- 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.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

The Assessor provided written policies and procedures addressing all of the above.

Board (or Finance Committee, if applicable)

2. Obtain and review the board/committee minutes for the fiscal period, and:
 - a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
 - b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).
 - If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.
 - c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

The Assessor is an independently elected official and is not required to have board or finance committee meetings.

Bank Reconciliations

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

Management provided the requested information, along with management's representation that the listing is complete.
4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:
 - a) Bank reconciliations have been prepared;

Bank reconciliations were prepared for each month examined, except as noted below.

Exception: Four (4) of the five (5) bank accounts tested, there was no indication that bank reconciliation's were prepared for the fiscal year. There were no reconciling items for these bank accounts.

Management's Response: Management will document its reconciliation of all bank accounts in the future.

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

Exception: Five (5) of the twelve (12) bank reconciliations tested for one bank account did not have evidence of management approval.

Management's Response: Management will document its review of bank reconciliations for all bank accounts in the future.

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

There were no reconciling items outstanding for more than six months as of the end of the fiscal period.

Collections

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

Management provided the requested information, along with management's representation that the listing is complete.

- 6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). For each cash collection location selected:

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

The person responsible for collecting cash at each cash collection location was insured under a blanket crime insurance policy. Each person responsible for collecting cash at each cash collection location was not responsible for depositing cash in the bank, recording the related transaction, or reconciling the related bank account.

Each person responsible for collecting cash at each cash collection location was not required to share the same cash register or drawer with another employee, except as noted below.

Exception: Three (3) employees responsible for cash collections at one location share the same cash drawer.

Management's Response: Due to the insignificant activity of this collection location, it is not practical to have separate cash drawers for each individual responsible for collecting funds. Access to the cash drawer is now limited to one individual. Activity for this cash drawer is reconciled on a routine basis by someone independent of the collection process.

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

The Assessor has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers by a person who is not responsible for cash collections in each of the cash collection locations selected.

- c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:
- Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

For each week selected for testing, deposits were processed within one day of collection at each cash collection location, except as noted below.

Exception: For one of the cash collection locations, immaterial amounts are collected, thus monthly deposits are made. The highest week of collections for the year totaled \$203. Time between receiving some of the cash and depositing in the bank was twenty-four (24) days.

Management's Response: Due to insignificant funds collected at this collection location, daily deposits are not deemed practical. Activity for this cash drawer is reconciled on a routine basis by someone independent of the collection process.

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

For the week selected, daily cash collections were completely supported by collection documentation.

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

The Assessor has a process specifically defined to determine completeness of collections by an individual who is not responsible for collections.

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

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

Management provided the requested information, along with management's representation that the listing is complete.

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

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

Exception: Four (4) of the twenty-five (25) transactions tested were purchase-type transactions. Two (2) of those four (4) transactions did not contain purchase orders or equivalent. The Assessor's policies and procedures state that purchases may be initiated using a purchase order system but purchase orders are not required.

Management's Response: The Assessor's policies and procedures do not require purchase orders for all transactions. All purchases are approved by management prior to payment.

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

Exception: The Assessor's policies and procedures state that purchases may be initiated using a purchase order system but purchase orders are not required.

Management's Response: The Assessor's policies and procedures do not require purchase orders for all transactions. All purchases are approved by management prior to payment.

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

Payments for purchases were not processed without an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice, except as noted below.

Exception: Four (4) of the twenty-five (25) transactions tested were purchase-type transactions. Two (2) of those four (4) transactions did not contain purchase orders or equivalent. The Assessor's policies and procedures state that purchases may be initiated using a purchase order system but purchase orders are not required. Nine (9) of the twenty-five (25) transactions tested did not have physical approval documented on invoices. Two (2) of the twenty-five (25) transactions tested did not have a receiving report attached.

Management's Response: The Assessor's policies and procedures do not require purchase orders for all transactions. All purchases are approved by management prior to payment. Receiving reports will be retained and filed with invoices and supporting documentation in the future.

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

Exception: The person responsible for processing payments also adds vendors to the disbursement system.

Management's Response: All new vendors are approved by management prior to any payments being made.

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

Persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

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

Exception: Unused checks are maintained in a locked location; however, individuals with signatory authority do have access to unused checks.

Management's Response: The Assessor will revise its policies and procedures to limit access to unused checks as deemed feasible and practical. No one with signature authority will have access to unused checks.

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

Persons with signatory authority do not use a signature stamp or signature machine.

Exception: Signed checks are not maintained under the control of the signer until mailed. Checks are returned to individual who prepares the checks for mailing.

Management's Response: The Assessor will review its policies and procedures for mailings and revise as deemed feasible and practical.

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

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

Management provided the requested information, along with management's representation that the listing is complete.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

For each card selected for testing, there was evidence that the monthly statement and supporting documentation was approved, in writing, by someone other than the authorized card holder, except as noted below:

Exception: Nineteen (19) of the twenty-eight (28) transactions tested totaling \$1,680.11 did not have evidence of written approval by someone other than the authorized card holder.

Management's Response: Management will strengthen its controls to include physical approval of all credit card statements and supporting documentation by someone other than the authorized card holder. All credit card activity is approved by management prior to payment.

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

There were no finance charges or late fees assessed on the cards selected for testing.

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

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

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

Transactions tested were supported by original itemized receipts.

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

Transactions tested contained documentation of business purpose, except as noted below.

Exception: Nineteen (19) of the twenty-eight (28) transactions tested totaling \$1,680.11 did not contain documentation of business purpose.

Management's Response: Management will ensure that the business purpose is clearly documented on all receipts. All credit card activity is approved by management prior to payment.

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

No other documentation is required by the Assessor's written credit card policy.

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

We compared each transaction tested to the agency's written policies and public bid law. There were no exceptions noted.

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

The Assessor's documentation met the requirements of Article 7, Section 14.

Travel and Expense Reimbursement

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

Management provided the requested information, along with management's representation that the listing is complete.

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

The rates established in the Assessor's policy do not exceed the GSA per diem or mileage rates.

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

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

The reimbursements selected were supported with documentation in accordance with Assessor's written policies.

- b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased.

Expenses selected for testing contained receipts listing precisely what was purchased.

- Documentation of the business/public purpose.

The business purpose was documented on each invoice selected for testing.

- Other documentation as may be required by written policy.

Other documentation as required by the Assessor's written policy was attached to items selected for testing.

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

The Assessor's documentation met the requirements of Article 7, Section 14.

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

For each expense selected for testing, the expense and related documentation was reviewed and approved in writing by someone other than the person receiving reimbursement.

Contracts

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

Management provided the requested information, along with management's representation that the listing is complete.

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

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

There were formal, written contracts supporting the services arrangement and the amounts paid for the contracts selected for testing.

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

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

Of the contracts selected one (1) of the five (5) contracts were subject to the Louisiana Public Bid Law or Procurement Code. The Assessor complied with the Louisiana Public Bid Law or Procurement Code.

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

Exception: Four (4) of the five (5) contracts that were selected for testing were not subject to the Louisiana Bid Law or Procurement Code; the Assessor did not solicit quotes as best practice.

Management's Response: Management will solicit quotes as best practice when deemed practical and feasible. All contractual obligations are approved by management prior to payment.

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

None of the contracts selected for testing were amended during the testing period.

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

The largest payment selected for testing from each of the five vendor contracts was supported by invoices that agreed with the terms of the contract.

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

All of the contracts selected for testing were approved by a member of management designated to approve contract per the policy, except as noted below.

Exception: Two (2) of the five (5) contracts selected for testing did not have evidence of approval by management.

Management's Response: Management will physically documents its review of contracts in the future. All contractual transactions are approved by management prior to payment.

Payroll and Personnel

- 22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete.

Management provided the requested information, along with management's representation that the listing is complete.

Randomly select five employees/officials, obtain their personnel files, and:

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

Payment was made in accordance with the terms of approved pay rates.

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

Exception: There was no evidence of management's written approval for changes to employee pay rates for the five (5) employees selected for testing.

Management's Response: Management will physically document its review and approval for changes to employee pay rates.

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

- a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

For transactions selected for testing, daily attendance and leave were documented.

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

Transactions selected for testing had evidence that supervisors approved the attendance and leave of the selected employees.

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

For the transactions selected for testing, the Assessor maintained written leave records.

- 24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest

termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

There were no termination payments made to employees during the fiscal year.

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

Employee and employer portions of payroll taxes and retirement contributions, as well as required reporting forms were submitted to the applicable agencies by the required deadlines.

Ethics (excluding nonprofits)

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

The Assessor maintained documentation to demonstrate that required ethics training was completed.

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

There were no alleged ethics violations reported to management.

Debt Service (excluding nonprofits)

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

The Assessor did not issue any new debt during the current fiscal year.

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

The Assessor has no outstanding debt.

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

The Assessor did not issue any new debt during the current fiscal year.

Other

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

Management is not aware of any misappropriation of public funds or assets.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at www.la.gov/hotline) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

The Assessor has posted on its premises and website the notice required by R.S. 24:523.1.

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

We have not observed or identified any exceptions regarding management's representations in the above procedures.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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



Cook & Morehart
Certified Public Accountants
May 17, 2018