

**RAPIDES PARISH ASSESSOR
ALEXANDRIA, LOUISIANA**

December 31, 2021

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Independent Auditor's Report

Rapides Parish Assessor
Alexandria, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Rapides Parish Assessor, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Rapides Parish Assessor's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Rapides Parish Assessor, as of December 31, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report

that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, schedules of pension information and other postemployment benefit information on pages 30-32 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with 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.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States require to be presented to supplement the basic financial statements. Such missing 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 historic context. Our opinion on the basic financial statements is not affected by the missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Rapides Parish Assessor's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer on page 34 is other supplemental information presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standard

In accordance with *Government Auditing Standards*, we have also issued our report dated June 21, 2022 on our consideration of the Rapides Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Rapides Parish Assessor's internal control over financial reporting and compliance.

Oestriecker & Company

OESTRIECKER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

June 21, 2022

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**Rapides Parish Assessor
Statement of Net Position
December 31, 2021**

	Primary Government Governmental Activities
<u>Assets</u>	
Cash and cash equivalents	\$ 2,522,224
Receivables	1,877,855
Prepaid expenses	13,514
Net pension asset	699,775
Capital assets, net of accumulated depreciation	29,789
Total assets	5,143,157
DEFERRED OUTFLOWS OF RESOURCES	2,404,902
 <u>Liabilities</u>	
Current liabilities	
Accounts payable	1,047
Total current liabilities	1,047
Long term liabilities	
Other postemployment benefits	5,964,765
Total liabilities	5,965,812
DEFERRED INFLOWS OF RESOURCES	2,975,666
 <u>Net Position</u>	
Net investment in capital assets	29,789
Unrestricted net position	(1,423,208)
Restricted net position	-
Total net position	\$ (1,393,419)

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

**Rapides Parish Assessor
Statement of Activities
For The Year Ended December 31, 2021**

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Assets</u>
		<u>Fees, Fines and Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Primary Government Governmental Activities</u>
GOVERNMENTAL ACTIVITIES					
Primary Government					
Governmental activities					
General fund	\$2,092,431	\$ 2,155,359	\$ -	\$ -	\$ 62,928
Total governmental activities	<u>2,092,431</u>	<u>2,155,359</u>	<u>-</u>	<u>-</u>	<u>62,928</u>
Total primary government	<u>\$2,092,431</u>	<u>\$ 2,155,359</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 62,928</u>
General revenues:					
					4,345
					38,527
					<u>42,872</u>
					\$ 105,800
					<u>(1,499,219)</u>
					<u>\$ (1,393,419)</u>

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

FUND FINANCIAL STATEMENTS

GOVERNMENTAL FUNDS

**Balance Sheet
Governmental Funds
Rapides Parish Assessor
December 31, 2021**

	General Fund
<u>Assets</u>	
Cash	\$ 2,522,224
Receivables	
Ad valorem taxes receivable	1,877,127
Interest receivable	728
Prepaid expenses	13,514
Total assets	\$ 4,413,593
 <u>Liabilities and fund balance</u>	
Liabilities:	
Accounts payable	\$ 1,047
Total liabilities	1,047
Fund balance:	
Restricted	-
Unassigned	4,412,546
Total fund balances	4,412,546
Total liabilities and fund balances	\$ 4,413,593

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

**Rapides Parish Assessor
 Reconciliation of the Balance Sheet
 of Governmental Funds
 to the Statement of Net Position
 December 31, 2021**

Total fund balance-total governmental funds		\$ 4,412,546
Amounts reported for <i>governmental activities</i> in the statement of net assets are different because:		
Capital assets of \$396,585 net of accumulated depreciation of (\$366,796), are not financial resources and, therefore, are not reported in the funds.	\$ 29,789	
Pension asset not reported in the fund financial statements	699,775	
Postemployment benefit liability not reported in the fund financial statements	(5,964,765)	
The deferred outflows of expenditures for the pension obligation are not a use of current resources, and therefore, are not reported in the fund financial statements	2,404,902	
The deferred inflows of contributions for the pension obligation are not available resources, and therefore, are not reported in the fund financial statements	<u>(2,975,666)</u>	
		<u>(5,805,965)</u>
Net position of governmental activities		<u><u>\$ (1,393,419)</u></u>

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

**Statement of Revenues, Expenditures, and Changes
in Fund Balances-Governmental Funds
Rapides Parish Assessor
For the year ended December 31, 2021**

	General Fund
Revenues:	
Millage revenue	\$ 2,104,525
State revenue sharing	50,835
Interest revenue	4,345
Other revenue	38,527
Total revenues	2,198,232
Expenditures:	
Current:	
Personal services and benefits	1,463,525
Operating services	55,671
Material and supplies	200,291
Travel and other charges	39,015
Capital outlay	7,925
Total expenditures	1,766,427
Excess (deficiency) of revenues over expenditures	431,805
Fund balances, beginning	3,980,741
Fund balances, ended	\$ 4,412,546

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

**Rapides Parish Assessor
 Reconciliation of the Statement of
 Revenues, Expenditures, and Changes in Fund Balance
 to the Statement of Activities
 For the year ended December 31, 2021**

Net changes in fund balance-total governmental funds \$ 431,805

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.

Capital expenditures	\$ 7,925	
Depreciation expense	<u>(18,825)</u>	(10,900)

Differences between the amounts reported as an expense in the statement of activities and those reported as an expense in the fund financial statements

Other postemployment benefit obligation	(455,595)	
Pension expense	<u>140,490</u>	<u>(315,105)</u>

Change in net assets of governmental activities \$ 105,800

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

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a term of four years, beginning January 1 following the year in which elected. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The Assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is responsible for the actions of the deputies.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

The accompanying financial statements of the Rapides Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of certain significant accounting policies and practices:

Reporting Entity - Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining the governmental reporting entity and components units that should be included within the reporting entity. Generally, component units are legally separate organizations for which the elected officials or appointed board members of the primary government are financially accountable. Some of the criteria considered under “legally separate organization” are as follows: (1) the capacity for the organization to have its own name; (2) the right for the organization to sue and be sued in its own name without recourse to the primary government; and (3) the right to buy, sell, lease, and mortgage property in its own name. Some of the criteria used to be considered “financially accountable” include the following: (1) appointment of a voting majority of the organization’s governing body; (2) ability for the primary government to impose its will on the organization; (3) whether the organization has the potential to provide specific financial benefits to or improve specific financial burdens on the primary government; and (4) fiscal dependence of the organization. Based upon the application of these criteria, there are no component units of the Rapides Parish Assessor.

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

The Rapides Parish Assessor relies upon the Rapides Parish Police Jury for facility space and certain other costs. Therefore, under GAAP and guidelines issued by the Louisiana Legislative Auditor, the Rapides Parish Assessor is considered a component unit of the Rapides Parish Police Jury. This report only includes all funds that are controlled by or dependent upon the Rapides Parish Assessor.

Fund Accounting - The accounts of the Rapides Parish Assessor are organized on the basis of funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Funds are categorized as follows:

Governmental Fund

General Fund - The General Fund is the general operating fund of the Rapides Parish Assessor. It is used to account for the operations of the Assessor's office. The various fees and charges due to the Assessor's office are accounted for in this fund. General operating expenditures are paid from this fund.

Measurement Focus – The government-wide statements report using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position. In the fund financial statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Basis of Accounting – Governmental fund financial statements are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred or economic asset is used. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

The revenue received by the Rapides Parish Assessor is generated through ad valorem and the related state revenue sharing. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47: 1995 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Based on the above criteria, ad valorem tax and the related state revenue sharing are treated as susceptible to accrual.

Budgets and Budgetary Accounting – A proposed budget is published in the official journal at least ten days prior to a public hearing. The public hearing is held at the Assessor’s office during the month of December for comments from taxpayers. The proposed budget is then legally adopted and amended during the year, as necessary, by the Assessor.

Appropriation lapse at year-end and must be re-appropriated for the following year to be expended.

Formal budgetary integration is not employed as management control device during the year. Encumbrances are not recorded or recognized in the budget of the Assessor.

Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

Cash - Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Under state law, the Rapides Parish Assessor may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

Capital Assets - The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus.

All government fund type operations are accounted for on a spending or "financial flow" measurement focus and only current assets and current liabilities are generally included on their balance sheets.

All capital assets are stated at historical cost. Historical costs include not only the purchase price and construction costs, but also ancillary charges to place the asset in its intended location and condition for use. Assets that cost over \$1,000 are capitalized. Capital assets are depreciated using the straight-line method over their estimated useful lives.

Compensated Absences – Employees of the Assessor’s office earn 12 days of vacation leave and 12 days of sick leave each year. All leave must be used in the year it is earned. Based on the policies of the Assessor, relating to vacation and sick leave, there are no accumulated or vested benefits relating to compensated absences, at December 31, 2021, which require recognition or disclosure to conform with generally accepted accounting principles.

Fund Balances – Rapides Parish Assessor has adopted the provisions of GASB 54 related to the classification of governmental fund balances. The governmental fund balances are classified as follows:

Nonspendable - amounts that are not in spendable form.

Restricted – amounts that can be used only for specific purposes as defined by law. Restrictions may be established, modified, or rescinded only through ordinances or resolutions approved by the Rapides Parish Assessor or changes in Louisiana state law.

Committed – amounts constrained to specific purposes, by the Assessor, using the highest level of decision-making authority. These funds balances cannot be used for any other purpose unless the Assessor takes the same highest level action to remove or modify the constraint.

Assigned – amounts the Assessor intends to use for a specific purpose. Intent is expressed by the Assessor.

Unassigned – all other spendable amounts.

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

The Assessor establishes fund balance commitments and assignments by passage of a resolution, typically uses restricted fund balances first, followed by committed, assigned, and unassigned fund balances when expenditure is incurred for purposes for which amounts in any of these classifications could be used.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates. This will affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these amounts.

2. CASH

As of December 31, 2021, cash and cash equivalents totaled \$2,522,224, of which all is classified as unassigned. Cash balances are insured to Federal Deposit Insurance Corporation limits. As of December 31, 2021, the Rapides Parish Assessor's bank balance of \$2,527,654 was not exposed to custodial credit risk in that \$2,707,885 was collateralized by securities held by the pledging bank in the Assessor's name.

3. CAPITAL ASSETS:

Capital asset activity for the year ended December 31, 2021 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Equipment	\$ 388,910	\$ 7,925	\$ (250)	\$ 396,585
Accumulated depreciation	<u>(348,221)</u>	<u>(18,825)</u>	<u>250</u>	<u>(366,796)</u>
Capital assets, net	<u>\$ 40,689</u>			<u>\$ 29,789</u>

4. PENSION PLAN:

For the purposes of measuring the net pension liability, deferred outflows of resources, and deferred inflows of resources related to pension expense, information about the fiduciary net position of the Louisiana Assessors' Retirement Fund, and additions to/deductions from the system's fiduciary net position have been determined on the same basis as they are reported by the systems. The system's financial statements are prepared using the accrual

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

basis of accounting. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

Plan Description – Substantially all employees of the Assessor, except part-time and temporary employees, are members of the Louisiana Assessors’ Retirement Fund (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The Plan provides pension, death, and disability benefits.

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/survivor annuity.

Contributions – Contributions for all members are established by statute at 8.0% of earned compensation. Employer contributions were 8.0% of members’ earnings from January 1, 2021 to September 30, 2021. Employer contributions were 5.0% of members’ earnings from October 1, 2021 to December 31, 2021.

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 share appropriation. According to state statute, in the event that contributions for ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contribution, the employer is required to make direct contributions as determined by the Public Retirement System’s Actuarial Committee. Although the actuarially-determined employer

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

contribution rate for the fiscal year ended September 30, 2021 is 2.85%, the actual employer contribution rate for the fiscal year ended September 30, 2021 was 8.0%. The actual rate differs from the actuarially required rate due the state statutes that require the contribution rate be calculated and set one year prior to the year effective. Contributions to the pension plan from the Assessor were \$71,257 for the year ended December 31, 2021.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At December 31, 2021, the Assessor reported an asset of \$699,775 for its proportionate share of the net pension asset. The net pension asset was measured as of September 30, 2021 and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension asset was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employer's, actuarially determined. At September 30, 2021, the Assessor's proportion was 2.128525%, which was an increase of 0.00934% from its proportion measured as of September 30, 2020.

Changes in the net pension asset or liability may either be reported in pension expense in the year the change occurred or recognized as a deferred outflow of resources or a deferred inflow of resources in the year the change occurred and amortized into pension expense over a number of years. For the year ended December 31, 2021, the Assessor recognized a pension benefit of \$69,234.

At December 31, 2021, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows Of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 55,972	\$ 186,096
Change of assumptions	726,223	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	176,909	1,021,536
Net differences between projected and actual earnings on plan investments	-	1,114,771
Contributions subsequent to the measurement date	<u>71,257</u>	<u>-</u>
Total	<u>\$ 1,030,361</u>	<u>\$ 2,322,403</u>

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

Deferred outflows of resources of \$71,257 resulting from the Assessor’s contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2022. Other amounts reported as deferred outflow of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended</u>	
2022	\$ (272,751)
2023	(281,111)
2024	(371,250)
2025	(319,462)
2026	<u>(118,725)</u>
	<u>\$ (1,363,299)</u>

Detailed information about the pension plan’s assets, deferred outflows, deferred inflows, and fiduciary net position that were used in the measurement of the Assessor’s net pension liability is available in the separately issued plan financial reports at <http://www.louisianaassessors.org>.

Actuarial Methods and Assumptions: The current year actuarial assumptions utilized for this report are based on the assumptions used in the September 30, 2021 actuarial finding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period October 1, 2014 – September 30, 2019, 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 expectation of future experience for the Fund.

Actuarial Cost Method	Entry age normal
Investment Rate of Return (Discount Rate)	5.50%, net of pension plan investment expense, including inflation
Inflation Rate	2.10%
Salary Increases	5.25%
Annuitant and Beneficiary Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees
Active Member Mortality	Pub-2010 Public Retirement Plans Mortality Table For General Employees
Disabled Lives Mortality	Pub-2010 Public Retirement Plans Mortality Table For General Disabled Retirees

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

Discount Rate: The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of September 30, 2021, are summarized in the following table.

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity	7.50%
International equity	8.50%
Domestic bonds	2.50%
International bonds	3.50%
Real estate	4.50%
Alternative Assets	5.87%

The long-term expected rate of return selected for this report by the Fund was 8.37%. The projection of cash flows used to determine the discount rate assumes that contributions from the Plan members will be made at the current contribution rates and that contributions from the participating employers and non-employer contributing entities will be made at actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems’ Actuarial Committee. Based on these assumptions and the other assumptions and methods as specified in this report, the pension Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on the pension Plan investments was applied to all periods of projected benefit payments to determine the total pension liability. Thus, the discount rate used to measure the total pension liability was 5.50%.

The effects of certain other changes in the net pension asset or liability are required to be included in pension expense over the current and future periods. The effects on the total pension asset or 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

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

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 asset or 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 2021 is 6 years.

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

	1% Decrease 4.50%	Current Discount Rate 5.50%	1% Increase 6.50%
Net Pension Liability (Asset)	<u>\$ 536,636</u>	<u>\$ (699,775)</u>	<u>\$ (1,749,544)</u>

5. DEFERRED COMPENSATION PLAN:

The Rapides Parish Assessor offers its employees participation in the State of Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. Complete disclosures relating to the plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana, 70804-9397.

6. POST-RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS:

Plan Description: Continuing health care and life insurance benefits are provided for those retired employees who have reached normal retirement age while employed by the Assessor. The Rapides Parish Assessor Other Post-Employment Benefits Plan is a cost sharing, multiple-employer defined benefit health care plan administered by the Insurance Committee of the Assessor's Insurance Fund DBA Louisiana Assessor's Association. The Insurance Committee of the Assessor's Insurance Fund has the authority to establish and amend the benefit provisions of the Plan. The Plan issued a publicly available financial report.

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

Funding Policy: Health claims for active and retired participants are processed through The Health Plan, the third-party administrator, but the responsibility for payments to participants and providers is retained by the Plan. The monthly premiums are paid solely by the Assessor. The Assessor recognizes the cost of providing these benefits (the Assessor's portion of premiums) as an expenditure when the monthly premiums are due. The benefits are financed on a pay-as-you-go basis.

Benefits Provided: The Assessor provides medical, dental, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 100% of retiree pre-medical health, Medicare supplement, and dental insurance premiums. Retirees are required to pay 100% of the premium for their dependents. The Plan also provides for payment of 100% of retiree life insurance premiums.

Employees Covered by Benefit Terms: At December 31, 2021, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefit payments	6
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	<u>16</u>
 Total	 <u>22</u>

Total OPEB Liability: The Assessor's total OPEB liability of \$5,964,765 was measured as of December 31, 2021, and was determined by an actuarial valuation as of January 1, 2020.

	<u>December 31,</u>	
	<u>2021</u>	<u>2020</u>
Total OPEB liability	<u>\$5,964,765</u>	<u>\$5,578,789</u>
Covered Payroll	<u>997,047</u>	<u>993,662</u>
Total OPEB liability as a % of covered payroll	<u>598.24%</u>	<u>561.44%</u>

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

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

Actuarial Methods and Assumptions: Actuarial assumptions and other inputs. The total OPEB liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified.

Measurement Date	December 31, 2021
Actuarial Valuation Date	January 1, 2020
Actuarial Assumptions:	
Inflation Rate	2.20%
Salary Increases	3.00%
Discount Rate	2.06%
Participation Assumption	100% of members are assumed to elect retiree medical coverage at retirement.
Marriage Assumption	For actives, it is assumed that husbands are three years older than their wives with 40% of active participants electing spouse coverage at retirement.
Compensation Increase	3.00% per annum, compounded annually
Medicare Cost Trends Rates	
Medical	Initially 6.40%, decreasing to an ultimate rate of 3.70%
Medicare Supplement	Initially 5.40%, decreasing to an ultimate rate of 3.70% (Does not reflect the ACA excise tax effective 2022)
Dental	3.00%

The Assessor pays 100% of the premium for retirees. The Assessor does not pay any of the premium for covered spouses.

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

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

Mortality Rate:

Healthy Retirement: Sex-distinct Pub-2010 General Mortality with separate employee and healthy annuitant rates, projected generationally using scale MP-2021.

Disability Retirement: Sex-distinct Pub-2010 General Disabled Retirees Mortality, projected generationally using scale MP-2021.

The actuarial assumptions used in the December 31, 2021 valuation were based on those used in the Assessor's valuation and actuarial experience.

Changes in the Total OPEB Liability

Balance as of December 31, 2020		<u>\$ 5,578,789</u>
Changes for the year:		
Service cost		237,202
Interest on total OPEB liability		122,615
Effect of assumptions changes or inputs:		
change due to Mortality update	16,616	
change due to Discount Rate update	<u>74,374</u>	
Total assumption changes		90,990
Benefit payments		<u>(64,831)</u>
Total changes for the year		<u>385,976</u>
Balance as of December 31, 2021		<u>\$ 5,964,765</u>

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Assessor, calculated using the discount rate of 2.06%, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (1.06%) or 1% higher (3.06%) than the current rate.

	1% Decrease <u>1.06%</u>	Discount Rate <u>2.06%</u>	1% Increase <u>3.06%</u>
Total OPEB liability	\$ 7,402,980	\$ 5,964,765	\$ 4,868,476

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

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

	<u>1% Decrease</u>	<u>Current Trend Rate</u>	<u>1% Increase</u>
Total OPEB liability	\$ 4,750,660	\$ 5,964,765	\$ 7,657,330

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

For the year ended December 31, 2021, the Assessor recognized an OPEB expense of \$520,426. As of December 31, 2021, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>
Difference between expected and actual experience	\$ 653,263	\$ 81,771
Change in assumptions	-	<u>1,292,770</u>
Total	<u>\$ 653,263</u>	<u>\$ 1,374,541</u>

Accounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB expense as follows:

<u>Year Ended December 31,</u>	
2022	\$ 160,609
2023	160,609
2024	160,609
2025	160,609
2026	110,038
Thereafter	(31,196)

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

7. EXPENDITURES OF THE ASSESSOR PAID BY THE RAPIDES PARISH POLICE JURY

The Rapides Parish Police Jury provided the office space and utilities for the Assessor's office for the year ended December 31, 2021. These expenditures are not reflected in the accompanying financial statements.

8. LEASE AND RENTAL COMMITMENTS

The Assessor entered into an operating lease for a copier on June 28, 2018. The lease agreement expires on June 28, 2021 and has a monthly lease payment of \$218. Total lease expense for 2021 was \$1,308.

The Assessor entered into an operating lease for a copier on July 22, 2021. The lease agreement expires on July 22, 2024 and has a monthly lease payment of \$218. Total lease expense for 2021 was \$1,308.

Under the terms of the operating lease at December 31, 2021, future minimum lease payments are as follows:

<u>Year</u>	<u>Amount</u>
2022	\$ 2,616
2023	2,616
2024	1,308

The Assessor entered into an operating lease for a copier on June 29, 2020. The lease agreement expires on June 29, 2025 and has a monthly lease payment of \$350. Total lease expense for 2021 was \$4,200.

Under the terms of the operating lease at December 31, 2021, future minimum lease payments are as follows:

<u>Year</u>	<u>Amount</u>
2022	4,200
2023	4,200
2024	4,200
2025	2,100

RAPIDES PARISH ASSESSOR
Notes to the Financial Statements
December 31, 2021

The Assessor entered into an operating lease for a 2021 GMC Yukon on January 25, 2021. The lease agreement expires on January 25, 2024 and has a monthly lease payment of \$834. Total lease expense for 2021 was \$10,008.

Under the terms of the operating lease at December 31, 2021, future minimum lease payments are as follows:

<u>Year</u>	<u>Amount</u>
2022	\$ 10,008
2023	10,008
2024	10,008

REQUIRED SUPPLEMENTARY INFORMATION

**Budgetary Comparison Schedule
All Governmental Fund Types
Rapides Parish Assessor
For the year ended December 31, 2021**

GENERAL FUND				
	Original	Final	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues:				
Millage revenue	\$ 1,728,000	\$ 1,728,000	\$ 2,104,525	\$ 376,525
Revenue sharing	53,000	53,000	50,835	(2,165)
Interest earned	3,000	3,000	4,345	1,345
City rolls	30,000	30,000	38,527	8,527
Miscellaneous	500	500	-	(500)
Total revenues	1,814,500	1,814,500	2,198,232	383,732
Expenditures:				
Professional fees	65,000	65,000	55,671	9,329
Salary - Assessor	144,314	144,314	144,314	-
Salary - Full time	900,000	900,000	825,390	74,610
Salary - Part time	10,000	10,000	6,612	3,388
Payroll taxes	45,000	45,000	14,845	30,155
Retirement expense	85,000	85,000	71,257	13,743
Insurance expense	490,000	490,000	401,107	88,893
Office expense	195,000	195,000	199,912	(4,912)
Travel expense	20,000	20,000	13,870	6,130
Auto expense	30,000	30,000	10,714	19,286
Misc. office equipment	60,000	60,000	379	59,621
Expense allowance - Assessor	14,431	14,431	14,431	-
Capital outlay	-	-	7,925	(7,925)
Total expenditures	2,058,745	2,058,745	1,766,427	292,318
Excess (deficiency) of revenues over expenditures	(244,245)	(244,245)	431,805	676,050
Other financing sources (uses)				
Transfers	-	-	-	-
Fund balances, beginning	3,980,741	3,980,741	3,980,741	-
Fund balances, ended	\$ 3,736,496	\$ 3,736,496	\$ 4,412,546	\$ -

Rapides Parish Assessor
Schedule of Required Supplementary Information - OPEB
For the year ended December 31, 2021

Schedule of Changes in the Assessor's Total OPEB Liability and Related Ratios	Schedule 1
Total OPEB Liability	
Service Costs	\$ 237,202
Interest	122,615
Effect of economic/demographic gains (losses)	-
Changes in assumptions and other inputs	90,990
Benefit payments	<u>(64,831)</u>
Net change in total OPEB liability	385,976
Total OPEB liability, beginning	<u>5,578,789</u>
Total OPEB liability, ended	<u><u>\$ 5,964,765</u></u>
Covered payroll	<u><u>\$ 997,047</u></u>
Total OPEB liability as a percentage of covered employee payroll	<u><u>598.24%</u></u>

Rapides Parish Assessor
Schedules of Required Supplementary Information - Pension
For the year ended December 31, 2021

Schedule of the Employer's Proportionate Share of the Net Pension Liability **Schedule 2**

Fiscal Year*	Agency's proportion of the net pension liability (asset)	Agency's proportionate share of the net pension liability (asset)	Agency's covered-employee payroll	Agency's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the total pension liability
Louisiana Assessors' Retirement System					
2021	2.12853%	\$ (699,775)	\$ 969,704	-72%	106.48%
2020	2.11918%	\$ 323,761	\$ 974,340	33%	96.79%
2019	2.10977%	\$ 556,520	\$ 934,150	60%	94.12%
2018	2.03359%	\$ 395,338	\$ 890,752	44%	95.46%
2017	1.98806%	\$ 348,848	\$ 864,080	40%	95.61%
2016	1.90418%	\$ 671,926	\$ 825,157	81%	90.68%
2015	1.83585%	\$ 960,740	\$ 772,768	124%	85.57%

*Amounts presented were determined as of the measurement date (previous fiscal year end).

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

Schedule of Employer Contributions **Schedule 3**

Fiscal Year*	(a) Statutorily Required Contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution Deficiency (Excess)	Agency's covered-employee payroll	Contributions as a percentage of covered-employee payroll
Louisiana Assessors' Retirement System					
2021	\$ 71,257	\$ 71,257	-	\$ 969,704	7.3%
2020	\$ 79,132	\$ 79,132	-	\$ 974,340	8.1%
2019	\$ 75,765	\$ 75,765	-	\$ 934,150	8.1%
2018	\$ 72,415	\$ 72,415	-	\$ 890,752	8.1%
2017	\$ 83,501	\$ 83,501	-	\$ 864,080	9.7%
2016	\$ 105,932	\$ 105,932	-	\$ 825,157	12.8%
2015	\$ 106,197	\$ 106,197	-	\$ 772,768	13.7%

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

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

Notes to Required Supplementary Information

Changes of Benefit Terms

There were no changes of benefit terms for the year ended September 30, 2021

Changes of Assumptions

There were no changes of benefit assumptions for the year ended September 30, 2021

SUPPLEMENTARY INFORMATION

**Rapides Parish Assessor
Schedule of Compensation, Benefits, and Other Payments
To Agency Head or Chief Executive Officer
For the year ended December 31, 2021**

Agency Head Richard I. "Rick" Ducote, Jr., CLA

Salary	\$ 156,546
Insurance	25,906
Retirement	11,509
IAAO Membership Dues	545
Vehicle Provided by Government	2,200
Travel	911
Continuing Education Fees	<u>300</u>
Total	<u>\$ 197,917</u>



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

Rapides Parish Assessor
Alexandria, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Rapides Parish Assessor, a component unit of the Rapides Parish Police Jury, as of and for the year ended December 31, 2021, and the related notes to the financial statements, and have issued our report thereon dated June 21, 2022.

Internal Control Over Financial Reporting

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

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

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

not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Rapides Parish Assessor's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests did not disclose any instances of noncompliance or other matters.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing to 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.

Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Oestriecher & Company

OESTRIECHER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

June 21, 2022

Rapides Parish Assessor
Schedule of Findings and Questioned Costs
For the year ended December 31, 2021

Section I - Summary of Auditor's Reports

- The auditor's report expresses an unqualified opinion on the basic financial statements of Rapides Parish Assessor.
- There were no material weaknesses disclosed during the audit of the basic financial statements or reported in the 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*.
- There were no instances of noncompliance of the Rapides Parish Assessor disclosed during the audit.

Section II - Financial Statement Findings

None Reported.

Section III - Federal Award Findings and Questioned Costs

There were no federal awards.

**Rapides Parish Assessor
Summary Schedule of Prior Audit Findings
For the year ended December 31, 2021**

Section I – Internal Control and Compliance Material to the Financial Statements

None Reported.

Section II – Internal Control and Compliance Material to Federal Awards

Not applicable.

Section III – Federal Awards Findings and Questioned Costs

There were no federal awards.

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Rapides Parish Assessor and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. Rapides Parish Tax Assessor's management is responsible for those C/C areas identified in the SAUPs.

Rapides Parish Assessor has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2021 through December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

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

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

Finding: The written policies related to budgeting include information on all required elements.

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.

Finding: The written policies related to purchasing include information on all required elements.

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

Finding: The written policies related to disbursements include information on all required elements.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Finding: The written policies related to receipts/collections include information on all required elements.

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

Finding: The written policies related to payroll/personnel include information on all required elements.

- 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.

Finding: The written policies related to contracting include information on all required elements.

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

Finding: The written policies related to credit cards include information on all required elements.

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

Finding: The written policies related to travel and expense reimbursements include information on all required elements.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Finding: The written policies related to ethics include information on all required elements.

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

Finding: The written policies related to debt service include information on all required elements.

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

Finding: The written policies related to information technology disaster recovery/business continuity includes all required elements.

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

Finding: The written policies related to sexual harassment includes all required elements.

Board or Finance Committee

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

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

Finding: Not applicable.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.

Finding: Not applicable.

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

Finding: Not applicable.

Bank Reconciliations

- 3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the

entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

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

Finding: Bank reconciliations observed include evidence they were prepared within 2 months of the related statement closing date.

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

Finding: Bank reconciliations are prepared by a third-party CPA firm that does not handle cash. Each prepared reconciliation is reviewed by management.

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

Finding: Management has researched reconciling items that have been outstanding for more than 12 months.

Collections (excluding electronic funds transfers)

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

Finding: All deposits are processed at a single location.

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

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

Finding: All checks are received through mail. Rapides Parish Assessor does not have cash drawers. This is not applicable.

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

Finding: Employees who receive checks through mail are not responsible for preparing/making bank deposits. All reconciliations are performed by another employee.

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

Finding: Employees who are responsible for receiving checks through mail are not responsible for posting entries to the general ledger or subsidiary ledgers.

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

Finding: Employees responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers are not responsible for collecting cash. Another employee/official always verifies the reconciliation.

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Finding: All employees responsible for collecting checks by mail are covered by an insurance policy for theft. The policy was in effect throughout the entire fiscal year.

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

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

Finding: Receipts are sequentially pre-numbered.

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

Finding: Pre-numbered receipts, system reports, and other related collection documentation were traced to the deposit slips.

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

Finding: Deposit slips totaled to the actual deposits per the bank statement.

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

Finding: Deposit were not made within one business day of receipt at the collection location.

Management's Response: Management will enact policies to ensure that deposits are made within one day of receipt.

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

Finding: Deposits were traced from the bank statement to the general ledger.

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

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

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

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

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

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

Finding: At least two employees are involved in processing and approving payments to vendors.

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

Finding: The employee responsible for processing payments can add/modify vendor files. However, all transactions are reviewed by someone who is not responsible for processing payments.

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

Finding: The employee responsible for processing payments is also responsible for mailing signed checks to vendors, but the Chief Deputy Assessor periodically reviews the vendor files.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

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

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

Finding: All disbursements selected for testing were matched to the related invoice or supporting documentation and indicated the deliverables were received by the entity.

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

Finding: All supporting documentation included evidence of segregation of duties tested under #9.

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

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

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

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

Finding: The monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved by someone other than the authorized card holder.

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

Finding: No finance charges or late fees were assessed on the selected statement.

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

control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Finding: Supporting documentation was available for all transactions subject to testing.

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

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

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Finding: All travel-related reimbursements reimbursed by per diem were within State of Louisiana guidelines.

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

Finding: No reimbursements were made using actual costs.

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

Finding: All reimbursements had supporting documentation of the business purpose.

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

Finding: All reimbursements were approved by someone other than the person receiving reimbursement.

Contracts

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

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

Finding: All of the contracts selected for testing were below the dollar threshold and not subject to the Louisiana Public Bid Law.

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

Finding: All contracts with a cumulative cost of \$5,000 or more during the year were approved by the Assessor per the entity's written policy.

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

Finding: No contracts subject to testing were amended.

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

Finding: All payments selected for testing had proper supporting documentation.

Payroll and Personnel

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

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

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

Finding: Daily attendance and leave were documented for all items subject to testing.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Finding: All attendance and leave documentation was approved by the appropriate supervisor.

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

Finding: Both leave accrued and leave taken were appropriately reflected in the entity's records.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Finding: All paid salaries were agreed to amounts approved by the proper authority.

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

Finding: No termination payments were issued during the year.

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

Finding: Management represented that employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed by the required deadlines.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
 - a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Finding: All employees completed one hour of ethics training during the fiscal year.

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

Finding: There were no changes to the entity's ethics policy during the fiscal period.

Debt Service

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

Finding: The entity does not have any bonds/notes or other debt agreements.

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

Finding: The entity does not have any bonds/notes or other debt agreements.

Fraud Notice

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

Finding: Management represented there were no misappropriations of public funds or assets during the fiscal year.

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

Finding: The required notice was not posted on their website, but is posted on their premises.

Management's Response: Management will post the required Fraud Notice on the Rapides Parish Assessor website.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

Finding: We performed the procedure and discussed the results with management.

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

Finding: We performed the procedure and discussed the results with management.

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

Finding: We performed the procedure and discussed the results with management.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Finding: Each employee selected for testing had documentation of completing at least one hour of sexual harassment training during the year.

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

Finding: The entity does not have its sexual harassment policy posted on their website or premises; however, each employee is given a copy of Employee Rules and Regulations that includes the policies on sexual harassment.

Management's Response: Management will post the sexual harassment policy and complaint procedure on the premises and Rapides Parish Assessor website.

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;

Finding: 100% of employees and board members have completed the training requirements.

- b) Number of sexual harassment complaints received by the agency;

Finding: No sexual harassment complaints were received by the agency.

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

Finding: No sexual harassment complaints were received by the agency.

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

Finding: No sexual harassment complaints were received by the agency.

- e) Amount of time it took to resolve each complaint.

Finding: No sexual harassment complaints were received by the agency.

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

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

This report is intended 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.

Oestriecher & Company

OESTRIECHER & COMPANY
Certified Public Accountants
Alexandria, Louisiana

June 21, 2022