

**CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana**

**Basic Financial Statements  
With Accountant's Review Report  
and Agreed-Upon Procedures Report  
As of and for the Year Ended  
December 31, 2017**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Basic Financial Statements  
With Accountant's Review Report  
and Agreed-Upon Procedures Report  
As of and for the Year Ended  
December 31, 2017

C O N T E N T S

		<u>Page No.</u>
<b>Independent Accountant's Review Report</b>		3
<b>Required Supplemental Information (Part I)</b>		
Management's Discussion and Analysis		6
<b>Basic Financial Statements</b>		
	<u>Statement</u>	<u>Page No.</u>
Government-Wide Financial Statements:		
Statement of Net Position	A	11
Statement of Activities	B	12
Fund Financial Statements:		
Governmental Funds:		
Balance Sheet	C	13
Reconciliation of the Governmental Funds Balance Sheet to The Financial Statement of Net Position		14
Statement of Revenues, Expenditures, and Changes in Fund Balances	D	15
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, And Changes in Fund Balances to the Statement of Activities		16
Notes to the Financial Statements		17

C O N T E N T S (CONTD.)

	<u>Schedule</u>	<u>Page No.</u>
<b>Required Supplemental Information (Part II):</b>		
Budget Comparison Schedule	1	36
Note to Budgetary Comparison Schedule		37
Employee Health Care Plan - Schedule of Funding Progress	2	38
Schedule of Employer's Share of Net Pension Liability	3	39
Schedule of Employer Contributions	4	40
<b>Other Supplemental Schedules (Part III):</b>		
Schedule of Compensation, Benefits and Other Payments to Agency Head	5	42
<b>Accountant's Report on Applying Agreed-Upon Procedures (Part IV)</b>		44
<b>Louisiana Attestation Questionnaire</b>		50

### **Independent Accountant's Review Report**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

I have reviewed the accompanying financial statements of the governmental activities of the Catahoula Parish Assessor, a component unit of the Catahoula Parish Police Jury, as of and for the year ended December 31, 2017, which collectively comprise the assessor's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of Catahoula Parish Assessor. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

The management of Catahoula Parish Assessor is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Accountants Review Report  
December 31, 2017

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 6 through 9 and 36 through 37, the schedule of funding progress for the retiree healthcare plan on page 38, and the schedule of the Assessors' proportionate share of the net pension liability on pages 39 through 40, 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. I have not audited, reviewed, or compiled the required supplementary information and I do not express an opinion or provide any assurance on it.

The schedule of compensation, benefits, and other payments to agency head on page 42 is presented for purposes of additional analysis and is not a required part of the basic financial statements. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.



West Monroe, Louisiana  
April 6, 2018

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

**Management's Discussion and Analysis**  
December 31, 2017

As management of the Catahoula Parish Assessor, I offer readers of the Catahoula Parish Assessor's financial statements this narrative overview and analysis of the financial activities of the Catahoula Parish Assessor for the fiscal year ended December 31, 2017. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the Assessor's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Assessor's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial 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 operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

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

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

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

*Fund financial statements.* A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Catahoula Parish Assessor, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Catahoula Parish Assessor are governmental funds.

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

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

The Catahoula Parish Assessor adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

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

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Catahoula Parish Assessor's performance.

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, liabilities of the Catahoula Parish Assessor exceeded assets by \$17,064. Approximately 100% of the Catahoula Parish Assessor's net position reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the Catahoula Parish Assessor to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

STATEMENT OF NET POSITION  
Governmental Funds

	2017	2016
<b>ASSETS</b>		
Cash and cash equivalents	\$18,254	\$501
Receivables	267,364	279,960
Prepays	2,821	

Capital assets (net of accumulated depreciation)	\$564	\$1,215
<b>TOTAL ASSETS</b>	<u>289,003</u>	<u>281,676</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension related	78,574	97,853
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<u>\$367,577</u>	<u>\$379,529</u>
<b>LIABILITIES</b>		
Accounts payable	\$1,566	\$668
Salaries payable	12,818	16,672
Withholdings payable	1,406	
Net pension liability	84,342	169,898
Net OPEB obligation	205,474	174,433
<b>TOTAL LIABILITIES</b>	<u>305,606</u>	<u>361,671</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension related	79,035	25,617
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	564	1,215
Unrestricted	<u>(17,628)</u>	<u>(8,974)</u>
<b>TOTAL NET POSITION</b>	<u>(17,064)</u>	<u>(7,759)</u>
	<u>\$367,577</u>	<u>\$379,529</u>

#### STATEMENT OF ACTIVITIES

Taxation:	2017	2016
Personal services	\$350,502	\$383,069
Operating services	26,263	35,513
Materials and supplies	8,834	3,061
Travel	13,920	14,439
Depreciation expense	651	651
<b>Total Program Expenses</b>	<u>400,170</u>	<u>436,733</u>
Program revenues - fees, charges and commissions	2,276	3,413
<b>Net Program Expenses</b>	<u>(397,894)</u>	<u>(433,320)</u>
<b>General revenues</b>		
Taxes - ad valorem	306,847	313,406
Intergovernmental revenues:		
Federal In Lieu of Taxes	1,041	
State grant - state revenue sharing	15,949	16,645
Interest earnings	149	135
Other revenues	64,603	88,202
<b>Total general revenues</b>	<u>388,589</u>	<u>418,388</u>
Change in Net Position	(9,305)	(14,932)
Net Position - Beginning of year	<u>(7,759)</u>	<u>7,173</u>
Net Position - End of year	<u>(\$17,064)</u>	<u>(\$7,759)</u>

### Financial Analysis of the Government's Funds

As noted earlier, the Catahoula Parish Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is

useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2017, the general fund's governmental fund balances of \$272,649 showed an increase of \$9,528 over December 31, 2016.

### **General Fund Budgetary Highlights**

The difference in revenues was due to an increase in ad valorem taxes and interest earnings and a decrease in fees, charges and commissions. The differences in expenditures of the original budget and final budget were due to an increase in personal services and related benefits and decreases in operating services, materials and supplies and travel and other charges.

### **Capital Asset and Debt Administration**

**Capital assets.** The Catahoula Parish Assessor's investment in capital assets for its governmental activities as of December 31, 2017, amounts to \$564 (net of accumulated depreciation). This investment includes equipment. There were no increases or decreases in capital assets for the year.

**Long-term debt.** The Catahoula Parish Assessor contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the assessor's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at December 31, 2017 is \$205,474. Net pension liability is \$84,342 at December 31, 2017.

### **Requests for Information**

This financial report is designed to provide a general overview of the Catahoula Parish Assessor's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Catahoula Parish Assessor, P.O. Box 570, Harrisonburg, LA 71340.

April 6, 2018

**BASIC FINANCIAL STATEMENTS**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

STATEMENT OF NET POSITION  
December 31, 2017

<b>ASSETS</b>	
Cash and cash equivalents	\$18,254
Receivables	267,364
Prepays	2,821
Capital assets (net of accumulated depreciation)	<u>564</u>
TOTAL ASSETS	<u>289,003</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Pension related	<u>78,574</u>
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	<u><u>\$367,577</u></u>
<b>LIABILITIES</b>	
Accounts payable	\$1,566
Salaries payable	12,818
Withholdings payable	1,406
Net pension liability	84,342
Net OPEB obligation	<u>205,474</u>
TOTAL LIABILITIES	305,606
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension related	79,035
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	564
Unrestricted	<u>(17,628)</u>
TOTAL NET POSITION	<u>(17,064)</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u><u>\$367,577</u></u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

STATEMENT OF ACTIVITIES  
December 31, 2017

Taxation:	
Personal services	\$350,502
Operating services	26,263
Materials and supplies	8,834
Travel	13,920
Depreciation expense	651
Total Program Expenses	<u>400,170</u>
Program revenues - Fees, charges, and commissions for services	<u>2,276</u>
Net Program Expenses	(397,894)
General revenues:	
Taxes - ad valorem	306,847
Intergovernmental:	
In Lieu of Taxes	1,041
State Revenue Sharing	15,949
Interest earned	149
Other revenues	<u>64,603</u>
Total General Revenues	<u>388,589</u>
Change in Net Position	(9,305)
Net Position - Beginning of year	<u>(7,759)</u>
Net Position - End of year	<u><u>(\$17,064)</u></u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, December 31, 2017

<b>ASSETS</b>	
Cash and cash equivalents	\$18,254
Receivables	267,364
Prepays	<u>2,821</u>
TOTAL ASSETS	<u>\$288,439</u>
<b>LIABILITIES AND FUND EQUITY</b>	
Liabilities:	
Accounts payable	\$1,566
Salaries payable	12,818
Withholdings payable	<u>1,406</u>
Total liabilities	15,790
Fund Equity - fund balances - unassigned	<u>272,649</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$288,439</u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Reconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Position

For the Year Ended December 31, 2017

Total Fund Balances at December 31, 2017 - Governmental Funds (Statement C)		<u>\$272,649</u>
Deferred outflows of resources		78,574
Cost of capital assets at December 31, 2017	\$89,395	
Less: Accumulated depreciation as of December 31, 2017	<u>(88,831)</u>	564
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net pension liability		(205,474)
Net OPEB obligation		(84,342)
Deferred inflows of resources		<u>(79,035)</u>
Net Position at December 31, 2017 (Statement A)		<u><u>(\$17,064)</u></u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures,  
and Changes in Fund Balances

For the Year Ended December 31, 2017

**REVENUES**

Taxes - ad valorem	\$306,847
Intergovernmental revenues:	
Federal In Lieu of Taxes	1,041
State revenue sharing	15,949
Fees, charges, and commissions for services	2,276
Use of money and property - interest earnings	149
Other revenues	999
Total revenues	<u>327,261</u>

**EXPENDITURES**

## Current:

## General government - taxation:

Personal services	268,716
Operating services	26,263
Materials and supplies	8,834
Travel and other charges	13,920
Total expenditures	<u>317,733</u>

**EXCESS OF REVENUES OVER EXPENDITURES** 9,528

**FUND BALANCES AT BEGINNING OF YEAR** 263,121

**FUND BALANCES AT END OF YEAR** \$272,649

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Reconciliation of Governmental Funds  
Statement of Revenue, Expenditures, and Changes  
in Fund Balances to the Statement of Activities

For the Year Ended December 31, 2017

Total net change in fund balances - governmental funds (Statement D)	\$9,528
Amounts reported for governmental activities in the Statement of Activities are different	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	(651)
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	(31,041)
Non-employer contributions to cost-sharing pension plan	63,604
Pension expense	<u>(50,745)</u>
Change in net position of governmental activities (Statement B)	<u><u>(\$9,305)</u></u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended December 31, 2017

**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 officially and pecuniarily responsible for the actions of the deputies.

At December 31, 2017, there are 9,654 real, movable, and public service assessment listings totaling \$53,900,364. The total taxable valuation decreased by \$188,873.

The accompanying financial statements of the Catahoula Parish Assessor have been prepared in conformity with U.S. 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 accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June, 1999.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Catahoula Parish Police Jury is the financial reporting entity for Catahoula Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Catahoula Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

## CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

### Notes to the Financial Statements (Continued)

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

Because the police jury maintains and operates the parish courthouse in which the assessor's office is located and provides partial funding for equipment, furniture and supplies of the assessor's office, the assessor was determined to be a component unit of the Catahoula 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 Catahoula Parish financial reporting entity.

#### **B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

The assessor's basic financial statements include both government-wide (reporting the assessor as a whole) and fund financial statements (reporting the assessor's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the assessor are classified as governmental.

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the assessor.

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net position are reported in three parts; invested in capital assets, net of any related debt; restricted net position; and unrestricted net position. The assessor first uses restricted resources to finance qualifying activities.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the assessor's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the assessor's general revenues.

**Allocation of Indirect Expenses** - The assessor reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

### C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the assessor are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the assessor. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. The assessor's current operations require the use of only governmental funds. The governmental fund type used by the assessor is described as follows:

### **Governmental Fund Type**

**General Fund** - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the assessor and 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.

### **D. BASIS OF ACCOUNTING**

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

#### **1. Accrual:**

The governmental type activities 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.

#### **2. Modified Accrual:**

The governmental fund financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due when the tax roll is filed with the recorder of mortgages and become delinquent on December 31. Ad valorem taxes are generally collected in November and December of the current year and January and February of the ensuing year.

Compensation from taxing bodies is recorded in the year the ad valorem taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The compensation is generally collected in December of the current year and January of the ensuing year.

Fees for preparing tax rolls are recorded in the year prepared.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, compensation from taxing bodies, and fees for preparing tax rolls have been treated as susceptible to accrual.

**Expenditures**

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

**E. CASH AND CASH EQUIVALENTS**

Under state law, the assessor may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2017, the assessor has cash and cash equivalents (book balances) totaling \$18,254.

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

CATAHOULA PARISH ASSESSOR  
 Harrisonburg, Louisiana  
 Notes to the Financial Statements (Continued)

bank that is mutually acceptable to both parties. Cash (bank balances) at December 31, 2017, total \$23,668 and are fully secured by federal deposit insurance.

**F. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The assessor maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the assessor, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

**G. ANNUAL AND SICK LEAVE**

All employees are granted two to three weeks of non-cumulative vacation leave each year, depending on length of service. Sick leave is granted on an individual basis with proper documentation of actual illness. At December 31, 2017, there are no accumulated and vested benefits relating to vacation and sick leave which require accrual or disclosure.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually taken.

**H. RISK MANAGEMENT**

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the assessor maintains commercial insurance policies covering his automobile, professional liability and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2017.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

**I. PENSION PLANS**

The Catahoula Parish Tax Assessors’s Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan’s fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

**2. PRINCIPAL TAXPAYERS**

The following are the principal taxpayers for the parish and their 2017 assessed valuation (amounts expressed in thousands):

	2017 Assessed Valuation	Per cent of Total Assessed Valuation
Concordia Electric Coop, Inc	\$1,667	3.09%
Entergy Louisiana, LLC	1,184	2.20%
Columbia Gulf Transmission	957	1.78%
Catahoula Correctional	765	1.42%
Southern Heritage Bank	688	1.28%
Bellsouth Telecommunications	606	1.12%
Crop Production Service	532	0.99%
Tennessee Gas Pipeline Co	446	0.83%
Placid Refining Company	395	0.73%
Red Mountain Timberco	335	0.62%
Total	<u>\$7,575</u>	<u>14.05%</u>

**3. RECEIVABLES**

The General Fund receivables of \$267,364 at December 31, 2017, are as follows:

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

<u>Class of Receivables</u>	
Taxes - Ad valorem	\$254,700
Intergovernmental revenue - state revenue sharing (net)	10,633
Fees, charges and commissions for services	<u>2,031</u>
Total	<u><u>\$267,364</u></u>

**4. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, January 1, 2017	\$89,395
Additions	NONE
Deletions	<u>NONE</u>
Balance, December 31, 2017	89,395
Less accumulated depreciation	<u>(88,831)</u>
Net Capital Assets	<u><u>\$564</u></u>

**5. NOTE DISCLOSURES AND REQUIRED SUPPLEMENTARY INFORMATION FOR A COST-SHARING EMPLOYER**

The Louisiana Assessor's Retirement System (system) 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 in the state of Louisiana, under the provisions of Louisiana Revised Statute 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.

*Summary of Significant Accounting Policies.*

The Fund prepares its employer schedules in accordance with Governmental Accounting Statement No. 68 - *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service. It also provides methods to calculate participating employer's proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows.

## CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

Notes to the Financial Statements (Continued)

The Fund's employer schedules were prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed.

### *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 relate 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.

### *Plan Description.*

The Louisiana Assessors' Retirement and Relief Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. Title 11:1401 for eligible employees of the assessors' office. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

The Louisiana Assessors' Retirement Fund and Subsidiary has issued a stand-alone audit report on their financial statements. Access to the report can be found on the Louisiana Legislative Auditor's website, [www.lia.la.gov](http://www.lia.la.gov), or by contacting the Louisiana Assessors' Retirement fund, Post Office Box 14699, baton Rouge, Louisiana 70898.

### *Plan Benefits*

#### *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 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

## CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

### Notes to the Financial Statements (Continued)

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

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

#### *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 credible 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 credible 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 marriage.

#### *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 benefits shall be the lesser of 1) a sum equal to the greatest of 45% of final average compensation or the members' accrued retirement benefit at the time of termination of employment due to disability or 2) the retirement benefit which would be payable assuming continued service 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

## CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

### Notes to the Financial Statements (Continued)

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 earliest normal retirement date.

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

In lieu of receiving a normal retirement benefit pursuant to R.S. 11:1421 through 1423, an eligible member of the Fund may elect to retire and have their benefits structured, calculated, and paid as provided in this section. An active, contribution 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. 11:14568.2.

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.

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.

#### *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%

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

of the members' earnings for the year ended September 30, 2017. The fund also received one-fourth of one percent of the property taxes assessed in each parish of the state as well as a state revenue sharing appropriation.

*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 \$84,342 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. The Assessors' proportion of the net pension liability was based on a projection of the Assessors' long-term share of contributions to the pension plan relative to the projected contributions of all participating assessors', actuarially determined. At September 30, 2017, the Assessors' proportion was 0.4807 percent, which was a decrease of 0.001 from its proportion measured as of September 30, 2016.

For the year ended December 31, 2017, the Assessor recognized pension expense of \$20,047 plus difference in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$50,745. Total pension expense for the Assessor for the year ended December 31, 2017 was \$70,792

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Beginning balance	\$102,398	\$30,162
Change in system deferred outflows and inflows of resources	(22,755)	41,593
Differences between Assessor contributions and proportionate share of contributions		109
Changes in proportionate share		7,171
Contributions for measurement period	(21,116)	
Assessor contributions subsequent to the measurement date	20,047	
Total	\$78,574	\$79,035

\$20,047 reported as deferred outflows of resources related to pensions resulting from the Assessors' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

Year ended December 31:	
2018	\$16,586
2019	20,880
2020	(14,635)
2021	(10,466)
2022	4,705

**Actuarial assumptions.** The total pension liability in the September 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	5.75% (Including inflation and merit increases)
Investment rate of return	6.75%, net of investment expense

Active member mortality rates were based on the RP-2000 Employee Table set back four years for males and three years for females. Disabled Lives Mortality rates were based on the RP-2000 disabled Lives Mortality Tables set back five years for males and three years for females.

The discounted rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined 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 those assumptions and the other assumptions the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

The long-term expected rate of return on pension plan investments was determined using a building block method.

***Sensitivity of the Assessors' proportionate share of the net pension liability to changes in the discount rate.***

The following presents the net pension liability of the fund calculated using the discount rate of 6.75%, as well as what the funds pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

	1% Decrease (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
Assessors' proportionate share of the net pension liability	\$286,007	\$84,342	(\$88,538)

**6. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

*Plan Description.* The Catahoula Parish Tax Assessor's medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement.

Employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service.

Dental insurance coverage is provided to retirees. The employer pays 100% of the cost of the dental insurance for the retirees but not for dependents. We have used the unblended rates provided. All of the assumptions used for the valuation of the medical benefits have been used for dental insurance except for the trend assumption: zero trend was used for dental insurance.

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 it is based on the blended rate. 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.

*Funding Policy.* Until 2011, the Catahoula Parish Tax Assessor recognized the cost of providing post-employment medical and life insurance benefits (the Catahoula Parish Tax 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 Catahoula Parish Assessor's portion of health care and life insurance funding cost for retired employees totaled \$7,541 and \$6,982, respectively.

CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

Notes to the Financial Statements (Continued)

Effective January 1, 2011, the Catahoula Parish Tax 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 P50). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

**Annual Required Contribution.** The Catahoula 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:

	<u>2017</u>	<u>2016</u>
Normal cost	\$27,104	\$26,061
30-year UAL amortization amount	<u>14,588</u>	<u>14,027</u>
Annual required contribution (ARC)	<u>\$41,692</u>	<u>\$40,088</u>

**Net Post-Employment Benefit Obligation (Asset)** - The table below shows the Catahoula Parish Tax Assessor's Net Other Post-employment Benefit (OPEB) Obligation for fiscal year ending December 31:

	<u>2017</u>	<u>2016</u>
Beginning Net OPEB Obligation	\$174,433	\$143,892
Annual required contribution	41,692	40,088
Interest on net OPEB obligation	6,977	5,756
Adjustment to annual required contribution	<u>(10,087)</u>	<u>(8,321)</u>
Annual OPEB cost (expense)	38,582	37,523
Contributions made	<u>(7,541)</u>	<u>(6,982)</u>
Change in Net OPEB Obligation	31,041	30,541
Net OPEB obligation at end of year	<u>\$205,474</u>	<u>\$174,433</u>

The following table shows the Catahoula Parish Assessor's annual post employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post employment benefits (PEB) liability for last year and this year:

	<u>Annual OPEB</u>	<u>Percentage of</u>	<u>Net OPEB</u>
<u>Fiscal Year Ended</u>	<u>Cost</u>	<u>Annual Cost</u>	<u>Liability</u>
December 31, 2017	\$ 38,581	19.54%	\$ 205,474
December 31, 2016	\$ 37,522	18.61%	\$ 174,433

CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

Notes to the Financial Statements (Continued)

**Funded Status and Funding Progress.** In 2017 and 2016, the Catahoula Parish Tax Assessor made no contributions to its post employment benefits plan. The plan is not funded, has no assets, and hence has a funded ration of zero. Based on the January 1, 2017 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year December 31, 2017 was \$262,336 which is defined as that portion, as determined by a particular actuarial cost method (the Catahoula Parish Tax Assessor used 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.

	<u>2017</u>	<u>2016</u>
Actuarial Accrued Liability (AAL)	\$262,336	\$252,246
Actuarial Value of Plan Assets (AVP)	NONE	NONE
Unfunded Act. Accrued Liability (UAAL)	\$262,336	\$252,246
Funded Ratio (AVP/AAL)	0.00%	0.00%
Covered Payroll (active plan members)	206,601	196,350
UAAL as a percentage of covered payroll	<u>126.98%</u>	<u>128.47%</u>

**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 Catahoula Parish Tax Assessor and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the Catahoula Parish Tax 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 Catahoula Parish Tax 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.

CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

Notes to the Financial Statements (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** - Employee turnover has been assumed to be zero.

**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, was used. This is a 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 and after 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 and 80% of the blended rate after Medicare eligibility.

**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.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (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.

**7. LITIGATION AND CLAIMS**

The Catahoula Parish Assessor is not involved in any litigation at December 31, 2017, nor is he aware of any unasserted claims.

**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
For the Year Ended December 31, 2017

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Taxes - ad valorem	\$306,000	\$318,000	\$306,847	(\$11,153)
Intergovernmental-state funds:				
State revenue sharing	16,000	16,431	15,949	(482)
In lieu of taxes	700	1,041	1,041	
Fees, charges, and commissions for services	3,580	2,283	2,276	(7)
Use of money and property -				
Interest earnings		145	149	4
Other revenues			999	999
Total revenues	<u>326,280</u>	<u>337,900</u>	<u>327,261</u>	<u>(10,639)</u>
<b>EXPENDITURES</b>				
Current:				
General government - taxation:				
Personal services and related benefits	263,247	292,707	268,716	23,991
Operating services	51,110	31,317	26,263	5,054
Materials and supplies	4,350	1,771	8,834	(7,063)
Travel and other charges	17,429	2,000	13,920	(11,920)
Capital outlay	4,000	4,000		4,000
Total expenditures	<u>340,136</u>	<u>331,795</u>	<u>317,733</u>	<u>14,062</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(13,856)	6,105	9,528	3,423
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>275,000</u>	<u>309,500</u>	<u>263,121</u>	<u>(46,379)</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$261,144</u>	<u>\$315,605</u>	<u>\$272,649</u>	<u>(\$42,956)</u>

See accompanying note to budgetary comparison schedule.

Catahoula Parish Assessor  
Harrisonburg, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the assessor.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and subsequent amendments.

**Catahoula Parish Assessor  
Employee Health Care Plan  
December 31, 2017**

**Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
December 31, 2010	\$0	\$404,433	\$404,433	0.00%	\$173,676	232.87%
December 31, 2013	\$0	\$224,687	\$224,687	0.00%	\$183,884	122.19%
December 31, 2016	\$0	\$252,246	\$252,246	0.00%	\$196,350	128.47%

Note:

Generally accepted governmental accounting principles (GASB Codification P50.131-132) require that the schedule present information from the last three actuarial valuations.

**Catahoula Parish Assessor**  
**Schedule of Employer's Share of Net Pension Liability**  
**December 31, 2017**

Actuarial Valuation Date	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer'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
September 30, 2015	0.498978%	\$261,127	\$196,038	133.20%	85.57%
September 30, 2016	0.481476%	\$169,898	\$211,016	80.51%	90.68%
September 30, 2017	0.480639%	\$84,342	\$211,016	39.97%	95.61%

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

**Catahoula Parish Assessor  
Schedule of Employer Contributions  
December 31, 2017**

Actuarial Valuation Date	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
September 30, 2015	\$26,465	\$26,465	\$0	\$196,038	13.50%
September 30, 2016	\$26,641	\$26,641	\$0	\$211,016	12.63%
September 30, 2017	\$20,047	\$20,047	\$0	\$211,016	9.50%

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

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, LouisianaSchedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended December 31, 2017

MATT TAYLOR, ASSESSOR

PURPOSE	AMOUNT
Salary	\$131,796
Expense allowance	13,180
Benefits-insurance	17,563
Benefits-retirement	13,773
Benefits-medicare	4,204
Registration fees	525
Housing and lodging	597
Association dues	2,817
Other - surety bonds	100

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

The following independent accountant's report on applying agreed upon procedures is presented in compliance with the requirements of *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

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

**CATAHOULA PARISH ASSESSOR**

Harrisonburg, Louisiana

I have performed the procedures enumerated below, which were agreed to by the Catahoula Parish Assessor and the Legislative Auditor, on the Assessors compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2017, as required by Louisiana Revised Statute and the Louisiana Governmental Audit Guide. Management of the Catahoula Parish Assessor is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of the procedures is solely the responsibility of the specified parties. Consequently, I make no representation regarding the sufficiency of the procedures enumerated 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:

**Public Bid Law**

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, or public works exceeding \$154,450. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

A review was made of all disbursement journals for the year. That review disclosed no expenditures during the period under examination for materials and supplies exceeding \$30,000, and no expenditures were disclosed for public works exceeding \$154,450.

**Code of Ethics for Public Officials and Public Employees**

2. Obtain from management a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the code of ethics).

Management provided me with the required list including the noted information.

CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

Independent Accountant's Report on  
Applying Agreed Upon Procedures,  
December 31, 2017

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided me with the required list.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the contracted parties included on the list provided by management in agreed-upon procedure 3 above appeared on the list provided by management in agreed-upon procedure 2 above.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

### **Budgeting**

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget and amendment.

7. Trace the documentation for the adoptions of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

I traced the adoption of the original budget to proper documentation and the one budget amendment to proper documentation.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceed budgeted amounts by 5% or more.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted amounts by 5% or more, and actual expenditures did not exceed budgeted amounts by 5%.

CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

Independent Accountant's Report on  
Applying Agreed Upon Procedures,  
December 31, 2017

**Accounting and Reporting**

9. Obtain the list of all disbursements made during the fiscal year. Randomly selected 6 disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:
- (a) Report whether the six disbursements agree to the total amount and the payee in the supporting documentation.
  - (b) Report whether the six disbursements were coded to the correct fund and general ledger account.
  - (c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

An examination of six randomly selected disbursements disclosed the following:

- (a) The six selected disbursements were for the proper amount as reflected on supporting documentation and were made to the correct payee.
- (b) The six payments were coded to the correct fund and general ledger account.
- (c) Inspection of supporting documentation for the six disbursements indicated all of the disbursements had approval from the assessor.

**Meetings**

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the opening meetings law) and report whether there are any exceptions.

I inquired of management whether agendas for meetings were posted at the meeting place at least twenty-four hours prior to the meeting. Management stated that agendas were posted and a copy is retained with the minutes. From examination of these notices I determined that the date and time of posting is written on the notice to indicate compliance.

**CATAHOULA PARISH ASSESSOR**

Harrisonburg, Louisiana

Independent Accountant's Report on  
Applying Agreed Upon Procedures,  
December 31, 2017

**Debt**

11. Obtain bank deposits for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

I inspected all deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness. Discussion with assessor also disclosed no debt proceeds.

**Advances and Bonuses**

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

A review of the assessor's files for the year indicated no approval for payment of bonuses, advances, or gifts. I also inspected disbursements journals for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

**State Audit Law**

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Assessor's report was due by June 30, 2018, and was submitted April 6, 2018.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1A(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The Assessor did not enter into any contracts during the test period.

**Prior-Year Comments**

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

CATAHOULA PARISH ASSESSOR

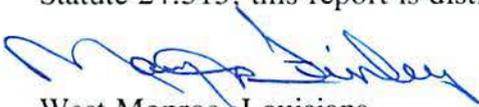
Harrisonburg, Louisiana

Independent Accountant's Report on  
Applying Agreed Upon Procedures,  
December 31, 2017

Our prior year report, dated April 8, 2017, did not include any suggestions, exceptions, recommendations, or comments.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United State Comptroller General. I am not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion or conclusion, respectively, on the assessor's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, or other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Assessor's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Legislative Auditor as a public document.



West Monroe, Louisiana  
April 6, 2018

## Louisiana Attestation Questionnaire

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the questionnaire.

Mary Jo Finley, CPA, Inc.  
116 Professional Drive  
West Monroe, LA 71291

Mary Jo Finley, CPA, Inc.,

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2017 and the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, I make the following representations to you.

These representations are based on information available to me as of April 6, 2018.

#### **PUBLIC BID LAW**

1. It is true that I have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes  No  N/A

#### **CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

2. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1124.

Yes  No  N/A

3. It is true no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980 under circumstances which would constitute a violation of R.S. 42:1119.

Yes  No  N/A

## BUDGETING

4. I have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No  N/A

## ACCOUNTING AND REPORTING

5. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No  N/A

6. I have filed my annual financial statements in accordance with R.S. 24:514, and 33:463 were applicable.

Yes  No  N/A

7. I have had my financial statements reviewed in accordance with R.S. 24:513.

Yes  No  N/A

8. I did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1A(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes  No  N/A

9. I have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes  No  N/A

## MEETINGS

10. I have complied with the provisions of the Open Meetings Law, R.S. 42:11 through 42:28.

Yes  No  N/A

**DEBT**

11. It is true I have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have I entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60 - 1410:65.

Yes [ X ] No [ ] N/A [ ]

**ADVANCES AND BONUSES**

12. It is true I have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [ X ] No [ ] N/A [ ]

**PRIOR-YEAR COMMENTS**

13. I have resolved all prior-year recommendations and/or comments.

Yes [ X ] No [ ] N/A [ ]

**GENERAL**

14. I am responsible for my compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [ X ] No [ ] N/A [ ]

15. I have evaluated my compliance with these laws and regulations prior to making these representations.

Yes [ X ] No [ ] N/A [ ]

16. I have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes [ X ] No [ ] N/A [ ]

17. I have made available to you all records that I believe are relevant to the foregoing agreed-upon procedures.

Yes  No  N/A

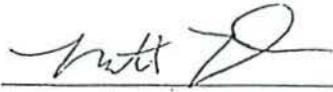
18. I have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible non compliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes  No  N/A

19. I will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of my report.

Yes  No  N/A

The previous responses have been made to the best of my belief and knowledge.

  
\_\_\_\_\_  
Assessor

April 6, 2018  
Date