

**RAPIDES PARISH ASSESSOR  
ALEXANDRIA, LOUISIANA**

**December 31, 2018**

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## Independent Auditor's Report

Rapides Parish Assessor  
Alexandria, Louisiana

### **Report on the Financial Statements**

We have audited the accompanying 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, 2018, 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.

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

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

### **Auditor's Responsibility**

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

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



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

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and the major fund of the Rapides Parish Assessor as of December 31, 2018, and for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Change in Accounting Policy**

As discussed in Note 1, 6, and 8 to the financial statements, the Assessor adopted new guidance in Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, schedules of pension information and other postemployment benefit information on pages 31-33 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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 historical context. Our opinion on the basic financial statements is not affected by this missing information.

#### *Other 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 included on page 35 is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the 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 financial statements as a whole.

*Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2019, 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 25, 2019

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**Rapides Parish Assessor  
Statement of Net Position  
December 31, 2018**

	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b><u>Assets</u></b>			
Cash and cash equivalents	\$ 2,044,337	\$ -	\$ 2,044,337
Receivables	1,542,898	-	1,542,898
Prepaid expenses	13,255	-	13,255
Capital assets, net of accumulated depreciation	73,224	-	73,224
<b>Total assets</b>	<b>3,673,714</b>	<b>-</b>	<b>3,673,714</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>1,215,847</b>	<b>-</b>	<b>1,215,847</b>
<b><u>Liabilities</u></b>			
<b>Current liabilities</b>			
Accounts payable	5,091	-	5,091
<b>Total current liabilities</b>	<b>5,091</b>	<b>-</b>	<b>5,091</b>
<b>Long term liabilities</b>			
Other postemployment benefits	4,302,131	-	4,302,131
Pension liability	395,338	-	395,338
<b>Total liabilities</b>	<b>4,702,560</b>	<b>-</b>	<b>4,702,560</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>999,649</b>	<b>-</b>	<b>999,649</b>
<b><u>Net Position</u></b>			
Net investment in capital assets	73,224	-	73,224
Unrestricted net position	(885,872)	-	(885,872)
Restricted net position	-	-	-
<b>Total net position</b>	<b>\$ (812,648)</b>	<b>\$ -</b>	<b>\$ (812,648)</b>

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, 2018**

	<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</u>		
					<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<b>GOVERNMENTAL ACTIVITIES</b>							
<b>Primary Government</b>							
Governmental activities							
General fund	\$1,987,045	\$ 1,753,902	\$ -	\$ -	\$ (233,143)	\$ -	\$ (233,143)
Total governmental activities	<u>1,987,045</u>	<u>1,753,902</u>	<u>-</u>	<u>-</u>	<u>(233,143)</u>	<u>-</u>	<u>(233,143)</u>
Total primary government	<u>\$1,987,045</u>	<u>\$ 1,753,902</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (233,143)</u>	<u>\$ -</u>	<u>\$ (233,143)</u>
		General revenues:					
						10,104	
						42,226	
						<u>52,330</u>	
						<u>\$ (180,813)</u>	
						<u>(631,835)</u>	
						<u>\$ (812,648)</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, 2018**

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	<u>General Fund</u>
<b><u>Assets</u></b>	
Cash	\$ 2,044,337
Receivables	
Ad valorem taxes receivable	1,541,132
Interest receivable	1,766
Prepaid expenses	<u>13,255</u>
<b>Total assets</b>	<b><u>\$ 3,600,490</u></b>
<b><u>Liabilities and fund balance</u></b>	
<b>Liabilities:</b>	
Accounts payable	<u>\$ 5,091</u>
<b>Total liabilities</b>	<u>5,091</u>
<b>Fund balance:</b>	
Restricted	-
Unassigned	<u>3,595,399</u>
<b>Total fund balances</b>	<u>3,595,399</u>
<b>Total liabilities and fund balances</b>	<b><u>\$ 3,600,490</u></b>

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, 2018**

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Total fund balance-total governmental funds		\$ 3,595,399
Amounts reported for <i>governmental activities</i> in the statement of net assets are different because:		
Capital assets of \$375,916 net of accumulated depreciation of (\$302,692), are not financial resources and, therefore, are not reported in the funds.	\$ 73,224	
Pension liability not reported in the fund financial statements	(395,338)	
Postemployment benefit liability not reported in the fund financial statements	(4,302,131)	
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	1,215,847	
The deferred inflows of contributions for the pension obligation are not available resources, and therefore, are not reported in the fund financial statements	<u>(999,649)</u>	
		<u>(4,408,047)</u>
Net position of governmental activities		<u><u>\$ (812,648)</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, 2018**

	<b>General Fund</b>
<b>Revenues:</b>	
Millage revenue	\$ 1,698,279
State revenue sharing	55,623
Interest revenue	10,104
Other revenue	42,226
<b>Total revenues</b>	1,806,232
<b>Expenditures:</b>	
<b>Current:</b>	
Personal services and benefits	1,417,507
Operating services	50,957
Material and supplies	172,637
Travel and other charges	45,662
Capital outlay	48,625
<b>Total expenditures</b>	1,735,388
<b>Excess (deficiency) of revenues over expenditures</b>	70,844
<b>Fund balances, beginning</b>	3,524,555
<b>Fund balances, ended</b>	\$ 3,595,399

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, 2018**

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Net changes in fund balance-total governmental funds	\$	70,844
Amounts reported for <i>governmental activities</i> 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	\$	48,625
Depreciation expense	<u>(21,670)</u>	26,955
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	(291,578)	
Pension expense	<u>12,966</u>	<u>(278,612)</u>
Change in net assets of governmental activities		<u><u>\$ (180,813)</u></u>

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

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

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

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a 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, 2018**

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, 2018**

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, 2018**

**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, 2018, 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, 2018**

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.

**New Pronouncements** – During the year ended December 31, 2018, the Assessor implemented GASB Statement No. 75, “*Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions*” which replaces the requirements of GASB Statement No. 45. This Statement requires governments to report a liability on the face of the financial statements for the OPEB that they provide: governments that are responsible only for OPEB liabilities related to their own employees and that provide OPEB through a defined benefit OPEB plan administered through a trust that meets specified criteria will report a net OPEB liability, governments that participate in a cost-sharing OPEB plan that is administered through a trust that meets the specified criteria will report a liability equal to their proportionate share of the collective OPEB liability for all entities participating in the cost-sharing plan, and governments that do not provide OPEB through a trust that meets specified criteria will report the total OPEB liability to their employees. The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2017. Implementation of this Statement required the restatement of net position as of December 31, 2017 for the cumulative unfunded actuarial liability as described in Note 8.

**2. CASH**

As of December 31, 2018, cash and cash equivalents totaled \$2,044,337, of which all is classified as unassigned. Cash balances are insured to Federal Deposit Insurance Corporation limits. As of December 31, 2018, the Rapides Parish Assessor's bank balance of \$2,053,746 was not exposed to custodial credit risk in that \$3,610,794 was collateralized by securities held by the pledging bank in the Assessor's name.

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

**3. CAPITAL ASSETS:**

Capital asset activity for the year ended December 31, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Equipment	\$ 328,730	\$ 48,625	\$ (1,439)	\$ 375,916
Accumulated depreciation	<u>(282,461)</u>	<u>(21,670)</u>	<u>1,439</u>	<u>(302,692)</u>
Capital assets, net	<u>\$ 46,269</u>			<u>\$ 73,224</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 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.

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

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 for the year ended September 30, 2018.

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 direct employer actuarially required contribution for the fiscal year ended September 30, 2018 is 5.24%, the actual employer contribution rate for the fiscal year ended September 30, 2018 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 \$72,415 for the year ended December 31, 2018.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: At December 31, 2018, the Assessor reported a liability of \$395,338 for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension liability was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employer's, actuarially determined. At September 30, 2018, the Assessor's proportion was 2.033591%, which was an increase of 0.045531% from its proportion measured as of September 30, 2018.

Changes in the net pension 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

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

number of years. For the year ended December 31, 2018, the Assessor recognized \$59,449 in pension expense.

At December 31, 2018, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows Of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 29,830	\$ 180,999
Change of assumptions	507,302	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	207,383	617,370
Net differences between projected and actual earnings on plan investments	-	201,280
Contributions subsequent to the measurement date	<u>72,415</u>	<u>-</u>
Total	<u>\$ 816,930</u>	<u>\$ 999,649</u>

Deferred outflows of resources of \$72,415 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, 2019. Other amounts reported as deferred outflow of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended <u>December 31</u>	
2018	\$ 18,615
2019	(112,236)
2020	(88,998)
2021	(32,196)
2022	<u>(40,316)</u>
	<u>\$ (255,131)</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>.

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

**Actuarial Methods and Assumptions:** The current year actuarial assumptions utilized for this report are based on the assumptions used in the September 30, 2018 actuarial finding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009 – June 30, 2014, 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)	6.25%, net of pension plan investment expense, including inflation
Inflation Rate	2.20%
Salary Increases	5.75%
Annuitant and Beneficiary Mortality	RP 2000 Healthy Annuitant Table, set forward one year and projected to 2030 for males and females
Active Member Mortality	RP -2000 Employee Table set back four years for males and three years for females
Disabled Lives Mortality	RP-2000 Disabled Lives Mortality Tables set back five years for males and three years for females

**Discount Rate:** The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment 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, 2018, are summarized in the following table.

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return for 2017</u>
Domestic equity	7.50%
International equity	8.50%
Domestic bonds	2.50%
International bonds	3.50%
Real estate	4.50%
Alternative Assets	6.24%

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

The long-term expected rate of return selected for this report by the Fund was 6.25%. The projection of cash flows used to determine the discount rate assumes that contributions from 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 6.25%.

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

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

	1% Decrease 5.25%	Current Discount Rate 6.25%	1% Increase 7.25%
Net Pension Liability	<u>\$ 1,329,689</u>	<u>\$ 395,338</u>	<u>\$ (405,133)</u>

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

**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.

**Funding Policy:** Health claims for active and retired participants are processed through Gilsbar, 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.

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

Employees Covered by Benefit Terms: At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefit payments	8
Inactive employees entitled to but not yet receiving benefit payments	4
Active employees	<u>17</u>
 Total	 <u>29</u>

**Total OPEB Liability:** The Assessor's total OPEB liability of \$4,302,131 was measured as of December 31, 2018, and was determined by an actuarial valuation as of January 1, 2018.

	<u>December 31,</u>	
	<u>2018</u>	<u>2017</u>
Total OPEB liability	<u>\$4,302,131</u>	<u>\$3,611,636</u>
Covered Payroll	<u>935,328</u>	<u>864,080</u>
Total OPEB liability as a % of covered payroll	<u>459.96%</u>	<u>417.97%</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.

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

Measurement Date	December 31, 2018
Actuarial Valuation Date	January 1, 2018
Actuarial Assumptions:	
Inflation Rate	2.30%
Salary Increases	3.00%

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

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 4.00%, decreasing to an ultimate rate of 3.90%
Medicare Supplement	Initially 4.70%, decreasing to an ultimate rate of 3.90% (Reflects the ACA excise tax effective 2022)
Dental	3.41%

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 December 31, 2018 Bond Buyer Obligation 20 Year Bond Municipal Index.

**Mortality Rate:**

Healthy Retirement: Sex distinct RP-2014 Total Dataset Mortality with separate employee, healthy annuitant rates, projected generationally using scale MP-2017.

Disability Retirement: Sex distinct RP-2014 Total Dataset Mortality with separate employee, disabled annuitant rates, projected generationally using scale MP-2017.

The actuarial assumptions used in the December 31, 2018 valuation were based on those used in the Assessor's valuation and actuarial experience.

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

**Changes in the Total OPEB Liability**

Balance as of December 31, 2017, restated		<u>\$ 3,611,636</u>
Changes for the year:		
Service costs		184,306
Interest on total OPEB liability		129,247
Effect of economic/demographic gains/losses		161,551
Effect of assumptions changes or inputs:		
change due to Claims Costs update	\$ 659,502	
change due to Trend update	(267,412)	
change due to Mortality update	381,208	
change due to Discount Rate update	<u>(479,746)</u>	
Total assumption changes		293,552
Benefit payments		<u>(78,161)</u>
Total changes for the year		<u>690,495</u>
Balance as of December 31, 2018		<u>\$ 4,302,131</u>

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

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

	1% Decrease <u>3.10%</u>	Discount Rate <u>4.10%</u>	1% Increase <u>5.10%</u>
Total OPEB liability	\$ 5,216,514	\$ 4,302,131	\$ 3,595,968

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

**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	\$ 3,592,972	\$ 4,302,131	\$ 5,256,739

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

For the year ended December 31, 2018, the Assessor recognized an OPEB expense of \$369,739. As of December 31, 2018, 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	\$ -	\$ 141,606
Change in assumptions	<u>-</u>	<u>257,311</u>
Total	<u>\$ -</u>	<u>\$ 398,917</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 June 30,</u>	
2019	\$ 56,186
2020	56,186
2021	56,186
2022	56,186
2023	56,186
Thereafter	117,987

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

**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, 2018. These expenditures are not reflected in the accompanying financial statements.

**8. RESTATEMENT**

Effective for the year ended December 31, 2018, the Assessor implemented GASB Statement No. 75, "Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions". Implementation of the new accounting standard required restatement of beginning net position for the net Other Postemployment Benefits (OPEB) liability.

The restatement had the following impact on previously reported balances:

<u>Statement of Activities</u>	<u>Governmental Activities</u>
Net position, December 31, 2017, as previously reported	\$ 518,943
Restatement for implementation of GASB Statement No. 75, see Note 6	<u>(1,150,778)</u>
Net position, December 31, 2017, as restated	<u>\$ (631,835)</u>

**9. LEASE AND RENTAL COMMITMENTS**

The Assessor entered into an operating lease for a copier on January 20, 2015. The lease agreement expires on January 20, 2020 and has a monthly lease payment of \$350. Total lease expense for 2018 was \$4,200.

Under the terms of the operating lease at December 31, 2018, future minimum lease payments are as follows:

<u>Year</u>	<u>Amount</u>
2019	\$ 4,200
2020	350

**RAPIDES PARISH ASSESSOR**  
**Notes to the Financial Statements**  
**December 31, 2018**

The Assessor entered into an operating lease for a 2018 GMC Yukon on January 2, 2018. The lease agreement expires on January 2, 2021 and has a monthly lease payment of \$811. Total lease expense for 2018 was \$9,732.

Under the terms of the operating lease at December 31, 2018, future minimum lease payments are as follows:

<u>Year</u>	<u>Amount</u>
2019	\$ 9,732
2020	9,732
2021	811

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 2018 was \$1,526.

Under the terms of the operating lease at December 31, 2018, future minimum lease payments are as follows:

<u>Year</u>	<u>Amount</u>
2019	\$ 2,616
2020	2,616
2021	1,090

**REQUIRED SUPPLEMENTARY INFORMATION**

**Budgetary Comparison Schedule  
All Governmental Fund Types  
Rapides Parish Assessor  
For the year ended December 31, 2018**

<b>GENERAL FUND</b>				
	<b>Original</b>	<b>Final</b>	<b>Actual Amounts (Budgetary Basis)</b>	<b>Variance with Final Budget Positive (Negative)</b>
<b>Revenues:</b>				
Millage revenue	\$ 1,622,000	\$ 1,622,000	\$ 1,698,279	\$ 76,279
Revenue sharing	53,000	53,000	55,623	2,623
Interest earned	3,000	3,000	10,104	7,104
City rolls	30,000	30,000	39,536	9,536
Miscellaneous	500	500	2,690	2,190
<b>Total revenues</b>	<b>1,708,500</b>	<b>1,708,500</b>	<b>1,806,232</b>	<b>97,732</b>
<b>Expenditures:</b>				
Professional fees	50,000	50,000	50,957	(957)
Salary - Assessor	144,314	144,314	144,314	-
Salary - Full time	830,000	830,000	746,437	83,563
Salary - Part time	40,000	40,000	10,154	29,846
Payroll taxes	20,000	20,000	13,956	6,044
Retirement expense	70,000	70,000	72,415	(2,415)
Insurance expense	460,000	460,000	430,233	29,767
Office expense	180,000	180,000	170,548	9,452
Travel expense	20,000	20,000	19,819	181
Auto expense	30,000	30,000	11,412	18,588
Misc. office equipment	50,000	50,000	2,087	47,913
Expense allowance - Assessor	14,431	14,431	14,431	-
Capital outlay	-	-	48,625	(48,625)
<b>Total expenditures</b>	<b>1,908,745</b>	<b>1,908,745</b>	<b>1,735,388</b>	<b>173,357</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(200,245)</b>	<b>(200,245)</b>	<b>70,844</b>	<b>(75,625)</b>
<b>Other financing sources (uses)</b>				
Transfers	-	-	-	-
<b>Fund balances, beginning</b>	<b>3,524,555</b>	<b>3,524,555</b>	<b>3,524,555</b>	<b>-</b>
<b>Fund balances, ended</b>	<b>\$ 3,324,310</b>	<b>\$ 3,324,310</b>	<b>\$ 3,595,399</b>	<b>\$ -</b>

**Rapides Parish Assessor**  
**Schedule of Required Supplementary Information - OPEB**  
**For the year ended December 31, 2018**

<b>Schedule of Changes in the Assessor's Total OPEB Liability and Related Ratios</b>	<b>Schedule 1</b>
Total OPEB Liability	
Service Costs	\$ 184,306
Interest	129,247
Effect of economic/demographic gains (losses)	161,551
Changes in assumptions and other inputs	293,552
Benefit payments	(78,161)
Net change in total OPEB liability	690,495
Total OPEB liability, beginning	<u>3,611,636</u>
Total OPEB liability, ended	<u>\$ 4,302,131</u>
Covered payroll	<u>\$ 935,328</u>
Total OPEB liability as a percentage of covered employee payroll	<u>459.96%</u>

**Rapides Parish Assessor**  
**Schedules of Required Supplementary Information - Pension**  
**For the year ended June 30, 2018**

**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 State Employees' Retirement System					
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 State Employees' Retirement System					
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 June 30, 2018

**Changes of Assumptions**

There were no changes of benefit assumptions for the year ended June 30, 2018

**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, 2018**

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

Salary	\$ 155,996
Insurance	24,053
Retirement	12,700
IAAO Membership Dues	210
Vehicle Provided by Government	2,750
Travel	1,703
Registration Fees	455
Continuing Education	470
Conference Travel	<u>2,254</u>
Total	<u>\$ 200,591</u>



# OESTRIECHER & COMPANY

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## **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, 2018, and the related notes to the financial statements, and have issued our report thereon dated June 25, 2019.

### ***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 25, 2019

**Rapides Parish Assessor**  
**Schedule of Findings and Questioned Costs**  
**For the year ended December 31, 2018**

***Section I - Summary of Auditor's Reports***

We have audited the basic financial statements of the Rapides Parish Assessor as of and for the year ended December 31, 2018, and have issued our report thereon dated June 25, 2019. We conducted our audit in accordance with generally accepted auditing standards in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2018 resulted in an unqualified opinion.

***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, 2018**

*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.



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

To the Honorable Richard I. "Rick" Ducote, Jr., CLA and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Rapides Parish Assessor (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

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

---

1. 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).

**Finding:** Payments are processed at one location. This location was selected for testing.

2. For each location selected under #1 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:** Purchase requests are not used by the Rapides Parish Assessor. At least two employees are involved in approving a purchase and placing an order/making the 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 office manager processes payments and adds/modifies vendor files. The Chief Deputy Assessor periodically reviews the vendor files.

- 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 Chief Deputy Assessor mails signed checks to vendors and is not responsible for processing payments.

3. For each location selected under #1 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 that the disbursement matched the related original invoice/billing statement.

**Finding:** The disbursements tested matched the related original invoice/billing statement.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #2, as applicable.

**Finding:** The disbursement documentation tested included evidence of segregation of duties tested under #2.

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

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4. 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.

**Finding:** The Rapides Parish Assessor is in possession of three credit/fuel cards. These three cards were selected for testing.

5. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]]

**Finding:** The monthly statements selected for testing were reviewed and approved, in writing, by someone other than the authorized card holder.

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

**Finding:** There were no finance charges or late fees.

6. Using the monthly statements or combined statements selected under #5 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

**Finding:** There was an original itemized receipt and written documentation of the public purpose for all items tested. No meal items were on the statements selected for testing.

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

7. 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, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

**Finding:** One item selected for testing was reimbursed using a per diem rate. The meal reimbursement rate used was below both the State of Louisiana and U.S. General Services Administration rates. However, the rate used was in compliance with the entity's written policies and procedures. All items that were reimbursed based on mileage were reimbursed based off of the U.S. General Services amount for 2018.

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

**Finding:** No items selected for testing were reimbursed using actual costs.

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

**Finding:** Each reimbursement tested was supported by documentation of the business/public purpose and other documentation required by the entity's written policies and procedures.

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

**Finding:** Each reimbursement tested was approved, in writing, by someone other than the person receiving the reimbursement.

### ***Contracts***

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

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

**Finding:** The contracts tested did not meet the dollar amount threshold to qualify for Louisiana Public Bid Law.

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

**Finding:** The entity's written policies and procedures required the Assessor to approve all contracts. All of the contracts tested were approved, in writing, by the Assessor with the exception of one contract which was approved, in writing, by the Chief Deputy Assessor.

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

**Finding:** There were no amendments to the contracts tested.

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

**Finding:** All of the contract payments tested agreed to the contract terms and conditions.

## *Payroll and Personnel*

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

**Finding:** The Rapides Parish Assessor's office provided a listing of employees/elected officials employed during the fiscal period and represented that the listing was complete.

10. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #9 above, obtain attendance records and leave documentation for the pay period, and:

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

**Finding:** All employees/officials selected for testing documented their daily attendance and leave.

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

**Finding:** Supervisors approved the attendance and leave of the selected employees/officials.

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

**Finding:** Leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

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

**Finding:** There were no termination payments issued during the fiscal period.

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

**Finding:** Management represented that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

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

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

*Oestriecher & Company*

OESTRIECHER & COMPANY  
Certified Public Accountants  
Alexandria, Louisiana

June 25, 2019