

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA**

**Financial Report  
As of and for the Year Ended  
December 31, 2018**

**WEST FELICIANA PARISH ASSESSOR**  
**Financial Report**  
**As of and for the Year Ended**  
**December 31, 2018**

**TABLE OF CONTENTS**

	<u>Page No.</u>
<u>Introductory Section</u>	
Title Page .....	i
Table of Contents.....	ii
 <u>Financial Section</u>	
Independent Auditor’s Report .....	2
 Required Supplementary Information (Part 1 of 2)	
Management’s Discussion and Analysis .....	6
 Basic Financial Statements	
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position .....	12
Statement of Activities .....	13
 Fund Financial Statements:	
Balance Sheet.....	15
Reconciliation of the Governmental Fund Balance Sheets to the	
Government-Wide Statements of Net Position.....	16
Statements of Revenue, Expenditures and Changes in Fund Balance.....	17
Reconciliation of the Governmental Fund Statements of Revenues,	
Expenditures and Changes in Fund Balances to the	
Statement of Activities .....	18
 Notes to Financial Statements	
Index .....	20
Notes .....	21
 <u>Required Supplementary Information (Part 2 of 2)</u>	
Budgetary Comparison Schedule .....	37
Schedule of Employer’s Share of Net Pension Liability .....	38
Schedule of Changes in Net OPEB Liability and Related Ratios .....	40
 <u>Supplementary Information</u>	
Schedule of Compensation, Benefits and Other Payments	
to the Agency Head or Chief Executive Officer.....	42

**WEST FELICIANA PARISH ASSESSOR**  
**Financial Report**  
**As of and for the Year Ended**  
**December 31, 2018**

**TABLE OF CONTENTS**

	<u>Page No.</u>
<u>Other Reports</u>	
Report on Compliance and Other Matters and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	43
Schedule of Findings and Questioned Costs .....	45
Summary Schedule of Prior Year Findings .....	46
Statewide Agreed-upon Procedures.....	47

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**FINANCIAL SECTION**

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**INDEPENDENT AUDITOR'S REPORT**

The Honorable Randolph G. Ritchie  
West Feliciana Parish Assessor  
P.O. Box 279  
St. Francisville, Louisiana 70775

**Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities and the aggregate remaining fund information of the West Feliciana Parish Assessor (the Assessor), a component unit of the West Feliciana 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 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**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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 I 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, I 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.

**Member**

*American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants*

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

## **Opinion**

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

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, budgetary comparison schedule, schedule of employer's net pension liability, and schedule of changes in net OPEB liability and related ratios be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements is required by the Governmental Accounting Standards Board, who consider it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Assessor's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to the Agency Head or Chief Executive Officer is presented for purposes of additional analysis and is not part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my 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*, I have also issued my report dated May 31, 2019, on my consideration of the West Feliciana Parish Assessor's internal control over financial reporting and on my 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 my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the 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 West Feliciana Parish Assessor's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated May 31, 2019, on the results of my statewide agreed-upon procedures performed 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*. The purpose of the report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

A handwritten signature in blue ink that reads "John L. McKowen, CPA". The signature is written in a cursive style.

John L. McKowen, CPA

Baton Rouge, Louisiana  
May 31, 2019

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**REQUIRED SUPPLEMENTARY INFORMATION**  
**(PART 1 OF 2)**

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**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2018**

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Management's discussion and analysis (MD&A) is presented to provide an overview of the financial activities of the Assessor based on currently known facts, decisions and/or conditions.

**Overview of the Year**

The schedule of the Assessor's office centers on the legislative mandate to reassess all parcels every four years. In order to comply with this request, we spend three years gathering the necessary statistical data and the 4<sup>th</sup> year is for reevaluation. To effectively revalue all parcels, we have attempted to place all necessary data on the desktop.

Our office worked diligently to gather photos and sketches of all structures within the Parish. These were placed on the computer system in digital form. It is our plan for all parcels to be revisited to compare and update as necessary. Our goal is to revisit each parcel within the 4-year cycle. The purpose of the photos and digital sketches is to help ensure the fair and equitable assessment of all property within the Parish.

All parcels have been mapped using digital imagery. Those maps are published on the web. The purpose of publishing the maps is to make them available to the public so individual taxpayers may view and offer feedback as to the correctness of the parcel lines, employees have access to identify and locate property and other government agencies have access. We have future plans to expand the web maps to include layers such as sales to aid in the valuation of property. All documents relating to the parcel are scanned and maintained in the assessment software or in the case of the conveyance records, the book, page and document number are maintained.

Currently all Deputy Assessors are required to achieve certification through the Louisiana Assessor's Association. These courses are fundamental to the fair and equal assessment of property.

**Overview of the Financial Statement Presentation**

These financial statements are comprised of three components – (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplemental information contained in this report provided for additional information.

**Government-wide Financial Statements.** The government-wide financial statements present financial information for all activities of the Assessor from an economic resource measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the Assessor's overall financial status. They include a statement of net assets and statement of activities.

*Statement of Net Position.* This statement presents assets, deferred outflows of resources, liabilities, and deferred inflows of resources separately. The difference between assets plus deferred outflows and liabilities and deferred inflows is net position, which may provide a useful indicator of whether the financial position of the Assessor is improving or not.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2018**

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*Statement of Activities.* This statement presents information showing how the Assessor's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Assessor's financial reliance on general revenues.

The government-wide financial statements can be found on pages 12-13 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Assessor has only one category of funds: 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 except that the focus with fund statements is to provide a distinct view of the Assessor's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provides reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints. Governmental funds of the Assessor include a general fund. The fund financial statements begin on page 15.

Budgetary comparison schedules are included for governmental funds under required supplemental information – part 2 of 2. These schedules indicate the Assessor's compliance with its adopted and final revised budgets and begin on page 37.

**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.

The index of the notes is found on page 20 with the actual notes beginning immediately afterwards.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain other information that is deemed useful to readers of this report.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2018**

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**Financial Analysis of the Assessor**

Net assets are an indicator of the Assessor's financial position from year to year. A summary of net assets follows.

**STATEMENT OF NET POSITION  
Governmental Activities**

	<u>2018</u>	<u>Restated 2017</u>
<b>Assets</b>		
Current assets	\$ 859,273	\$ 978,482
Investments	2,639,017	2,305,496
Capital assets, net	31,420	44,867
Total Assets	<u>3,529,710</u>	<u>3,328,845</u>
<b>Deferred Outflows of Resources</b>	237,914	127,590
<b>Liabilities</b>		
Current liabilities	4,412	4,399
Long-term liabilities	659,713	676,568
Total Liabilities	<u>664,125</u>	<u>680,967</u>
<b>Deferred Inflows of Resources</b>	199,148	98,831
<b>Net Assets</b>		
Net investment in capital assets	31,420	44,867
Unrestricted	<u>2,872,931</u>	<u>2,912,568</u>
Total Net Assets	<u>2,904,351</u>	<u>2,676,637</u>

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2018**

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A summary of changes in net assets is as follows:

**SUMMARY OF CHANGES IN NET POSITION  
Governmental Activities**

	<u>2018</u>	<u>Restated 2017</u>
<b>Revenues</b>		
Charges for services	\$ 4,630	\$ 7,117
General revenues	989,050	977,529
Total Revenues	<u>984,646</u>	<u>984,646</u>
<b>Expenses</b>		
General government	<u>765,696</u>	<u>753,168</u>
Change in net assets	227,714	231,478
Net assets, beginning	<u>2,676,637</u>	<u>2,445,159</u>
Net assets, ending	<u><u>2,904,351</u></u>	<u><u>2,676,637</u></u>

**Budgetary Highlights**

Revenues were \$50,110 less than budgeted. Expenses were less than anticipated by \$54,654. The net result was a favorable change in General Fund balances of \$4,544 compared to budget.

**Capital Asset and Debt Administration**

*Capital Assets:* The Assessor's investment in capital assets, net of accumulated depreciation, at December 31, 2018 and 2017, was \$31,420 and \$44,867, respectively. This amount represents a net decrease (including additions and deductions) of \$13,447 from last year.

Capital assets at year-end are summarized as follows:

**CAPITAL ASSETS  
Net of Accumulated Depreciation  
Governmental Activities**

	<u>2018</u>	<u>2017</u>
<b>Depreciable Assets</b>		
Furniture/equipment	\$ 31,420	\$ 44,867
Total	<u>31,420</u>	<u>44,867</u>

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
DECEMBER 31, 2018**

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*Long-Term Debt:* Long-term debt of the Assessor includes an unfunded liability for post-employment benefits based on actuarially determined amounts in accordance with GASB No. 75 in the amount of \$500,012 and \$535,566 at December 31, 2018 and 2017, respectively. In addition, there is a net pension liability of \$159,701 and \$141,002, at December 31, 2018 and 2017, respectively in accordance with GASB Statement No. 68.

**Request for Information**

This financial report is designed to provide a general overview of the Assessor's finances, comply with finance-related laws and regulations and demonstrate the Assessor's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting Randy Ritchie, West Feliciana Parish Assessor, P.O. Box 279, St. Francisville, Louisiana 70775.

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**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

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**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
STATEMENT OF NET POSITION  
DECEMBER 31, 2018**

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	<u>Governmental Activities</u>
<b><u>ASSETS</u></b>	
Cash and cash equivalents	\$ 86,959
Receivables, net:	
Taxes	733,253
Revenue sharing	28,749
Prepaid expenses	10,312
Investments	2,639,017
Capital assets, net of accumulated depreciation	31,420
Total Assets	<u>\$ 3,529,710</u>
 <b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>	
Pension related	\$ 237,914
 <b><u>LIABILITIES</u></b>	
<b>Current Liabilities:</b>	
Payroll withholdings and related payables	\$ 4,412
 <b>Long-Term Liabilities:</b>	
Other post-employment benefits payable	500,012
Net pension liability	159,701
Total Liabilities	<u>\$ 664,125</u>
 <b><u>DEFERRED INFLOWS OF RESOURCES</u></b>	
Pension related	154,426
OPEB related	44,722
	<u>\$ 199,148</u>
 <b><u>NET POSITION</u></b>	
Net investment in capital assets	31,420
Unrestricted	2,872,931
Total Net Position	<u><u>\$ 2,904,351</u></u>

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2018**

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<u>Functional/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u>
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
<b>Governmental Activities</b>					
General government	\$ 765,696	\$ 4,360	\$ -	\$ -	\$ (761,336)
Total Governmental Activities	\$ 765,696	\$ 4,360	\$ -	\$ -	\$ (761,336)

**General Revenues**

Ad valorem taxes	814,994
Non-employer pension contributions	110,955
Revenue sharing	28,749
Interest income	33,763
Other revenues	589

Total General Revenues	989,050
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Change in Net Position	227,714
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Net Position, beginning as restated	2,676,637
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Net Position, ending	2,904,351
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The accompanying notes are an integral part of this statement.

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**FUND FINANCIAL STATEMENTS**

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**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2018**

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	<u>General Fund</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 86,959
Receivables, net:	
Taxes	733,253
Revenue sharing	28,749
Prepaid expenses	10,312
Investments	2,639,017
Total Assets	<u>\$ 3,498,290</u>
 <u>DEFERRED OUTFLOWS OF RESOURCES</u>	 <u>\$ -</u>
<u>LIABILITIES</u>	
Payroll withholdings and related payables	4,412
Total Liabilities	<u>\$ 4,412</u>
 <u>DEFERRED INFLOWS OF RESOURCES</u>	
Unavailable revenues - revenue sharing	19,166
Total deferred inflows of resources	<u>\$ 19,166</u>
<u>FUND BALANCES</u>	
Unassigned	3,474,712
Total Fund Balances	<u><u>\$ 3,474,712</u></u>

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION  
DECEMBER 31, 2018**

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Total Fund Balances - Total Governmental Funds \$ 3,474,712

Amounts reported for governmental activities in the  
Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. This is the capital assets, net of accumulated depreciation, reported on the statement of net position. 31,420

Deferred outflows of resources used in governmental activities are not financial resources and therefore are not reported in these funds. This is the reported amount of deferred outflows of resources related to pensions. 237,914

Some revenues were collected more than sixty days after year end and, therefore, were not available to pay for current period expenditures. 19,166

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds balance sheet. This is the long-term obligations reported on the statement of net position:

Other post-employment benefits	(500,012)
Net pension liability	(159,701)

Deferred inflows of resources related to pensions and OPEB are not due and payable in the current period and, therefore are not reported in these funds. (199,148)

Total Net Position - Governmental Activities \$ 2,904,351

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED DECEMBER 31, 2018**

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	<u>General Fund</u>
<b><u>REVENUES</u></b>	
Ad valorem taxes	\$ 825,933
Revenue sharing	35,101
Charges for services:	
Informational services	4,360
Interest income	33,763
Other revenues	589
	899,746
Total Revenues	899,746
<b><u>EXPENDITURES</u></b>	
General government:	
Salaries and related benefits	584,359
Operating	43,382
Professional services	32,610
Travel and education	7,805
Capital outlay	-
	668,156
Total Expenditures	668,156
Change in Fund Balances	231,590
Fund Balances, beginning	3,243,122
Fund Balances, ending	\$ 3,474,712

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE  
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2018**

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Net Change in Fund Balances - Total Governmental Funds	\$	231,590
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>		
<p>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 as depreciation expense. This is the amount by which depreciation charged differed from capital outlay in the current period.</p>		(13,447)
<p>Each year, some revenues are collected more than sixty days after year end and, therefore, are not available to pay for current period expenditures in the governmental funds. This is the difference in both ad valorem tax and revenue sharing recorded on the Fund Financial Statements and the Government-Wide Financial Statements.</p>		(17,291)
<p>Some revenues reported in the statement of activities do not provide current financial resources and are, therefore, not reported as revenues in the governmental funds financial statements. These include the following:</p>		
Non-employer contributions to cost-sharing pension plan		110,955
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and are, therefore, not reported as expenditures in the governmental funds financial statements. These include the following:</p>		
Pension expense		(74,925)
OPEB expense		(9,168)
Change in Net Position - Governmental Activities	\$	227,714

The accompanying notes are an integral part of this statement.

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**NOTES TO FINANCIAL STATEMENTS**

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**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
INDEX TO NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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<u>Note No.</u>	<u>Description</u>	<u>Page No.</u>
	Introduction.....	21
1	Summary of Significant Accounting Policies.....	21
2	Cash and Cash Equivalents.....	26
3	Investments .....	26
4	Receivables .....	27
5	Capital Assets .....	27
6	Payables .....	27
7	Pension Plan.....	27
8	Other Post Employment Benefits .....	31
9	Levied Taxes.....	34
10	On-Behalf Payments.....	34
11	Leases .....	34
12	Deferred Compensation Plan.....	34
13	Related Party Transactions .....	34
14	Litigation.....	34
15	Restatement of Beginning Net Position.....	35
16	Subsequent Events.....	35

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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**INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the West Feliciana Parish Assessor (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 his deputies.

The office is headquartered in the West Feliciana Parish Courthouse in St. Francisville, Louisiana. It is funded primarily through ad valorem taxes.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting and reporting practice of the West Feliciana Parish Assessor conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

**Financial Reporting Entity:** As required by GASB Statement No. 61, *The Financial Reporting Entity – an amendment of GASB Statements No. 14 and No. 34*, the Assessor is considered a related organization of the West Feliciana Police Jury. The accompanying financial statements present only the transactions of the West Feliciana Parish Assessor.

**Government-wide Accounting:** In accordance with Government Accounting Standards Boards Statement No. 34, the Assessor has presented a statement of net position and statement of activities for the Assessor as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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Policies specific to the government-wide statements are as follows:

*Eliminating Internal Activity*

Interfund receivables and payable are eliminated in the statement of net position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

*Capitalizing Assets*

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net position.

*Program Revenues*

The Statement of Activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Assessor. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use.

*Indirect Expenses*

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Assessor has chosen not to do so.

*Operating/Non-Operating Revenues*

Proprietary funds separately report operating and non-operating revenues.

*Restricted Net position*

Restricted net position represents those resources for which a constraint has been imposed either externally or by law. The Assessor recognizes the use of restricted resources for expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted resources are used.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

---

**Fund Types and Major Funds:** The Assessor uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate entity with a self-balancing set of accounts. Funds of the Assessor are classified under one category: Governmental. This category, in turn, is divided into separate fund types. The Assessor has two fund types: General and Capital Projects.

Governmental Funds: Governmental funds account for all or most of the Assessor's general activities, including the collection and disbursement of specific or legally reserved monies, and the acquisition or construction of general fixed assets. Governmental funds include:

1. General – accounts for all activities not required to be reported in another fund;

**Basis of Accounting/Measurement Focus:** In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles. The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental and business-type activities are included in the statement of net position. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

**Budgets and Budgetary Accounting:** The Assessor adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. The proposed budget is made available for public inspection no later than fifteen days prior to the beginning of the budgeted

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

---

year, in accordance with Louisiana R.S. 47:1908, the Assessor carries forward into subsequent years any unused appropriations. There were amendments made to the budget during the year ended December 31, 2018.

**Cash and Cash Equivalents:** Cash includes amounts in interest bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Assessor may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

**Investments:** Investments are limited by Louisiana Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

**Inventory:** Inventory of the Assessor includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

**Use of Estimates:** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Long-Term Obligations:** In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net position. In the fund financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid.

**Net Position/Fund Balances:** In the statements of net position, the difference between a government's assets and liabilities is recorded as net position. The three components of net position are as follows:

*Invested in Capital Assets, Net of Related Debt*

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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*Restricted*

Balances reserved by external sources, such as banks or by law, are reported separately as restricted net position. When assets are required to be retained in perpetuity, this non-expendable net position is recorded separately from expendable net position. These are components of restricted net position.

*Unrestricted*

This category represents net position not appropriable for expenditures or legally segregated for a specific future use.

In the balance sheet of governmental funds, fund balances are segregated as follows:

*Nonspendable*

These resources are either inherently nonspendable because they are not cash, or legal or contractual provisions require that they be maintained intact.

*Restricted*

This category represents that portion of equity subject to externally enforceable legal restrictions.

*Committed*

These resources are constrained by limitations that the government imposes upon itself at the highest level of decision making and that remain binding unless removed in the same manner.

*Assigned*

This category represents the government's intended use of resources.

*Unassigned*

These resources represent the excess of what is properly categorized in each of the above four categories.

**Interfund Transactions:** All interfund transactions except quasi-external transactions are reported as operating transfers. These are eliminated in the government-wide statements.

**Adoption of New Accounting Principles:** For the year ended December 31, 2018, the Assessor adopted GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Statement 75 addresses accounting and financial reporting for health care and life insurance that are provided to employees of state and local governments. In addition, Statement No. 75 supersedes portions of GASB Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multi-Employer Plans*. Most significantly, the Commission is required to recognize the remaining liability for its proportionate share of the OPEB liability of the State of Louisiana's retiree health plan presented in note 8.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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**NOTE 2 – CASH AND CASH EQUIVALENTS**

At December 31, 2018, the Assessor had cash and cash equivalents (book balances) totaling \$86,959 in interest-bearing demand deposits.

These deposits are stated at cost, which approximates market. Under state law, they 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 bank that is mutually acceptable to both parties.

All deposits of the Fund are covered by insurance (FDIC) or collateralized with securities that are held by the entity in the entity's name or registered in the entity's name. Even though the pledged securities are considered uncollateralized under the provision of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

**NOTE 3 – INVESTMENTS**

Investments at December 31, 2018, are as follows:

<u>Type of Investment</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Carrying Amount</u>
Certificates of deposit	\$ 1,279,162	\$ 1,279,162	\$ 1,279,162
LAMP	1,359,855	1,359,855	1,359,855
Total	<u>2,639,017</u>	<u>2,639,017</u>	<u>2,639,017</u>

All investments of the Assessor fall within category 1 - insured. The certificates of deposit include maturities of nine months or one year. The remaining investments are in a local government investment pool that is administered by a non-profit corporation, LAMP, Inc. This corporation was organized under the laws of the State of Louisiana, and its purpose is to provide a safe environment for the placement of public funds in short-term, high-quality investments. Investments included in its portfolio, that is restricted to those issued, guaranteed or backed by the U.S. Treasury, the U.S. Government or one of its assigns, include only those with maturities of ninety days or less. This design allows participants immediate access to their funds.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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**NOTE 4 – RECEIVABLES**

The following is a summary of accounts receivable:

Class of receivable	
Ad valorem taxes	\$ 733,253
State revenue sharing	<u>28,749</u>
Total	<u>\$ 762,002</u>

**NOTE 5 – 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>
Capital Assets, being depreciated				
Furniture and equipment	\$ 575,019	\$ -	-	\$ 575,019
Less: accumulated depreciation	(530,152)	(13,447)	-	(543,590)
Net Furniture and Equipment	<u>44,867</u>	<u>(13,447)</u>	-	<u>31,420</u>
Net Capital Assets, being depreciated	<u>44,867</u>	<u>(13,447)</u>	-	<u>31,420</u>

**NOTE 6 – PAYABLES**

The following is a summary of payables at December 31, 2018:

Payroll withholdings/related payables	\$ <u>4,412</u>
Total	\$ <u>4,412</u>

**NOTE 7 – PENSION PLAN**

**General Information about the Pension Plan**

***Plan Description***

All full-time employees of the West Feliciana Parish Assessor participate in the Louisiana Assessors' Retirement Fund, a multiple-employer cost sharing defined benefit pension plan, controlled and administered by a separate board of trustees.

All full-time employees of the Assessor's office are required to participate in the Fund. Employees who retire at or after age 55 with at least 12 years of credited service or at any age with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life equal to three and a 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.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

---

Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination.

The Fund also provides death and disability benefits. Benefits are established or amended by state statute.

The fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to the Louisiana Assessors' Retirement Fund, Post Office Box 14699, Baton Rouge, Louisiana 70898, and is also found on the Louisiana Legislative Auditor's website, [www.la.gov](http://www.la.gov).

***Funding Policy***

Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the West Feliciana Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 10 percent of annual covered payroll. Contributions to the Fund also include one fourth of one percent (one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the West Feliciana Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the previous fiscal year. In accordance with Act 818 of the 1999 legislative session, the West Feliciana Parish Assessor has elected to pay the employee contribution into the retirement system in addition to the employer portion. The West Feliciana Parish Assessor's combined contributions to the Fund for the years December 31, 2018, 2017, and 2016 were \$68,232, \$62,502, and \$72,188, respectively. These amounts are equal to the required contributions for the year. Contributions from non-employer contributing entities were \$110,955.

***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 \$159,701 for its proportionate share of the net pension liability of the Fund. 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 portion of the net pension liability was based on a projection of the Assessor's long term share of the contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At September, 30, 2018, the Assessor's portion was 0.821490%, which was an increase of 0.017928% from its proportion measured as of September 30, 2017. For the year ended December 31, 2018, the Assessor recognized pension expense of \$143,157, representing its proportionate share of the Fund's net expense, including amortization of deferred amounts.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

---

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

Deferred Flows of Resources	<u>Outflows</u>	<u>Inflows</u>
Differences between expected and actual experience	\$ 12,051	\$73,116
Changes in assumptions	204,930	
Net difference between projected and actual earnings on pension plan investments		81,309
Changes in proportion and differences between employer contributions and proportionate share of contributions	13,537	
Employer contributions subsequent to the measurement date	<u>7,396</u>	
Totals	\$ 237,914	\$ 154,426

The assessor reported a total of \$7,396 as deferred outflows of resources related to pension contributions made subsequent to the plans measurement period of September 30, 2018, which will be recognized as a reduction in net pension liability in the Assessor's fiscal year ended December 31, 2018.

Other amounts reported as deferred outflows of resources and deferred inflows of resources, including remaining plan's amortization related to pensions will be recognized in pension expense as follows:

Year	Amount
2019	\$ 43,345
2020	(8,422)
2021	(1,622)
2022	22,725
2023	<u>20,066</u>
Total	\$76,092

***Actuarial Methods and Assumptions***

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

Valuation Date	September 30, 2018
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.75%, net of pension plan expense, including inflation
Inflation Rate	2.50%
Projected Salary Increases	5.75%
Active Member, Annuitant	RP-2000 Healthy Annuitant Table (set forward 1 year and

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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and Beneficiary Mortality	projected to 2030 for males and females)
Disabled Lives Mortality	RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females)
Retiree Cost of Living Increases	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

***Actuarial Methods and Assumptions***

Per the Fund's audited report, 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 target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. Best estimates of real arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of September 30, 2018, are summarized in the following table:

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

The long-term rate of return selected for this report by the Fund was 6.75%. The projection of cash flow used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from the participating employers and non-employer contributing entities will be made at actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on these assumptions and methods as specified in the report, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. Thus the discount rate used to measure the total pension rate liability was 6.75%.

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

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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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 of Employer’s Proportionate Share of Net Pension Liability to Changes in the Discount Rate***

The following table presents the Assessor’s proportionate share of the net pension liability (NPL) using the discount rate of the Fund as well as what the Assessor’s proportionate share of the NPL 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 used by the Fund:

	<b>Current Discount Rate</b>		
	<b>1.0% Decrease (5.75%)</b>	<b>(6.75%)</b>	<b>1.0% Increase (7.75%)</b>
Employer's proportionate share of the net pension liability	\$ 537,141	\$ 159,701	\$ (163,658)

**NOTE 8 – OTHER POST EMPLOYMENT BENEFITS**

*Plan description* – The West Feliciana Parish Assessor (the Assessor) provides certain continuing health care and life insurance benefits for its retired employees. The West Feliciana Parish Assessor’s OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Assessor. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Assessor. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 *Postemployment Benefits Other Than Pensions—Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit*.

*Benefits Provided* – Medical, dental, vision and life benefits are provided through comprehensive plans 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: Attainment of age 55 and 12 years of service; or, any age and 30 years of service; employees hired on and after October 1, 2013 are not able to retire or enter DROP until age 60 with 12 years of service; or, age 55 with 30 years of service.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement,

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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but insurance coverage amounts are reduced to 50% of the original amount at age 70 or at retirement.

*Employees covered by benefit terms* – At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	2
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	5
	7

**Total OPEB Liability**

The Assessor's total OPEB liability of \$500,012 was measured as of December 31, 2018 and was determined by an actuarial valuation as of that date.

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

Inflation	2.5%	
Salary increases	3.0%, including inflation	
Discount rate	3.44% annually (Beginning of Year to Determine ADC)	
	4.10%, annually (As of End of Year Measurement Date)	
Healthcare cost trend rates	Flat 5.5% annually	

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2018, the end of the applicable measurement period.

Mortality rates were based on the RP-2000 Table without projection with 50%/50% unisex blend.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2018.

**Changes in the Total OPEB Liability**

Balance at December 31, 2017	\$ 535,566
Changes for the year:	
Service cost	14,321
Interest	18,670
Differences between expected and actual experience	(140)
Changes in assumptions	(48,648)
Benefit payments and net transfers	(19,757)

Net changes	(35,554)
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Balance at December 31, 2018	\$ 500,012
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*Sensitivity of the total OPEB liability to changes in the discount rate* – The following presents the total OPEB liability of the Assessor, as well as what the Assessor’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.10%) or 1-percentage-point higher (5.10%) than the current discount rate:

	1.0% Decrease (3.10%)	Current Discount Rate (4.10%)	1.0% Increase (5.10%)
Total OPEB liability	\$ 580,398	\$ 500,012	\$ 436,389

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* – The following presents the total OPEB liability of the Assessor, as well as what the Assessor’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$ 453,307	\$ 500,012	\$ 562,517

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

For the year ended December 31, 2018, the Assessor recognized OPEB expense of \$28,925. At December 31, 2018, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (128)
Changes in assumptions		(44,594)
Total	\$ -	\$ (44,722)

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

Years ending December 31:

2019	(4,066)
2020	(4,066)
2021	(4,066)
2022	(4,066)
2023	(4,066)
Thereafter	(24,394)

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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**NOTE 9 – LEVIED TAXES**

During 1990, Louisiana R.S. 47:1925.1 and 1925.2(a) were amended and reenacted to create an assessment district in West Feliciana Parish to fund the office of the Assessor. This law provides for funding by levying a millage determined by the Legislative Auditor to yield tax revenues in an amount equal to monies currently received from pro rata deductions of all ad valorem taxes collected in the parish. For the year 2018, taxes were levied at 2.25 mills.

**NOTE 10 – ON-BEHALF PAYMENTS**

The Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana R.S. 33:4713, is paid by the West Feliciana Parish Police Jury. These expenses are not included in the accompanying financial statements.

**NOTE 11 – LEASES**

*Operating Leases.* There are no operating leases reported in the accompanying financial statements.

*Capital Leases.* The Assessor has no capital leases.

**NOTE 12 – DEFERRED COMPENSATION PLAN**

The Assessor's office offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Assessor employees, permits them to defer a portion of their salary until future years. The Assessor matched employee contributions up to 100% of the employees' deferral. This matching contribution for the year ended December 31, 2018, was \$11,429.

**NOTE 13 – RELATED PARTY TRANSACTIONS**

There were no related party transactions that require disclosure in the accompanying basic financial statements.

**NOTE 14 – LITIGATION**

There is no litigation that would require disclosure in the accompanying basic financial statements.

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

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**NOTE 15 – RESTATEMENT OF BEGINNING NET POSITION**

The beginning net position as of January 1, 2018 has been restated to reflect the following adjustments:

Net position at December 31, 2017	\$ 2,957,568
GASB 75 (OPEB) adjustment	<u>(280,931)</u>
Net position at December 31, 2017 as restated	<u><u>2,676,637</u></u>

The OPEB restatement decreased the Assessor's beginning net position by \$280,931. The restatement was due to the implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

**NOTE 16 – SUBSEQUENT EVENTS**

There were no events between the close of the year through May 31, 2019, the date that the accompanying financial statements were available for issuance that would materially impact these basic financial statements.

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**REQUIRED SUPPLEMENTARY INFORMATION**  
**(PART 2 OF 2)**

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**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED DECEMBER 31, 2018**

	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
<b><u>REVENUES</u></b>				
Ad valorem taxes	\$ 884,219	\$ 881,219	\$ 825,933	\$ (55,286)
State revenue sharing	36,135	36,135	35,101	(1,034)
Informational services	5,000	5,000	4,360	(640)
Other revenue	1,352	502	589	87
Interest income	10,000	27,000	33,763	6,763
Total Revenues	936,706	949,856	899,746	(50,110)
<b><u>EXPENDITURES</u></b>				
Salaries and related benefits	625,600	622,600	584,359	38,241
Operating	38,460	37,810	43,382	(5,572)
Professional services	74,500	31,000	32,610	(1,610)
Travel and education	7,200	6,400	7,805	(1,405)
Capital outlay	-	25,000	-	25,000
Total Expenditures	745,760	722,810	668,156	54,654
Change in Fund Balances	190,946	227,046	231,590	4,544
Fund Balances, beginning	3,243,122	3,243,122	3,243,122	-
Fund Balances, ending	3,434,068	3,470,168	3,474,712	4,544

**WEST FELICIANA PARISH ASSESSOR  
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY  
FOR THE YEAR ENDED DECEMBER 31, 2018**

**For the Four Years Ended December 31, 2018**

	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
<b>Employer's Proportion of the Net Pension Liability (Asset)</b>	0.82149%	0.80356%	0.78717%	0.78654%
<b>Employer's Proportionate Share of the Net Pension</b>	\$ 159,701	\$ 141,002	\$ 277,766	\$ 411,613
<b>Employer's Covered-Employee Payroll<sup>A</sup></b>	\$ 364,387	\$ 354,960	\$ 346,164	\$ 330,496
<b>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll</b>	44%	40%	80%	125%
<b>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability<sup>B</sup></b>	95%	96%	91%	86%

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

**WEST FELICIANA PARISH ASSESSOR  
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Schedule of Employer Contributions  
For the Four Years Ended December 31, 2017**

<b>Date</b>	<b>Contractually Required Contribution<sup>1</sup></b>	<b>Contributions in Relation to Contractually Required Contribution<sup>2</sup></b>	<b>Contribution Deficiency (Excess)</b>	<b>Employer's Covered Employee Payroll<sup>3</sup></b>	<b>Contributions as a % of Covered Employee Payroll</b>
<b>2018</b>	28,968	28,968	-	364,387	7.9%
<b>2017</b>	35,496	35,496	-	354,960	10.0%
<b>2016</b>	46,543	46,543	-	346,164	13.4%
<b>2015</b>	44,617	44,617	-	330,496	13.5%

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

**WEST FELICIANA PARISH ASSESSOR  
SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS  
FOR THE YEAR ENDED DECEMBER 31, 2018**

**Total OPEB Liability**

Service cost	\$	14,321	
Interest		18,670	
Changes of benefit terms		-	
Differences between expected and actual experience		(140)	
Changes of assumptions		(48,648)	
Benefit payments		(19,757)	
<b>Net change in total OPEB liability</b>		<b>(35,554)</b>	
<b>Total OPEB liability - beginning</b>		<b>535,566</b>	
<b>Total OPEB liability - ending (a)</b>	<b>\$</b>	<b>500,012</b>	
Covered-employee payroll	\$	369,821	
Net OPEB liability as a percentage of covered-employee payroll			135.20%

**Notes to Schedule:**

*Benefit Changes. There were no changes of benefit terms for the year ended December 31, 2018.*

*Changes of Assumptions. The discount rate as of 12/31/2017 was 3.44% and it changed to 4.10% as of 12/31/2018.*

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

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**SUPPLEMENTARY INFORMATION**

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**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
FOR THE YEAR ENDED DECEMBER 31, 2018**

**AGENCY HEAD NAME: Randy Ritchie, Assessor**

<b>PURPOSE</b>	<b>AMOUNT</b>
Salary	\$ 147,262
Benefits - Insurance	17,555
Benefits - Retirement	23,562
Total	<u>\$ 188,379</u>

**John L. McKowen**  
Certified Public Accountant

2178 Myrtle Avenue  
Baton Rouge, Louisiana 70806

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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***

The Honorable Randy Ritchie  
West Feliciana Parish Assessor  
P.O. Box 279  
St. Francisville, Louisiana 70775

I 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, each major fund, and the aggregate remaining fund information of the West Feliciana Parish Assessor, a related organization of the State of Louisiana, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the West Feliciana Parish Assessor's basic financial statements, and have issued my report thereon dated May 31, 2019.

**Internal Control over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the West Feliciana 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 my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the West Feliciana Parish Assessor's internal control. Accordingly, I do not express an opinion on the effectiveness of the West Feliciana Parish Assessor's internal control.

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

My 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 my audit I did not

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identify any deficiencies in internal control that I 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 West Feliciana Parish Assessor's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit conducted 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.

A handwritten signature in blue ink that reads "John L. McKowen, CPA". The signature is written in a cursive style.

John L. McKowen, CPA  
May 31, 2019

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 2018**

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I have audited the financial statements of the West Feliciana Parish Assessor as of and for the year ended December 31, 2018 and have issued my report thereon May 31, 2019. I conducted my 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. My audit of the financial statements as of December 31, 2018 resulted in an unqualified opinion.

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

1. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control	Material Weakness	<input type="checkbox"/> No	
	Control Deficiency(ies)	<input type="checkbox"/> No	
Compliance	Compliance Material to F/S	<input type="checkbox"/> No	
<input type="checkbox"/> No		Control	Deficiency(ies)

2. Federal Awards

N/A

**Section II Financial Statement Findings**

None

**Section III Federal Award Findings and Questioned Costs**

N/A

**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
YEAR ENDED DECEMBER 31, 2018**

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

None

**Section II     Internal Control and Compliance Material to Federal Awards**

N/A

**Section III    Management Letter**

None

**John L. McKowen**  
Certified Public Accountant

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**WEST FELICIANA PARISH ASSESSOR  
ST. FRANCISVILLE, LOUISIANA  
INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED UPON PROCEDURES  
YEAR ENDED DECEMBER 31, 2018**

To the Honorable Randolph G. Ritchie  
West Feliciana Parish Assessor  
Post Office Box 279  
St. Francisville, Louisiana 70775

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

This agreed-upon procedures engagement was performed 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, I 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.

I was 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 control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, 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 those control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures, and the results of that testing, and not to provide an opinion on control and 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.



John L. McKowen, CPA

Baton Rouge, Louisiana  
May 31, 2019

**Member**

*American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants*

## ***Written Policies and Procedures***

---

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

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

*The Assessor has no written policies and procedures regarding budgeting.*

b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

*The Assessor has no written policies and procedures regarding purchasing.*

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

*The Assessor has no written policies and procedures regarding disbursements.*

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

*The Assessor has no written policies and procedures regarding receipts/collections.*

e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

*The Assessor has no written policies and procedures regarding payroll/personnel.*

f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

*The Assessor has no written policies and procedures regarding contracting.*

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

*The Assessor has no written policies and procedures regarding credit card usage.*

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

*The Assessor has no written policies and procedures regarding travel and expense reimbursement.*

i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

*The Assessor has no written policies and procedures regarding ethics.*

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

*Not applicable.*

*The Assessor has been working on a written set of policies and procedures, but has not completed the task. He will renew his efforts.*

### ***Board or Finance Committee***

---

*Not applicable, the Assessor has no board.*

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - a) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

### ***Bank Reconciliations***

---

*There were no exceptions in the prior year; therefore, bank reconciliations were not tested in the current year.*

- 3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

### ***Collections***

---

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

*The Assessor represents that there is one collection site.*

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

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

*The Assessor is solely responsible for collections and dose not share a cashdrawer/register.*

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

*The Assessor is solely responsible for all functions.*

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

*The Assessor is solely responsible for all functions.*

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

*The Assessor is solely responsible for all functions.*

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

*All employees are bonded.*

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank*

statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

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

*There were no cash receipts.*

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

*Copies of the related collection documentation were traced to the deposit slips.*

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

*The deposit slip totals were traced to the actual deposits per the bank statements.*

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

*Deposits were made within one business day of receipt.*

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

*Actual deposits per the bank statement were traced to the general ledger.*

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

---

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

*The Assessor represents that there is one location that processes payments.*

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

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

*The Assessor is solely responsible for all functions.*

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

*The Assessor is solely responsible for all functions.*

- 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.

*The Assessor is solely responsible for all functions.*

- a) 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.

*The Assessor is solely responsible for all functions.*

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

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

*Each disbursement 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 #9, as applicable.

*The Assessor is solely responsible for all functions.*

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

---

*There were no exceptions in the prior year; therefore, credit cards were not tested in the current year.*

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

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

a) Observe 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.

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

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

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

---

*There were no exceptions in the prior year; therefore, travel and travel related expenses were not tested in the current year.*

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
  - a) If reimbursed using a per diem, 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)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

### ***Contracts***

---

*There were no exceptions in the prior year; therefore, contracts were not tested in the current year.*

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
  - a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - 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).
  - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
  - 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.

### ***Payroll and Personnel***

---

*There were no exceptions in the prior year; therefore, payroll and personnel were not tested in the current year.*

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials,

obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe that 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.
18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

### ***Ethics***

---

*There were no exceptions in the prior year; therefore, ethics was not tested in the current year.*

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
  - a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

### ***Debt Service***

---

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

*Not applicable.*

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants,

obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

*Not applicable.*

***Other***

---

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

*The Assessor represents that there were no misappropriations during the fiscal period.*

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

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