Financial Report

St. John the Baptist Parish Assessor

LaPlace, Louisiana

December 31, 2025

Bourgeois Bennett
CERTIFIED PUBLIC ACCOUNTANTS | CONSULTANTS
A LIMITED LIABILITY COMPANY

Financial Report

St. John the Baptist Parish Assessor

LaPlace, Louisiana

December 31, 2025

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LaPlace, Louisiana

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Honorable Lucien J. Gauff, III,
St. John the Baptist Parish Assessor,
LaPlace, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities and the General Fund of the St. John the Baptist Parish Assessor (the "Assessor") as of and for the year ended December 31, 2025, and the related notes to the financial statements which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and General Fund of the St. John the Baptist Parish Assessor as of December 31, 2025, and the respective changes in net position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

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In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Assessor's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Assessor's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate that raise substantial doubt about the Assessor's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 through 9 and the required supplementary information on pages 40 through 42, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operation, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the statements as a whole. The Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer on page 43 is presented for purposes of additional analysis and is required by Louisiana Revised Statute 24:513(A)(3) and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2026, on our consideration of the St. John the Baptist Parish Assessor's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 St. John the Baptist Parish Assessor's internal control over financial reporting and compliance.

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

New Orleans, Louisiana,
June 29, 2026.

MANAGEMENT'S DISCUSSION AND ANALYSIS

St. John the Baptist Parish Assessor
LaPlace, Louisiana

December 31, 2025

The Management's Discussion and Analysis of the St. John the Baptist Parish Assessor's (the "Assessor") financial performance presents a narrative overview and analysis of the Assessor's financial activities as of and for the year ended December 31, 2025. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

The Assessor's assets and deferred outflows exceeded its liabilities and deferred inflows as of December 31, 2025 by $15,262,610 (net position), which represents a 15.75% increase from December 31, 2024.

The Assessor's revenues decreased $106,757 (3.42%). This was primarily due to the Assessor recognizing a decrease in ad valorem tax revenue of $109,243.

The Assessor's expenses increased $76,845 (8.93%). The variance includes increases in personal services of $248,917 and professional and legal fees of $38,300, offset by decreases of office supplies and expenses of $198,398, travel and automotive of $4,497, and amortization expense of 7,477. Personal services increased due to postemployment benefit and pension adjustments.

The Assessor did not have any funds with deficit fund balances.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Assessor's basic financial statements. The Assessor's financial report consists of three parts: (1) management's discussion and analysis (this section), (2) basic financial statements, and (3) special reports by certified public accountants and management.

The basic financial statements include two kinds of statements that present different views of the Assessor.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Assessor's finances, in a manner similar to a private sector business. The Statement of Net Position presents information on all of the Assessor's assets and liabilities, with the difference between the two reported as the net position. Over time, increases or decreases in the net position may serve as a useful indicator of whether the financial position of the Assessor is improving or deteriorating. The Statement of Activities presents information showing how the Assessor's net position changes during each fiscal year.

All changes in net assets are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The governmental activity of the Assessor is to assess all real and movable property that is subject to ad valorem taxes in St. John the Baptist Parish.

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. All of the funds of the Assessor are governmental funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Assessor maintains one individual governmental fund (the "General Fund"). Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund. The Assessor adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget. The basic governmental fund financial statements can be found on pages 10 through 14 of this report.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

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 notes to the financial statements can be found starting on page 15 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As previously noted, net position may serve over time as a useful indicator of the Assessor's financial position. As of December 31, 2025, assets and deferred outflows of resources exceeds liabilities and deferred inflows of resources by $15,262,610.

Condensed Statements of Net Position

	December 31,		
	2025	2024 (as Restated)	Dollar Change
Current and other assets	$ 16,463,433	$ 14,568,662	$ 1,894,771
Capital assets	11,895	21,412	(9,517)
Net pension asset	497,937	-	497,937
Total assets	16,973,265	14,590,074	2,383,191
Deferred outflows of resources	89,776	263,310	(173,534)
Current liabilities	17,937	5,495	12,442
Non-current liabilities	955,590	979,881	(24,291)
Total liabilities	973,527	985,376	(11,849)
Deferred inflows of resources	826,904	682,305	144,599
Net position:			
Invested in capital assets	11,895	21,412	(9,517)
Unrestricted	15,250,715	13,164,291	2,086,424
Total net position	$ 15,262,610	$ 13,185,703	$ 2,076,907

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

Governmental Activities

Governmental activities increased the Assessor's net position by $2,076,907. Key elements of this increase are as follows:

Condensed Changes in Net Position

	Year Ended December 31, 2025	Year Ended December 31, 2024	Dollar Change	Total Percentage Change
Revenues:				
Ad valorem taxes	$ 2,642,117	$ 2,751,360	$ (109,243)	-3.97%
Intergovernmental	30,070	61,234	(31,164)	-50.89%
Interest income	338,100	308,317	29,783	9.66%
Other revenue	4,367	500	3,867	773.40%
Total revenues	3,014,654	3,121,411	(106,757)	-3.42%
Expenses:				
General and governmental	937,747	860,902	76,845	8.93%
Change in net position	2,076,907	2,260,509	(183,602)	-8.12%
Net position, beginning of year	13,185,703	11,613,694	1,572,009	13.54%
Restatement	-	(688,500)	688,500	-100.00%
Net position as restated, Beginning of year	13,185,703	10,925,194	2,260,509	20.69%
End of year	$ 15,262,610	$13,185,703	$2,076,907	15.75%

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Assessor's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Assessor's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending as of December 31, 2025. As of December 31, 2025, the Assessor's governmental fund, the General Fund, reported an ending fund balance of $16,453,522, an increase of $1,890,355 in comparison with the prior year. An unassigned fund balance of $14,123,522 is available for spending at the Assessor's discretion, and $2,300,000 of the Assessor's fund balance is assigned for the funding of other postemployment benefit obligations and related unfunded actuarial accrued liabilities. The remainder of fund balance is non-spendable to indicate that it is not available for new spending because it has already been committed for maintenance contracts.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS (Continued)

General Fund Budgetary Highlights

The budget was amended once during the year. The primary reason for amending the budget was the result of obtaining more accurate information on revenue and expenditures. The major differences between the original General Fund budget and the final amended budget were as follows:

Revenues

- Decrease in ad valorem tax by $183,072 to reflect actual expected revenues.
- Increase in office supplies and expenses by $133,372 to reflect actual expected expenditures.

During the year, revenues were more than budgetary estimates by approximately $256,000 and expenditures were lower than budgetary estimates by approximately $497,000.

CAPITAL ASSETS

Intangible Assets

The Assessor's intangible assets for its governmental activities as of December 31, 2025 totaled $11,895 (net of accumulated and amortization). This investment in capital assets includes a leased vehicle.

	December 31,	
	2025	2024
Leased vehicle	$ 11,895	$ 21,412

Additional information on the Assessor's capital assets can be found in Note 7 of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Assessor typically considers the following factors and indicators when setting the next year's budget, rates, and fees. These factors and indicators include:

- Revenues were budgeted on the assumption that ad valorem taxes would decrease in 2026.
- Expenditures were budgeted based on the assumption that expenses would decrease in 2026.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Assessor's finances for all those with an interest in the Assessor's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Lucien J. Gauff, III, Assessor, Parish of St. John the Baptist, 1811 West Airline Highway, LaPlace, Louisiana 70068, or call 985-652-5311.

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET

St. John the Baptist Parish Assessor
LaPlace, Louisiana

December 31, 2025

	General Fund	Adjustments (Exhibit B)	Statement of Net Position
Assets			
Cash	$11,293,042	$ -	$11,293,042
Investments	2,509,328	-	2,509,328
Due from St. John the Baptist Sheriff			
Ad valorem taxes	2,616,028	-	2,616,028
State revenue sharing	15,035	-	15,035
Prepaid expenses	30,000	-	30,000
Right-of-use asset, net of accumulated amortization	-	11,895	11,895
Net pension asset	-	497,937	497,937
Total assets	16,463,433	509,832	16,973,265
Deferred Outflows of Resources			
Other postemployment benefit obligations	-	25,253	25,253
Pension	-	64,523	64,523
Total deferred outflows of resources	-	89,776	89,776
Total assets and deferred outflows of resources	$16,463,433	$ 599,608	$17,063,041
Liabilities			
Accounts payable and accrued expenditures	$ 9,911	$ -	$ 9,911
Current position of lease liability	-	8,026	8,026
Long-term liabilities			
Due after one year	-	955,590	955,590
Total liabilities	9,911	963,616	973,527
Deferred Inflows of Resources			
Other postemployment benefit obligations	-	354,943	354,943
Pension	-	471,961	471,961
Total deferred inflows of resources	-	826,904	826,904
Total liabilities and deferred inflows of resources	9,911	1,790,520	1,800,431
Fund Balance/Net Position			
Fund balance:			
Non-spendable	30,000	(30,000)	-
Assigned	2,300,000	(2,300,000)	-
Unassigned	14,123,522	(14,123,522)	-
Total fund balance	16,453,522	(16,453,522)	-
Total liabilities and fund balance	$16,463,433	(14,663,002)	1,800,431
Net position:			
Net invested in capital assets		11,895	11,895
Unrestricted		15,250,715	15,250,715
Total net position		$15,262,610	$15,262,610

See notes to financial statements.

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE STATEMENT OF NET POSITION

St. John the Baptist Parish Assessor
LaPlace, Louisiana

December 31, 2025

Fund Balance - Governmental Fund		$ 16,453,522
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Other assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund:		
Right-of-use asset	$ 30,929	
Less accumulated amortization	(19,034)	11,895
Long-term assets are not financial resources and, therefore, are not reported in the governmental fund:		
Net pension asset	497,937	497,937
Deferred outflows of resources used in governmental activities are not financial resources and, therefore, are not reported in governmental funds:		
Pension	64,523	
Other postemployment benefit obligations	25,253	89,776
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the General Fund:		
Lease liability	(10,084)	
Other postemployment benefit obligations	(953,532)	(963,616)
Deferred inflows of resources are not due and payable in the current period and, therefore, are not reported in governmental funds:		
Pension	(471,961)	
Other postemployment benefit obligations	(354,943)	(826,904)
Net Position of Governmental Activities		$ 15,262,610

See notes to financial statements.

STATEMENT OF ACTIVITIES AND STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the year ended December 31, 2025

	General Fund	Adjustments (Exhibit D)	Statement of Activities
Revenues			
Ad valorem	$ 2,642,117	$ -	$ 2,642,117
Intergovernmental -			
State of Louisiana -			
State revenue sharing	30,070	-	30,070
Interest income	338,100	-	338,100
Other revenue	4,367	-	4,367
Total revenues	3,014,654	-	3,014,654
Expenditures			
Current:			
General government:			
Personal services	893,884	(175,224)	718,660
Office supplies and expenses	130,648	(20,845)	109,803
Travel and automotive	13,921	-	13,921
Professional and legal fees	85,846	-	85,846
Amortization	-	9,517	9,517
Total general government	1,124,299	(186,552)	937,747
Capital outlay	-	-	-
Total expenditures	1,124,299	(186,552)	937,747
Excess of Revenues Over Expenditures	1,890,355	(1,890,355)	-
Change in Net Position	-	2,076,907	2,076,907
	1,890,355	186,552	2,076,907
Fund Balance/Net Position			
Beginning of year, as restated	14,563,167	(1,377,464)	13,185,703
End of year	$ 16,453,522	$ (1,190,912)	$ 15,262,610

See notes to financial statements.

Exhibit D

RECONCILIATION OF THE STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the year ended December 31, 2025

Net Change in Fund Balance - Governmental Fund		$ 1,890,355
Amounts reported for governmental activities in the Statement of Activities are different because:		
The net effect of various miscellaneous transactions involving leases and right-of-use assets to increase net position.		
Amortization right-of-use asset	(9,517)	
Lease expense	20,845	11,328
Some expenses reported in the Statement of Activities do not require the use of current fiscal resources and, therefore, are not reported as expenditures in governmental funds		
Pension benefit	121,874	
Net change in other postemployment benefit obligations	53,350	175,224
Change in Net Position of Governmental Activities		$ 2,076,907

See notes to financial statements.

STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the year ended December 31, 2025

	Budgeted Amounts Original	Budgeted Amounts Final	Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
Revenues				
Ad valorem taxes	$ 2,917,107	$ 2,734,035	$ 2,642,117	$ (91,918)
Intergovernmental -				
State of Louisiana -				
State revenue sharing	25,000	15,150	30,070	14,920
Interest income	7,000	4,663	338,100	333,437
Other revenue	2,000	4,367	4,367	-
Total revenues	2,951,107	2,758,215	3,014,654	256,439
Expenditures				
Current:				
General government:				
Personal services	996,750	1,028,875	893,884	134,991
Office supplies and expenses	181,500	314,872	130,648	184,224
Travel and automotive	50,000	23,000	13,921	9,079
Professional and legal fees	55,000	55,000	85,846	(30,846)
Total general government	1,283,250	1,421,747	1,124,299	297,448
Capital outlay	150,000	200,000	-	200,000
Total expenditures	1,433,250	1,621,747	1,124,299	497,448
Excess of Revenues Over Expenditures	1,517,857	1,136,468	1,890,355	$ 753,887
Net Position				
Beginning of year	13,860,441	14,563,167	14,563,167	
End of year	$ 15,378,298	$ 15,699,635	$ 16,453,522	

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

St. John the Baptist Parish Assessor
LaPlace, Louisiana

December 31, 2025

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a term of four years. The assessor assesses property, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission as prescribed by law.

The St. John the Baptist Parish Assessor (the “Assessor”) is a separately elected official and is not included as a component unit in any other financial statements.

The Assessor operates two offices, one in LaPlace and another in Edgard, serving St. John the Baptist Parish. Under Louisiana law, property assessments for both real estate and movable assets are based on their condition as of January 1 of the tax year. The Assessor prepares an annual assessment list and submits it to the parish governing authority and the Louisiana Tax Commission in accordance with legal requirements. After the list is approved, the finalized assessment roll is provided to the parish tax collector, who is responsible for collecting and distributing taxes to the various taxing entities within the parish.

The accounting policies of the Assessor conform to accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

a. Reporting Entity

The Assessor has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

a. Reporting Entity (Continued)

The Assessor is an independently elected official and is not considered fiscally dependent on the St. John the Baptist Parish Council (the "Parish Council"). As the governing authority of the Parish, for reporting purposes, the St. John the Baptist Parish Council is the financial reporting entity for St. John the Baptist Parish. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB established criteria for determining which component units should be considered part of the St. John the Baptist Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. GASB has set forth criteria to be considered in determining financial accountability. This criterion includes:

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

Because the Parish Council does not appoint the Assessor, does not provide funding (other than the use of facilities); or have any control over the Assessor, the Assessor has determined that the office is not a component unit of the St. John the Baptist Parish Council. The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the Parish Council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity of St. John the Baptist Parish.

b. Basis of Presentation

The Assessor's basic financial statements consist of the government-wide statements on all activities of the Assessor and the governmental fund financial statements.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Basis of Presentation (Continued)

Government-Wide Financial Statements

The government-wide financial statements include the Statement of Net Assets and the Statement of Activities for all activities of the Assessor. The government-wide presentation focuses primarily on the sustainability of the Assessor as an entity and the change in aggregate financial position resulting from the activities for the fiscal period. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

Fund Financial Statements

The fund financial statements are very similar to the traditional government fund statements as presented by governments prior to the issuance of GASB Statement No. 34. Emphasis is now on the major funds. The daily accounts and operations of the Assessor continue to be organized on the basis of a fund and accounts group, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Government resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The following is the governmental fund of the Assessor:

General Fund

The General Fund, as provided by Louisiana Revised Statute 47:1906 is the operating fund and is the only fund of the Assessor. It is used to account for all financial resources except those that are required to be accounted for in another fund. The General Fund is always a major fund.

c. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe which transactions are recorded within the various financial statements. Basis of accounting refers to when transactions are recorded regardless of the measurement focus applied.

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Measurement Focus and Basis of Accounting (Continued)

Fund Financial Statements

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Governmental funds are maintained on the modified accrual basis of accounting.

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For this purpose, the Assessor considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Miscellaneous revenues are recorded as revenues when received in cash by the Assessor because they are generally not measurable until actually received.

Ad valorem taxes are assessed for the calendar year and become due on November 15th of each year and become delinquent on December 31st. Ad valorem tax revenue authorized by Act 292 of 1985 is accounted for in this fund. Ad valorem taxes are recognized as revenue in the year for which levied; thus, the property taxes which are being levied to finance the current year budget are recognized as revenue in the current year. State revenue sharing is an arrangement whereby local governments are reimbursed by the State for ad valorem taxes not billed due to the homestead exemption. The Assessor received $30,070 from state revenue sharing for the year ended December 31, 2025.

Interest income on cash balances is recorded when the income is available.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Allocations of cost such as depreciation are not recognized in the governmental funds.

d. Use of Estimates

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

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

e. Operating Budgetary Data

As required by the Louisiana Revised Statutes 39:1303, the Assessor adopted a budget for its General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget, and public hearings of the budget prior to adoption. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the Assessor. The Assessor amended its budget once during 2025. All budgeted amounts which are not expended or obligated through contracts lapse at year end. The General Fund budget is adopted on a basis materially consistent with accounting principles generally accepted in the United States of America.

f. Cash and Cash Equivalents

Cash includes amounts in noninterest bearing demand deposits. Cash equivalents include amounts in certificates of deposit. Under state law, the Assessor may deposit funds in demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

g. Receivables

The financial statements of the Assessor contain no allowance for bad debts. Uncollectible receivables are recognized as bad debts at the time information becomes available, which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the fund.

h. Capital Assets and Depreciation

The accounting treatment over plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-Wide Financial Statements:

In the government-wide financial statements, property and equipment are accounted for as capital assets. Capital assets purchased or acquired with an original cost of $1,000 or more are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance is expensed as incurred.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h. Capital Assets and Depreciation (Continued)

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Office furniture, fixtures, and equipment	5 years

Fund Financial Statements

In the fund financial statements, the cost of capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

i. Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expenses/ expenditures) until then.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then.

j. Pensions

For purposes of measuring the net pension (asset) liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Louisiana Assessors' Retirement Fund (the "Fund") and additions to/deductions from the Fund fiduciary net position have been determined on the same basis as they are reported by the Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

All information presented in Note 8 is based on the Fund year ended September 30, 2025.

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k. Vacation and Sick Leave

Vacation leave is accrued at the rate of one week per year with a maximum of 5 weeks allowed for employees with 20 years or more service. Vacation leave must be taken during the year earned and cannot be accumulated and carried forward from one year to the next. Sick leave is granted at the discretion of the Assessor and cannot be accumulated. Upon resignation or involuntary termination of employment, employees are not paid for any unused sick leave or vacation leave. As of December 31, 2025, there were no accumulated or vested benefits related to vacation and sick leave that require disclosure in the financial statements

l. Fund Equity

Government-Wide Statements

Equity is classified as net assets and displayed in three components:

1. Invested in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation.

2. Restricted net assets - Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

3. Unrestricted net assets - All other net assets that do not meet the definition of "restricted" or "invested in capital assets".

When both restricted and unrestricted resources are available for use, it is the Assessor's policy to use restricted resources first, then unrestricted resources as they are needed. As of December 31, 2025 and for the year then ended, the Assessor did not have restricted net assets or received restricted revenues.

Fund Financial Statements

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

l. Fund Equity (Continued)

Fund Financial Statements (Continued)

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

Restricted - amounts that can be spent only for a specific purpose because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributions, or the laws or regulations of other governments. There was no restricted equity as of December 31, 2025.

Committed - amounts that can be used only for specific purposes determined by a formal decision of the Assessor. There was no committed equity as of December 31, 2025.

Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for a specific purpose. The Assessor assigned funds for the funding of other post-employment benefits obligation (OPEB) and the related unfunded accrued actuarial liability (UAAL) in the amount of $2,300,000 as of December 31, 2025.

Unassigned - all other amounts not included in other spendable classifications.
For classification of Governmental Fund balances, the Assessor considers an expenditure to be made from the most restrictive first when more than one classification is available. The Assessor's fund balance as of December 31, 2025 totaled $16,453,522 of which $14,123,522 was classified as unassigned $2,300,000 was classified as assigned and $30,000 was classified as nonspendable as this balance related to prepaid expenses.

m. New GASB Statements

During the year ending December 31, 2025, the Assessor implemented the following GASB Statements:

Statement No. 102, "*Certain Risk Disclosures*" defines concentrations and constraints. The Statement also requires governments to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and whether an event or events associated with a concentration or constraint that could cause the substantial impact to have occurred, have begun to occur, or are more likely

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

m. New GASB Statements (Continued)

than not to begin to occur within 12 months of the date the financial statements are issued. This Statement did not have a material effect on the financial statements for the year ended December 31, 2025.

The GASB has issued the following Statements which will become effective in future years as shown below:

Statement No. 103, "*Financial Reporting Model Improvements*" provides objectives to improve key components of the financial reporting model to enhance effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

Statement No. 104, "*Disclosure of Certain Capital Assets*" provides users of government financial statements with essential information about certain types of capital assets. This Statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement 34. Lease assets recognized in Statement No. 87, and intangible right-to-use assets recognized in accordance with Statement No. 94, should be disclosed separately by major class of underlying asset in the capital asset note disclosure. Subscription assets recognized in accordance with Statement No. 96 also should be separately disclosed. This Statement also requires additional disclosure for capital assets held for sale. A capital asset is a capital asset held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

Statement No. 105, "*Subsequent Events*" improves the financial reporting requirements for subsequent events, thereby enhancing consistency in their application and better meeting the information needs of financial statement users. This Statement defines subsequent events as transactions or other events that occur after the date of the financial statements but before the date the financial statements are available to be issued. This Statement describes the date the financial statements are available to be

Note 1 - NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

m. New GASB Statements (Continued)

issued as the date at which (1) the financial statements are complete in a form and format that complies with generally accepted accounting principles and (2) approvals necessary for issuance have been obtained. That definition modifies the subsequent events time frame throughout the GASB literature. This Statement also requires the date through which subsequent events have been evaluated to be disclosed. This Statement clarifies the subsequent events that constitute recognized and nonrecognized events and establishes specific note disclosure requirements for nonrecognized events. The requirements of this Statement are effective for fiscal years beginning after June 15, 2026, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

n. Subsequent Events

The Assessor evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through June 29, 2026, which is the date the financial statements were available to be issued.

Note 2 - RESTATEMENT OF NET POSITION

During the year ended December 31, 2025, the Assessor identified an error in the prior year financial statements related to the recognition of deferred inflows of resources for Other Postemployment Benefits (OPEB).

As a result, deferred inflows or resources and beginning net position were misstated as of December 31, 2024. The following reflects the impact on the previously reported balances:

Statement of Activities	Governmental Activities
Net position, December 31, 2024, as previously reported	$ 13,874,203
Restatement	(688,500)
Net position, December 31, 2024, restated	$ 13,185,703

Note 3 - DEPOSITS AND INVESTMENTS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, or any other federally insured investment, certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana, guaranteed investment contracts and investment grade (A-1/P-2) commercial paper of domestic corporations.

State law requires deposits (cash) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes Federal Deposit Insurance Corporation (FDIC) insurance and securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision, with an unaffiliated bank, or with a trust company for the account of the political subdivision.

Bank Deposits

The bank balance as of December 31, 2025 is as follows:

	Bank Balances	Reported Amount
Cash and cash equivalents	$ 2,409,866	$ 2,404,617
Certificates of deposit	2,509,328	2,509,328
Totals	$ 4,919,194	$ 4,913,945

Custodial credit risk is the risk that in the event of a bank failure, the Assessor's deposits may not be returned to it. The Assessor has a written policy for custodial credit risk. As of December 31, 2025, $3,562,549 of the Assessor's bank balances of $4,919,194 was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent and are deemed to be held in the depositor's name by state statute.

As of December 31, 2025, cash in excess of FDIC insurance was adequately collateralized in accordance with state law. Pledged securities are considered subject to custodial credit risk under the provisions of GASB Statement No. 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

Note 3 - DEPOSITS AND INVESTMENTS (Continued)

Investments

LAMP, a local government investment pool, is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. The primary objective of LAMP is to provide a safe environment for placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed or backed by the U.S. Treasury, the U.S. Government or one of its agencies, enterprises or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 60 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable-rate investments. The fair value of investments is determined on a weekly basis to monitor any variances between cost and fair value. For purposes of determining participants' shares, investments are valued at amortized cost. The fair value of participant's position is the same as the value of the pool shares. Because LAMP as of December 31, 2025, had a weighted average maturity of days, it was presented as investment with a maturity of less than one year. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. Investments in LAMP as of December 31, 2025 amounted to $8,888,425 and are reported as cash equivalents.

Reconciliation

A reconciliation of deposits and investments as shown on the Statement of Net Position is as follows:

Reported amount of cash deposits	$ 2,404,617
Reported amount of investments - certificates of deposit	2,509,328
Reported amount of investments - LAMP	8,888,425
Total	$13,802,370
Cash and cash equivalents	$11,293,042
Investments	2,509,328
Total	$13,802,370

Note 4 - PROPERTY TAXES

Property taxes are typically levied each November 1st on the assessed value listed as of the prior January 1st for all property, merchandise, and movable property located in the Parish. Assessed values are established by the St. John the Baptist Parish Assessor's Office and State Tax Commission at percentages of actual value as specified by Louisiana law. A reevaluation of all property is required to be completed no less than every four years. The last reevaluation of property was completed during 2024. Taxes are due and payable December 31st, with interest being charged on payments after January 1st. Taxes can be paid through the tax sale date, which is the last Wednesday in June. Properties for which the taxes have not been paid are sold at the amount of the taxes. The tax rate for the year ended December 31, 2025 was $3.02 per $1,000 of assessed valuation of property within St. John the Baptist Parish for the purpose of assessing property, preparing tax rolls, and submitting the rolls to the Louisiana Tax Commission. As indicated in Note 1c, taxes levied November 1, 2024 are for budgeted expenditures in 2025 and are recognized as revenue in 2025.

The Assessor's office is located in St. John the Baptist Parish in LaPlace, Louisiana. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1st of the tax year. The Assessor completes an assessment listing by May 1st of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

As of December 31, 2025, real property and movable property assessments totaled $886,278,705. This represents a decrease in property assessments of $79,652,819 from the prior year.

The following are the principal taxpayers for the Parish with assessed valuation in excess of $11 million:

Taxpayer	Type of Business	2025 Assessed Valuation	Percentage of Total Assessed Valuation
Marathon Petroleum Company	Oil	$ 504,052,274	56.87
Entergy Louisiana, Inc.	Energy	17,175,480	1.94
Pinnacle Polymers LLC	Chemical	15,183,615	1.71
Denka Performance Elaster, LLC	Chemical	14,415,048	1.63
Air Products & Chemicals, Inc.	Chemical	12,172,591	1.37
Louisiana Machinery Co. Inc.	Machinery	11,940,480	1.35
Nalco Chemical Company	Chemical	11,515,415	1.30
Cargill Incorporated	Agribusiness	11,224,747	1.27
Totals		$ 597,679,650	67.44

Note 5 - DUE FROM ST. JOHN THE BAPTIST PARISH SHERIFF

Amounts due from St. John the Baptist Parish Sheriff as of December 31, 2025 consisted of ad valorem taxes collected by the St. John the Baptist Parish Sheriff for the November 1, 2025 taxes levied but not remitted to the Assessor until the beginning of the following year. The balance due as of December 31, 2025 was $2,631,063.

Note 6 - STATE REVENUE SHARING

State revenue sharing is an arrangement whereby local governments are reimbursed by the state for ad valorem taxes not billed due to the homestead exemption. State revenue sharing revenue of $30,070 was recognized for the year ended December 31, 2025. The majority of state revenue sharing revenue was allocated by the state to other St. John the Baptist Parish governmental entities.

Note 7 - CHANGES IN CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2025 was as follows:

	Balance January 1, 2025	Additions	Dispositions	Balance December 31, 2025
Office equipment being depreciated	$ 89,729	$ -	$ -	$ 89,729
Less accumulated depreciation	(89,729)	-	-	(89,729)
Total depreciable capital assets, net	-	-	-	-
Intangible assets being amortized:				
Right-to-use leased vehicle	30,929	-	-	30,929
Less accumulated amortization	(9,517)	(9,517)	-	(19,034)
Total intangible assets being amortized, net	21,412	(9,517)	-	11,895
Total capital assets, net	$ 21,412	$ (9,517)	$ -	$ 11,895

Amortization expense for the current year is $9,517. There were no additions or deletions of office equipment for the year ending December 31, 2025.

Note 8 - RETIREMENT PLAN

Plan Description. The Assessor contributes to the Louisiana Assessor's Retirement Fund ("Fund"), a cost-sharing multiple-employer defined benefit public employee retirement system (PERS), which is controlled and administered by a separate Board of Trustees.

Act 91 of the 1950 Louisiana Legislative Session established the plan. Provisions of the plan are set forth in the Louisiana Revised Statutes 11:1401 through 11:1494. The Fund issues a publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to Louisiana Assessor's Retirement Fund, P.O. Box 14699, Baton Rouge, Louisiana, 70898-4699.

Benefits Provided. The Fund provides retirement, deferred retirement, disability, and death benefits. Employees who were hired before October 1, 2013, will be eligible for pension benefits once they have either reached the age of 55 and have at least 12 years of service or have at least 30 years of service, regardless of age. Employees who were hired on or after October 1, 2013, will be eligible for pension benefits once they have either reached the age of 60 and have at least 12 years of service or have reached the age of 55 and have at least 30 years of service.

Employees who became members prior to October 1, 2006, are entitled to annual pension benefits equal to 3.33% of their average final compensation based on the 36 consecutive months of highest pay, multiplied by their total years of service, not to exceed 100% of final compensation.

Employees whose first employment making them eligible for membership began on or after October 1, 2006 but before October 1, 2013, are entitled to annual pension benefits equal to 3.33% of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation.

Employees whose first employment making them eligible for membership began on or after October 1, 2013 but who have less than 30 years of service, are entitled to annual pension benefits equal to 3% of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Employees whose first employment making them eligible for membership began on or after October 1, 2013 and have 30 or more years of service, are entitled to annual pension benefits equal to 3.33% of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Employees may elect to receive their pension benefits in the form of a joint and survivor annuity.

Note 8 - RETIREMENT PLAN (Continued)

If employees terminate before rendering two years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity. Employees may elect to receive the actuarial equivalent of their retirement allowance in a reduced retirement payable throughout life with the following options:

1. If the employee dies before he has received in retirement payments purchased by his contributions the amount he had contributed to the fund before his retirement, the balance shall be paid to his legal representatives or to such person as he shall nominate by written designation.

2. Upon the employee's death, his reduced retirement allowance shall be continued throughout the life of and paid to his surviving spouse.

3. Upon the employee's death, one-half of his reduced retirement allowance shall be continued throughout the life of and paid to his surviving spouse.

4. The employee may elect to receive some other board-approved benefit or benefits that together with the reduced retirement allowance shall be of equivalent actuarial value to his retirement allowance.

In lieu of terminating employment and accepting a service retirement, any member of the plan who is eligible to retire may elect to participate in the Back-Deferred Retirement Option Plan (Back-DROP) in which they are enrolled for three years and defer the receipt of benefits. During the participation in the plan, employer contributions are payable, but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the Back-DROP fund. The election to participate in Back-DROP is irrevocable once participation begins.

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

1. A sum equal to the greater of 45% of final average compensation or the employee's accrued retirement benefit at the time of termination of employment due to disability; or

2. The retirement benefit which would be payable assuming accrued creditable service plus additional accrued service, if any, to the earliest normal retirement age based on final average compensation at the time of termination of employment due to disability.

Note 8 - RETIREMENT PLAN (Continued)

Upon approval for disability benefits, the member shall exercise an optional retirement allowance as provided in R.S. 11:1423, and no change in the option selected shall be permitted after it has been filed with the board. The retirement option factors shall be the same as those utilized for regular retirement based on the age of the retiree and that of the spouse, had the retiree continued in active service until the earliest normal retirement date.

Contributions. According to state statute, contributions for all employers are actuarially determined each year. The actuarially determined employer contribution rate was 0% of member's compensation. However, the actual rate was 5% throughout 2025.

Contributions to the Fund from the Assessor were $28,038.

Pension Asset. The Assessor reported an asset of $497,937 for its proportionate share of the Net Pension Asset. The Net Pension Asset was measured as of September 30, 2025 and the total pension asset used to calculate the Net Pension Asset was determined by an actuarial valuation as of that date. The Assessor's proportion of the Net Pension Asset was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Assessor's proportion was .827968%, which was a decrease of .05751% from its proportion measure from the prior year.

Pension Benefit. The Assessor recognized a GASB 68 pension benefit of $121,874.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. The Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	$ 41,223	$ (13,545)
Change of assumptions	16,018	(17,701)
Net difference between projected and actual earnings on pension plan investments	-	(433,970)
Changes in proportion and differences between Assessor's contributions and proportionate share of contribution	876	(6,745)
Assessor's contributions subsequent to the measurement date	6,406	-
Totals	$ 64,523	$ (471,961)

Note 8 - RETIREMENT PLAN (Continued)

The Assessor reported $6,406 as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date and will be recognized as a reduction of the net pension (asset) liability in the following year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,	Amount
2026	$ 2,337
2027	(200,809)
2028	(167,550)
2029	(49,472)
2030	1,650
Total	$ (413,844)

Actuarial Assumptions. A summary of the actuarial methods and assumptions used in determining the total pension (asset) liability are as follows:

Valuation Date	September 30, 2025
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	5.50%, net of investment expense
Inflation Rate	2.10%
Projected Salary Increases	5.00%
Annuitant and Beneficiary Mortality	Pub-2016 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% for males and 115% for females, each with full generational projection using the appropriate MP2021 scale.
Active Members Mortality	Pub-2016 Public Retirement Plans Mortality Table for General Employees multiplied by 120% for males and 115% for females, each with full generational projection using the appropriate MP2021 scale.

Note 8 - RETIREMENT PLAN (Continued)

Disabled Lives Mortality	Pub-2016 Public Retirement Plans Mortality Table for Non-safety Disabled Retirees multiplied by 120% for males and 115% for females, each with full generational projection using the appropriate MP2021 scale.
Cost of Living Adjustments	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.

The long-term expected rate of return on pension plan investments was determined using a triangulation method in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long term expected rate of return was 7.85%. The best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation are summarized in the following table:

Asset Class	Target Allocation
Equity	50.00%
Fixed income	45.00%
Alternative	5.00%
Total	100.00%

	Long-Term Expected Real Rate of Return
International equity	8.50%
Domestic equity	7.50%
Real estate	4.50%
International bonds	3.50%
Domestic bonds	2.50%

Note 8 - RETIREMENT PLAN (Continued)

Discount Rate. The discount rate used to measure the total pension (asset) liability was 5.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees of the Fund. Based on those assumptions, the Fund'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 (asset) liability.

Sensitivity of the Assessor's Proportionate Share of the Collective Net Pension (Asset) Liability to Changes in the Discount Rate. The following presents the net pension (asset) liability of the participating employers calculated using the discount rate of 5.50%, as well as what the employers' net pension (asset) liability would be if it were calculated using a discount rate that is one-percentage point lower (4.50%) or one-percentage point higher (6.50%) than the current rate:

	1.0% Decrease 4.50%	Current Discount Rate 5.50%	1.0% Increase 6.50%
Assessor's proportionate share of the net pension (asset) liability	$ 36,134	$(497,937)	$ (953,151)

Pension Plan Fiduciary Net Position. The Fund has issued a stand-alone audit report on its financial statements. Access to the report can be found on the Louisiana Legislative Auditor's website www.lla.la.gov.

Note 9 - OTHER POSTEMPLOYMENT BENEFITS

Plan Description - The Assessor provides certain continuing health care and life insurance benefits for its retired employees. The Assessor's 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 rest with the Assessor. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

Note 9 - OTHER POSTEMPLOYMENT BENEFITS (Continued)

Benefits Provided - Benefits are provided through comprehensive plans and are made available to employees upon actual retirements. 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. The retiree must also have 20 years of service for the retiree to receive employer contributions.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The insurance coverage while active is continued after retirement but the retiree insurance amount is limited to 50% of the amount that was covered while active prior to age 70.

Employees Covered by Benefit Terms – As of December 31, 2025, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefit payments	10
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	6
Total	16

Total OPEB Liability

The Assessor's total OPEB liability is $953,532 as of the measurement date December 31, 2025.

Actuarial Assumptions and other inputs - The total OPEB liability in the December 31, 2025 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included the measurement, unless otherwise specified:

Actuarial Assumptions:	
Inflation Rate	3.00%
Salary Increases	3.00%
Discount Rate	4.08% annually (Beginning of Year) 4.83% annually (As of End of Year)
Healthcare Cost Trend Rates:	Getzen model, initial trend of 5.5%
Mortality	Pub-2010/2021

Note 9 - OTHER POSTEMPLOYMENT BENEFITS (Continued)

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2025, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2025 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2024.

Changes in the Total OPEB Liability

Balance as of December 31, 2024	$1,174,575
Changes for the year:	
Service costs	15,393
Interest on total OPEB liability	48,237
Differences between expected and actual expense	(28,743)
Change in assumptions	(222,245)
Benefit payments and net transfers	(33,685)
Total changes for the year	(221,043)
Balance as of December 31, 2025	$ 953,532

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

The following presents the total OPEB liability of the Assessor, calculated using the discount rate of 4.83%, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (3.83%) or 1% higher (5.83%) than the current rate.

	1% Decrease 3.83%	Discount Rate 4.83%	1% Increase 5.83%
Total OPEB liability	$1,065,489	$ 953,532	$ 859,125

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

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

Note 9 - OTHER POSTEMPLOYMENT BENEFITS (Continued)

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

	1% Decrease 4.50%	Current Trend Rate 5.50%	1% Increase 6.50%
Total OPEB liability	$ 859,553	$ 953,532	$ 1,068,431

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

For the year ended December 31, 2025, the Assessor recognized an OPEB benefit of $19,665. As of December 31, 2025, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Difference between expected and actual experience	$ (124,611)	$ 7,008
Change in assumptions	(230,332)	18,245
Totals	$ (354,943)	$25,253

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

Year Ended June 30,	
2026	$(120,844)
2027	(146,098)
2028	(62,748)
2029	-
Total	$(329,690)

Note 10 - BUDGETARY INFORMATION

As required by the L.R.S. 39:1301-1315, the Assessor adopted a budget for its General Fund for the year ended December 31, 2025 and it was made available for public inspection at the Assessor's office on December 11, 2024. The proposed budget was prepared on the modified accrual basis of accounting. The budget hearing was held at the Assessor's office on December 30, 2024. The budget was legally adopted and amended, as necessary, by the Assessor. The budget for the year ended December 31, 2025 was amended once and was made available for public inspection at the Assessor's office on December 4, 2025. The budget hearing was held at the Assessor's office on December 23, 2025. All appropriations lapse at year end.

Formal budget integration (within the accounting records) is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget.

Note 11 - LEASE COMMITMENTS

The Assessor leases a vehicle. The lease commenced on December 28, 2023 and extends through February 28, 2027. The lease interest rate is approximated at the incremental borrowing rate of 4.09%.

Reported under Statement 87 for the year ended December 31, 2025 are as follows:

Operating Leases

Lease expense	$ 7,705
Cash paid for lease	$ 8,289
Right-of-use asset	$ 11,255
Lease liability	$ 10,084

Weighted-Average Information

Weighted-average remaining lease in years	1.25
Weighted-average discount rate	4.09%

Future Minimum Lease Payments

Year Ending December 31,		Amounts
2026		$ 8,289
2027		2,072
	Total lease payments	10,361
	Less amounts representing interest	(277)
	Present value of lease liability	10,084
	Less current maturities	(8,026)
	Long-term lease obligation	$ 2,058

Note 12 - STATE OF LOUISIANA TAX ABATEMENT

Under the Industrial Tax Exemption Program (ITEP), authorized by Article VII, Section 21(F) of the Louisiana Constitution and Executive Order No. JBE 2016-73, qualifying manufacturers may obtain a property tax exemption on eligible new manufacturing property. To qualify, companies must commit to constructing or expanding facilities in Louisiana with a minimum $5 million investment. Exemptions are granted for an initial five-year term and may be renewed for an additional five years upon approval. These abatements reduce local property tax revenues and are administered by the Assessor as temporary reductions in assessed value. Agreements specify the percentage of tax abatement, which may be up to 100%, and allow for recapture if companies fail to meet their obligations.

As of December 31, 2025, four industrial companies participated in ITEP. These agreements, typically ten years in length, resulted in total ad valorem tax abatements of $1,590,276 for 2025, including $38,439 allocated to the Assessor.

Note 13 - RISK MANAGEMENT

The Assessor is exposed to various risks of loss in the areas of general and auto liability, and workers' compensation, for which the Assessor carries commercial insurance. No settlements were made during the year that exceeded the Assessor's insurance coverage.

Note 14 - LITIGATION

There was no litigation pending against the Assessor's office as of December 31, 2025.

REQUIRED SUPPLEMENTARY INFORMATION

Exhibit G

SCHEDULE OF THE ASSESSOR'S PROPORTIONATE SHARE OF THE NET PENSION (ASSET) LIABILITY

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the ten years ended December 31, 2025

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Assessor's proportion of the net pension liability	0.827968%	0.885481%	0.935346%	1.064421%	1.037651%	0.988974%	1.130594%	1.102920%	1.118104%	1.145647%
Assessor's proportionate share of the net pension (asset) liability	($497,937)	($225,623)	$458,281	$705,107	($341,139)	$151,092	$298,230	$214,412	$196,195	$404,264
Assessor's covered-employee payroll	$544,960	$538,760	$536,631	$512,136	$329,600	$320,000	$377,341	$366,350	$477,936	$518,982
Assessor's proportionate share of the net pension liability as a percentage of its covered-employee payroll	-91.37%	-41.90%	85.40%	137.70%	-103.50%	47.20%	79.03%	58.50%	41.05%	77.90%
Plan fiduciary net position as a percentage of the total pension liability	110.42%	104.58%	90.91%	87.25%	106.48%	96.79%	94.12%	95.46%	95.61%	90.68%

The schedule is provided beginning with the Assessor's year ended December 31, 2016 and is intended to show a ten year trend.

Exhibit H

SCHEDULE OF ASSESSOR'S CONTRIBUTIONS

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the ten years ended December 31, 2025

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required contributions	$ 27,248	$ 22,259	$ 16,626	$ 23,856	$ 35,197	$ 37,078	$ 38,999	$ 39,326	$ 44,640	$ 65,042
Contributions in relation to the contractually required contribution	(27,248)	(22,259)	(16,626)	(23,856)	(35,197)	(37,078)	(38,999)	(39,326)	(44,640)	(65,042)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Assessor's covered-employee payroll	$ 544,960	$ 538,760	$ 536,631	$ 512,136	$ 329,600	$ 320,000	$ 377,341	$ 366,350	$ 477,936	$ 518,982
Contributions as a percentage of covered - employee payroll	5.00%	4.10%	3.10%	4.66%	10.70%	11.60%	10.30%	10.70%	9.30%	12.50%

The schedule is provided beginning with the Assessor's year ended December 31, 2016 and is intended to show a ten year trend.

Exhibit I

SCHEDULE OF CHANGES IN THE ASSESSOR'S TOTAL OPEB LIABILITY AND RELATED RATIOS

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the seven years ended December 31, 2025

	2025	2024	2023	2022	2021	2020	2019
Total OPEB liability:							
Service costs	$ 15,393	$ 18,430	$ 22,174	$ 29,983	$ 28,604	$ 27,001	$ 12,603
Interest	48,237	48,325	49,894	27,758	27,696	31,692	8,412
Difference between expected and actual experience	(28,743)	(206,107)	28,033	196,999	11,165	(167,956)	42,605
Changes in assumptions and other inputs	(222,245)	(127,297)	72,981	(228,577)	11,054	294,369	186,779
Benefit payments	(33,685)	(31,929)	(30,073)	(28,505)	(38,142)	(36,154)	(37,829)
Net change in total OPEB liability	(221,043)	(298,578)	143,009	(2,342)	40,377	148,952	212,570
Total OPEB liability - beginning	1,174,575	1,473,153	1,330,144	1,332,486	1,292,109	1,143,157	930,587
Total OPEB liability - ending	$ 953,532	$ 1,174,575	$ 1,473,153	$ 1,330,144	$ 1,332,486	$ 1,292,109	$ 1,143,157
Covered payroll	$ 415,064	$ 402,975	$ 336,179	$ 512,136	$ 329,600	$ 320,000	$ 377,341
Total OPEB liability as a percentage of covered employee payroll	229.73%	291.48%	438.20%	259.72%	404.27%	403.78%	302.95%

The schedule is provided beginning with the Assessor's year ended December 31, 2019 and is intended to show a ten year trend. Additional years will be reported as they become available.

SUPPLEMENTARY INFORMATION

SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER

St. John the Baptist Parish Assessor

LaPlace, Louisiana

For the year ended December 31, 2025

Agency Head Name: Mr. Lucien J. Gauff, Assessor St. John the Baptist Parish Assessor

Purpose	
Salary	$ 158,251
Benefits - insurance	21,879
Benefits - retirement	26,277
Benefits - other	-
Car allowance	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	2,465
Conference travel	5,340
Continuing professional education fees	-
Cell phone	1,803
Special meals	-
Dues	-
Surety bond	-
	$ 216,015

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

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

To the Honorable Lucien J. Gauff, III,
St. John the Baptist Parish Assessor,
LaPlace, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the General Fund of the St. John the Baptist Parish Assessor (the "Assessor") as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements and have issued our report thereon dated June 29, 2026.

Report on Internal Control Over Financial Reporting

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

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

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Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be a material weakness or significant deficiencies. Therefore, material weaknesses may exist that have not been identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and responses and management's corrective action plan item 2025-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

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

St. John the Baptist Parish Assessor's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Assessor's response to the finding identified in our audit and is described in the accompanying Management's Corrective Action Plan. The Assessor's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

New Orleans, Louisiana,
June 29, 2026.

SCHEDULE OF FINDINGS AND RESPONSES

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the year ended December 31, 2025

Section I - Summary of Auditor's Results

a) Financial Statements

Type of auditor's report issued: unmodified

Internal control over financial reporting:

- Material weakness(es) identified? _X_ Yes ___ No
- Significant deficiency(ies) identified that are not considered to be a material weakness? ___ Yes _X_ None reported

Non-compliance material to financial statements noted? ___ Yes _X_ No

b) Federal Awards

The St. John the Baptist Parish Assessor did not expend Federal awards during the year ended December 31, 2025.

Section II - Internal Control Over Financial Reporting and Compliance and Other Matters Material to the Basic Financial Statements

Internal Control Over Financial Reporting

2025-001 - Inadequate Segregation of Accounting Functions

Criteria - Adequate internal controls include proper segregation of duties among the accounting functions within the accounting system.

Condition - The Assessor did not have adequate segregation of accounting functions within the accounting system.

Cause - The condition was the result of a small number of employees in the accounting department.

Effect - The lack of segregation of duties relating to the accounting function could result in misappropriation of assets and cause the financial statements to be materially misstated, and/or unreliable for management's use.

Section II - Internal Control Over Financial Reporting and Compliance and Other Matters Material to the Basic Financial Statements (Continued)

Internal Control Over Financial Reporting (Continued)

2025-001 - Inadequate Segregation of Accounting Functions (Continued)

Context - Systematic.

Recommendation - The Assessor should consider segregating duties among the accounting functions within the accounting system.

Views of responsible officials of the auditee when there is a disagreement with the finding, to the extent practical - None.

Compliance and Other Matters

No compliance findings material to the financial statements were reported during the audit for the year ended December 31, 2025.

Section III - Federal Award Findings and Questioned Costs

Not applicable.

REPORTS BY MANAGEMENT

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the year ended December 31, 2025

Section I - Internal Control Over Financial Reporting and Compliance and Other Matters Material to the Basic Financial Statements

Internal Control Over Financial Reporting

2024-001 - Inadequate Segregation of Accounting Functions

Recommendation - No plan is considered necessary because it would not be cost effective to implement a plan.

Management's Corrective Action Plan – Unresolved; See 2025-001 – It has been determined that it is not cost effective to achieve complete segregation of duties and functions within the accounting department. No plan is considered necessary.

Compliance and Other Matters

No compliance findings material to the financial statements were reported during the audit for the year ended December 31, 2024.

Section II - Internal Control and Compliance Material to Federal Awards

The St. John the Baptist Parish Assessor did not expend Federal awards during the year ended December 31, 2024.

Section III - Management Letter

A management letter was not issued in connection with the audit of the financial statements for the year ended December 31, 2024.

MANAGEMENT'S CORRECTIVE ACTION PLAN

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the year ended December 31, 2025

Section I - Internal Control Over Financial Reporting and Compliance and Other Matters Material to the Basic Financial Statements

Internal Control Over Financial Reporting

2025-001 - Inadequate Segregation of Accounting Functions

Recommendation - The Assessor should consider segregating duties among the accounting functions within the accounting system.

Management's Corrective Action - Management has determined that it is not feasible to achieve adequate segregation of functions within the accounting department. No plan is considered necessary.

Compliance and Other Matters

There were no findings reported during the audit for the year ended December 31, 2025 related to compliance and other matters.

Section II - Internal Control and Compliance Material to Federal Awards

The St. John the Baptist Parish Assessor did not expend Federal awards during the year ended December 31, 2025.

Section III - Management Letter

A management letter was not issued in connection with the audit of the financial statements for the year ended December 31, 2025.

STATEWIDE AGREED-UPON PROCEDURES

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Lucien J. Gauff, III,
St. John the Baptist Parish Assessor,
LaPlace, Louisiana.

We have performed the procedures described in Schedule 2 on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA) Statewide Agreed-Upon Procedures (SAUP) for the fiscal period January 1, 2025 through December 31, 2025. St. John the Baptist Parish Assessor (the "Assessor") management is responsible for those C/C areas identified in the SAUPs.

The Assessor has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period January 1, 2025 through December 31, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purpose. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described in Schedule 2.

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

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

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

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
June 29, 2026.

SCHEDULE OF PROCEDURES AND ASSOCIATED FINDINGS OF THE STATEWIDE AGREED-UPON PROCEDURES

St. John the Baptist Parish Assessor
LaPlace, Louisiana

For the year ended December 31, 2025

The required procedures and our findings are as follows:

1) Procedures Performed on the Assessor's Written Policies and Procedures:

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

i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
Performance: Inquired of management regarding the Assessor's budgeting policy.
Exceptions: There were exceptions noted due to the Assessor not having this policy.

ii. **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.
Performance: Inquired of management regarding the Assessor's purchasing policy.
Exceptions: There were exceptions noted due to the Assessor not having this policy.

iii. **Disbursements**, including processing, reviewing, and approving.
Performance: Inquired of management regarding the Assessor's disbursement policy.
Exceptions: There were exceptions noted due to the Assessor not having this policy.

iv. **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 Asessor fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, Assessor fund forfeiture monies confirmation).
Performance: Inquired of management regarding the Assessor's receipts/collections policy.
Exceptions: There were exceptions noted due to the Assessor not having this policy.

1) Procedures Performed on the Assessor's Written Policies and Procedures: (Continued)

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

Performance: Inquired of management regarding the Assessor's payroll/personnel policy.

Exceptions: There were exceptions noted due to the Assessor not having this policy.

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

Performance: Inquired of management regarding the Assessor's contracting policy.

Exceptions: There were exceptions noted due to the Assessor not having this policy.

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

Performance: Obtained and read the written policy for travel and expense reimbursement and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

viii. **Credit Cards** (and debit cards, fuel cards, purchase 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).

Performance: Inquired of management regarding the Assessor's credit card policy.

Exceptions: There were exceptions noted due to the Assessor not having this policy.

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

Performance: Obtained and read the written policy for ethics.

Exceptions: There was an exception noted due to the policy lacking provision on a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the Assessor's ethics policy.

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

Not applicable as the Assessor has no debt.

1) Procedures Performed on the Assessor's Written Policies and Procedures: (Continued)

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

Performance: Obtained and read the written policy for information technology disaster recovery/business continuity.

Exceptions: There were exceptions noted due to the policy lacking provisions on periodic testing/verification that backups can be restored, use of antivirus on all systems, and timely applications of all available system and software patches/updates.

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

Performance: Obtained and read the written policy for sexual harassment and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

2) Procedures Performed on the Assessor's Board or Finance Committee:

A. 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:

i. 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.

Performance: The Assessor doesn't have a board; therefore, this step is not applicable.

ii. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.

Performance: The Assessor doesn't have a board; therefore, this step is not applicable.

2) Procedures Performed on the Assessor's Board or Finance Committee: (Continued)

iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
Performance: The Assessor doesn't have a board; therefore, this step is not applicable.

iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.
Performance: The Assessor doesn't have a board; therefore, this step is not applicable.

3) Procedures Performed on the Assessor's Bank Reconciliations:

A. Obtain a listing of the Assessor's bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the Assessor's main operating account. Select the Assessor's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.
Exceptions: There were no exceptions noted.

i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged).
Performance: Obtained monthly bank reconciliation for the month of December for the main operating bank account.
Exceptions: There was an exception noted due to the reconciliation being prepared after 2 months of the related statement closing date.

ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged).
Performance: Inspected the Assessor's documentation for the December bank reconciliation for the bank account selected.
Exceptions: There was an exception noted due to the bank reconciliation lacking approval.

3) Procedures Performed on the Assessor's Bank Reconciliations: (Continued)

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

Performance: Inquired if management has documentation reflecting they have researched reconciling items that have been outstanding for more than 12 months from the statement closing date.

Exceptions: There was an exception noted due to management not maintaining documentation reflecting they have researched reconciling items that have been outstanding for more than 12 months from the statement closing date.

4) Procedures Performed on the Assessor's Collections (Excluding Electronic Funds Transfers):

A. 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).

Performance: Obtained the listing of deposit sites from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

B. 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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:

Performance: Obtained the listing of collection locations from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

i. Employees responsible for cash collections do not share cash drawers/registers.

Performance: Inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

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

Performance: Inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Assessor's Collections (Excluding Electronic Funds Transfers): (Continued)

iii. Each employee responsible for collecting cash is not also 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.

Performance: Inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

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

Performance: Inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Performance: Obtained a copy of the bond and a listing of all employees covered by the bond. The policy was in force during the fiscal period.

Exceptions: There were no exceptions noted.

D. Randomly select 2 deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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). *Alternatively, 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

i. Observe that receipts are sequentially pre-numbered.

Performance: This attribute is not applicable due to the nature of the cash collections.

Exceptions: There were no exceptions noted.

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

Performance: Traced supporting documentation to the deposit slip.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Assessor's Collections (Excluding Electronic Funds Transfers): (Continued)

iii. Trace the deposit slip total to the actual deposit per the bank statement.
Performance: Traced deposit slip total to actual deposit per bank statement.
Exceptions: There were no exceptions noted.

iv. 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 and the cash is stored securely in a locked safe or drawer).
Performance: Observed that the deposits tested were made within one business day of receipt.
Exceptions: There were no exceptions noted.

v. Trace the actual deposit per the bank statement to the general ledger.
Performance: Traced the actual deposit per the bank statement to the general ledger.
Exceptions: There were no exceptions noted.

5) Procedures Performed on the Assessor's Non-Payroll Disbursements (Excluding Card Purchases, Travel Reimbursements, and Petty Cash Purchases):

A. 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).
Performance: Obtained a listing of locations that process payments for the fiscal period from management and received management's representation in a separate letter.
Exceptions: There were no exceptions noted.

B. For each location selected under procedure #5A 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 Assessor has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
Performance: Obtained a listing of employees involved in non-payroll purchasing and payment functions and reviewed written policies and procedures related to employee job duties. Observed if the job duties were properly segregated.
Exceptions: There were exceptions noted due to job duties not being properly segregated.

i. At least 2 employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.
Performance: Obtained a listing of employees involved in initiating a purchase request, approving a purchase, and placing an order/making a purchase. Observed that at least 2 employees are involved.
Exceptions: There were no exceptions noted.

5) Procedures Performed on the Assessor's Non-Payroll Disbursements (Excluding Card Purchases, Travel Reimbursements, and Petty Cash Purchases): (Continued)

ii. At least 2 employees are involved in processing and approving payments to vendors.

Performance: Obtained a listing of employees involved in processing and approving payments to vendors. Observed if at least 2 employees are involved.

Exceptions: There was an exception noted due to the Chief Deputy Assessor processing payments to vendors and being a primary check signer/approver.

iii. 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.

Performance: Obtained a listing of employees involved in processing payments to vendors. Observed if any employees involved are responsible for adding/modifying vendor files.

Exceptions: There was an exception noted due to the Chief Deputy Assessor processing payments and maintaining the vendor files.

iv. 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.

Performance: Obtained a listing of employees involved with signing and mailing checks.

Exceptions: There was an exception noted due to the Chief Deputy Assessor processing payments and signing and mailing checks.

v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Performance: Obtained a listing of employees authorized to sign checks and discussed with management that these employees approve electronic disbursements.

Exceptions: There were no exceptions noted.

C. For each location selected under procedure #5A above, obtain the Assessor'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:

Performance: Obtained the Assessor's non-payroll disbursement transaction population and management's representation that the population is complete.

Exceptions: There were no exceptions noted.

5) Procedures Performed on the Assessor's Non-Payroll Disbursements (Excluding Card Purchases, Travel Reimbursements, and Petty Cash Purchases): (Continued)

i. Observe whether the disbursements, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the Assessor.

Performance: Observed that the 5 disbursements matched the related original invoice/billing statements and observed supporting documentation indicating deliverables were received.

Exceptions: There were no exceptions noted.

ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B, as applicable.

Performance: Observed whether the 5 disbursements included evidence of segregation of duties.

Exceptions: There were exceptions noted due to the Chief Deputy Assessor approving the purchases, payment authorization, and signing and mailing checks.

D. Using the Assessor's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the Assessor's policy, and (b) approved by the required number of authorized signers per the Assessor's policy.

Performance: Inquired if selected disbursements were approved by authorized persons and required number of signers.

Exceptions: There were exceptions noted due to the Assessor being unable to provide necessary documentation.

6) Procedures Performed on the Assessor's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards):

A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.

Performance: Obtained a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards from management and management's representation that the listing is complete. Observed all active cards, including the card numbers and the names of the persons who maintain possession of the cards. The Assessor's office has two credit cards.

Exceptions: There were no exceptions noted.

6) Procedures Performed on the Assessor's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards): (Continued)

B. 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:

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

Performance: Observed if evidence that the statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

Exceptions: There were exceptions noted due to lack of documentation of review and approval by someone other than the authorized card holder.

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

Performance: Observed whether finance charges and/or late fees were not assessed on the selected statements.

Exceptions: There were exceptions noted due to selected statements having finance charges and late fees.

C. Using the monthly statements or combined statements selected under procedure #6B above, <u>excluding fuel cards</u>, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, report whether the transaction is supported by:

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

Performance: Observed whether the transactions from the monthly statements were supported by original itemized receipts that identify precisely what was purchased.

Exceptions: There were exceptions noted due to 6 of the 20 transactions tested were missing an original itemized receipt.

ii. Written documentation of the business/public purpose.

Performance: Observed whether the transactions from the monthly statements were supported with written documentation of the business/public purpose.

Exceptions: There were exceptions noted due to 9 of the 20 transactions tested were missing supporting documentation of the business/public purpose.

6) Procedures Performed on the Assessor's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards): (Continued)

iii. Documentation of the individuals participating in meals (for meal charges only).

Performance: Observed transactions for any meal charges and documentation of the individuals participating in meals.

Exceptions: There were no exceptions noted.

D. Using the list of terminated employees obtained in Payroll and Personnel procedure #9C identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees' authorization has been removed.

Performance: No employees were terminated during the year. Therefore, testing is not applicable.

7) Procedures Performed on the Assessor's Travel and Travel-Related Expense Reimbursements (Excluding Card Transactions):

A. 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 and 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:

Performance: Obtained general ledger for travel and travel-related expense reimbursements and management's representation that the listing is complete.

Exceptions: There were no exceptions noted.

i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana (doa.la.gov/doa/ost/ppm-49-travel-guide/) or the U.S. General Services Administration (www.gsa.gov).

Performance: Observed whether the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration.

Exceptions: There were no exceptions noted.

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

Performance: Observed whether the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Exceptions: There were no exceptions noted.

7) Procedures Performed on the Assessor's Travel and Travel-Related Expense Reimbursements (Excluding Card Transactions): (Continued)

iii. 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 Policies and Procedures procedure #1A(vii).

Performance: Observed whether each reimbursement is supported by documentation of the business/public purpose.

Exceptions: There were no exceptions noted.

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

Performance: Observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Exceptions: There were no exceptions noted.

8) Procedures Performed on the Assessor's Contracts:

A. 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. *Alternatively, 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:

Performance: Obtained 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 and selected contracts for testing. Obtained management's representation that the listing is complete.

Exceptions: There were no exceptions noted.

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

Performance: The Assessor did not initiate or renew any contracts that were required to be bid in accordance with the Louisiana Public Bid Law during the fiscal period.

Exceptions: There were no exceptions noted.

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

Performance: The Assessor is responsible for all oversight of the entity.

Exceptions: There were no exceptions noted.

8) Procedures Performed on the Assessor's Contracts: (Continued)

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

Performance: Observed the contracts selected and noted no contract amendments.
Exceptions: There were no exceptions noted.

iv. 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.

Performance: Inspected payments for each contract, obtained supporting invoices, agreed invoices to the contract terms, and observed invoices related to the payments agreed to the terms and conditions of the contract.
Exceptions: There were no exceptions noted.

9) Procedures Performed on the Assessor's Payroll and Personnel:

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

Performance: Obtained the listing of employees and their related salaries from management and management's representation that the listing is complete.
Exceptions: There were no exceptions noted.

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

i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Performance: Selected one pay period to test leave taken during that period. Inspected all daily attendance and leave records for proper documentation.
Exceptions: There were no exceptions noted.

ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Performance: Inspected the approval of attendance and leave by the supervisors for the selected employee/officials. The Assessor verbally approves leave and records it in writing on the office calendar.
Exceptions: There were no exceptions noted.

9) Procedures Performed on the Assessor's Payroll and Personnel: (Continued)

iii. Observe that any leave accrued or taken during the pay period is reflected in the Assessor's cumulative leave records.

Performance: Observed any leave accrued or taken during the pay period was reflected in the cumulative leave records.

Exceptions: There were no exceptions noted.

iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Performance: Inspected and agreed the rate paid to employees to the pay rate maintained in their personnel file.

Exceptions: There were no exceptions.

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

Performance: No employees were terminated during the fiscal period. Therefore, testing is not applicable.

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

Performance: Inspected payroll reporting forms to confirm that all payments were submitted to the applicable agencies by the required deadlines and obtained management's representation of the timely filing.

Exceptions: There were no exceptions noted.

10) Procedures Performed on the Assessor's Ethics:

A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:

i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.

Performance: Inspected ethics course completion certificates for the employees selected.

Exceptions: There were no exceptions noted.

10) Procedures Performed on the Assessor's Ethics: (Continued)

ii. Observe whether the Assessor maintains documentation which demonstrates that each employee and official were notified of any changes to the Assessor's ethics policy during the fiscal period, as applicable.
Performance: There were no changes to the Assessor's ethics policy during the fiscal period. Therefore, testing is not applicable.

B. Inquire and/or observe whether the Assessor has appointed an ethics designee as required by R.S. 42:1170.
Performance: We inquired and confirmed that the Assessor appointed an ethics designee.
Exceptions: There were no exceptions noted.

11) Procedures Performed on the Assessor's Debt Service:

A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
Performance: Inquired of management regarding a listing of bonds/notes issued during the fiscal period; none were noted.
Exceptions: There were no exceptions noted.

B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).
Performance: Inquired of management regarding a list of bonds/notes outstanding at the end of the fiscal period; none were noted.
Exceptions: There were no exceptions noted.

12) Procedures Performed on the Assessor's Fraud Notice:

A. 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 Assessor reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Assessor is domiciled as required by R.S. 24:523.
Performance: Inquired of management of any misappropriations of public funds and assets during the fiscal period and management's representation in a separate letter.
Exceptions: There were no exceptions noted.

12) Procedures Performed on the Assessor's Fraud Notice: (Continued)

B. Observe that the Assessor 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.
   Performance: Observed fraud notice posted on the premises concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.
   Exceptions: There were no exceptions noted.

13) Procedures Performed on the Assessor's Information Technology Disaster Recovery/Business Continuity:

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

A. Obtain and inspect the Assessor's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the Assessor's local server or network, and (c) was encrypted.
   Performance: We performed the procedure and discussed the results with management.

B. Obtain and inspect the Assessor's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
   Performance: We performed the procedure and discussed the results with management.

C. Obtain a listing of the Assessor's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
   Performance: We performed the procedure and discussed the results with management.

D. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.
   Performance: We performed the procedure and discussed the results with management.

13) Procedures Performed on the Assessor's Information Technology Disaster Recovery/Business Continuity: (Continued)

E. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the Assessor's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

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

14) Procedures Performed on the Assessor's Prevention of Sexual Harassment:

A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
Performance: Observed sexual harassment training documentation for the employees selected.
Exceptions: There were exceptions noted due to two selected employees without documentation of sexual harassment training during the calendar year.

B. Observe that the Assessor has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the Assessor's premises if the Assessor does not have a website).
Performance: Observed the sexual harassment policy and complaint procedure on the Assessor's premises.
Exceptions: There were no exceptions noted.

C. Obtain the Assessor's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
Performance: Obtained the Assessor's annual sexual harassment report.
Exceptions: There were no exceptions noted.

i. Number and percentage of public servants in the Assessor who have completed the training requirements.
Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.
Exceptions: There were no exceptions noted.

14) Procedures Performed on the Assessor's Prevention of Sexual Harassment: (Continued)

ii. Number of sexual harassment complaints received by the Assessor.
Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.
Exceptions: There were no exceptions noted.

iii. Number of complaints which resulted in a finding that sexual harassment occurred.
Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.
Exceptions: There were no exceptions noted.

iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action.
Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.
Exceptions: There were no exceptions noted.

v. Amount of time it took to resolve each complaint.
Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.
Exceptions: There were no exceptions noted.

Management's Overall Response to Exceptions:

1)A Management will develop and implement the required policies and provisions.

3)A(i) Management will ensure that bank reconciliations are prepared within 2 months of the statement closing date.

3)A(ii) Management will ensure that bank reconciliations are approved within one month of being prepared.

3)A(iii) Management will ensure that outstanding items over 12 months of the statement closing date are researched.

5)B Management will ensure the required segregation of duties is implemented.

5)C(ii) Management will ensure the required segregation of duties is documented on disbursements.

5)D Management will ensure the necessary supporting documentation is maintained.

Management's Overall Response to Exceptions: (Continued)

6)B(i) Management will ensure the monthly statements and supporting documentation are reviewed and approved, in writing, by someone other than the authorized card holder.

6)B(ii) Management will ensure the monthly statements are paid timely and in full.

6)C(i) Management will ensure the necessary supporting documentation is maintained for each transaction.

6)C(ii) Management will ensure the necessary supporting documentation is maintained for each transaction.

14)A Management will ensure all employees complete required sexual harassment training during the calendar year.