GRANT PARISH ASSESSOR
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED DECEMBER 31, 2018

Rozier Harrington & McKay | CERTIFIED PUBLIC ACCOUNTANTS |

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April 24, 2019

Independent Auditors' Report

The Honorable H. Walker Wright
Grant Parish Assessor

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, and each major fund of the Grant Parish Assessor's Office, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Assessor's Office's basic financial statements as listed in the table of contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

AUDITOR'S RESPONSIBILITY

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

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

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

OPINIONS

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

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REQUIRED SUPPLEMENTAL INFORMATION

Accounting principles generally accepted in the United States of America require the information listed below to supplement the basic financial statements.

Management's Discussion and Analysis
Statements of Revenue, Expenditures and Changes in Fund Balances (Budget vs Actual)
Schedule of Changes in Net OPEB Liability
Schedule of Net Pension Liability Data – Cost Sharing Retirement Systems
Schedule of Employer Contributions – cost Sharing Retirement Systems

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

OTHER SUPPLEMENTAL INFORMATION

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Office's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is fairly stated in all material respects in relation to the basic financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARD

In accordance with *Government Auditing Standards,* we have also issued our report dated April 24, 2019, on our consideration of the Grant Parish Assessor's Office's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of 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 Grant Parish Assessor's Office's internal control over financial reporting and compliance.

Rozier Harrington & McKay

ROZIER, HARRINGTON & McKAY
Certified Public Accountants
Alexandria, Louisiana

GRANT PARISH ASSESSOR

MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2018

This section of annual financial report presents our discussion and analysis of the Grant Parish Assessor's financial performance during the fiscal year ended December 31, 2018.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Assessor's Office's financial position and results of operations from differing perspectives which are described as follows:

Government –Wide Financial Statements

The government-wide financial statements report information about the Assessor's Office as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Office's assets and all of its liabilities. All of the Office's activities are classified as governmental activities in the government-wide financial statements. The governmental activities are financed primarily by property taxes and related revenue sharing.

Fund Financial Statements

Fund financial statements provide detailed information regarding the Office's most significant activities and are not intended to provide information for the Office as a whole. Funds are accounting devices that are used to account for specific sources of funds. All of the Office's funds are limited to its general fund, which is classified as a Governmental Funds. This fund is used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental fund uses a modified accrual basis of accounting that provides a short-term view of the Office's finances. Assets reported by the governmental fund are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

FINANCIAL ANALYSIS OF THE ASSESSOR'S OFFICE AS A WHOLE

An analysis of the government-wide Statement of Net Position is presented as follows:

	December 31,	
	2018	2017
Assets:		
Cash	$ 63,094	$ 87,793
Receivables	397,187	348,598
Other Assets	----	5,897
Depreciable Capital Assets	128,575	20,107
Total Assets	588,856	462,395
Deferred Outflows of Resources	179,410	96,440

	December 31, 2018	December 31, 2017
Liabilities:		
Payroll Liabilities	1,283	----
Net Other Post Employment Benefits	1,053,316	636,301
Net Pension Liability	121,986	110,010
Total Liabilities	1,176,585	746,311
Deferred Inflow of Resources	511,902	77,109
Net Position:		
Unrestricted	(1,048,796)	(284,692)
Invested in Capital Assets	128,575	20,107
Total Net Position	$ (920,221)	$ (264,585)

As the presentation appearing above demonstrates, recognizing long-term liabilities associated with providing retirement benefits and post-retirement healthcare benefits to employees has eliminated the Office's net position. Despite the absence of net position, the Office has sufficient resources to meet these obligations for the foreseeable future.

A comparative analysis of the government-wide Statement of Activities is presented as follows:

	For the Year Ended December 31, 2018	For the Year Ended December 31, 2017
Revenues:		
Program Revenue:		
Charges for Services	$ 3,327	$ 3,371
Capital Grants and Contributions	88,360	----
General Revenue:		
Ad Valorem Taxes	425,993	381,575
State Revenue Sharing	35,113	33,697
Interest	307	333
Total Revenue	553,100	418,976
Program Expenses:		
General Government	421,793	486,821
Change in Net Position	131,307	(67,845)
Net Position Beginning		
As Previously Reported	(264,585)	(196,740)
Cumulative Effect of Adopting GASB 75	(786,943)	----
As Restated	(1,051,528)	(196,740)
Net Position Ending	$ (920,221)	$ (264,585)

The improvement in net position experienced during the current year is attributable to favorable experience with the actuarial cost of providing other post-employment benefits to retirees. . The Offices current financial resources have remained constant.

FINANCIAL ANALYSIS OF THE ASSESSOR'S OFFICE'S FUNDS

For the year ended December 31, 2018, differences between the government-wide presentation and the fund financial statements were limited to acquiring capital assets and reporting the obligation to provide retirement and post-retirement benefits.

BUDGET HIGHLIGHTS

For the year ended December 31, 2018, the budget was amended to reflect progress associated with installing geographic information system technology to assist with the assessment process.

CAPITAL ASSET ADMINISTRATION

For the year ended December, 31, 2018, capital asset activity was limited to the partial completion of a geographic information system.

DEBT ADMINISTRATION

For the year ended December 31, 2018, there was no debt activity and no debts are outstanding at year end. Long-term liabilities are limited to the obligation to provide benefits to retirees.

FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS

At the present time, no known issues are expected to have a significant impact on future operations.

Grant Parish Assessor

Statement of Net Position
December 31, 2018

	Governmental Activities
ASSETS	
Cash and Cash Equivalents	$ 63,094
Accounts Receivable	397,187
Depreciable Capital Assets	128,575
Total assets	588,856
DEFERRED OUTFLOWS OF RESOURCES	
Pension Funding Deferrals	179,410
Other Post Employment Benefit Deferrals	-
Total Deferred Outflows of Resources	179,410
LIABILITIES	
Current Liabilities	
Other Liabilities	1,283
Long-Term Liabilities	
Net Other Post Employment Benefits	1,053,316
Net Pension Liability	121,986
Total liabilities	1,176,585
DEFERRED INFLOWS OF RESOURCES	
Pension Funding Deferrals	117,957
Other Post Employment Benefit Deferrals	393,945
Total Deferred Inflows of Resources	511,902
NET POSITION	
Unrestricted	(1,048,796)
Invested in Capital Assets	128,575
Total Net Position	$ (920,221)

The accompanying notes are an integral part of the financial statements.

Grant Parish Assessor

Statement of Activities
Year Ended December 31, 2018

	Governmental Activities
Expenses:	
General Government	
Payroll & Related Benefits	$ 395,386
Operating Services	23,960
Travel and Other	2,447
Total Expenses	421,793
Program Revenues:	
Charges for Services	3,327
Capital Grants and Contributions	88,360
Total Program Revenues	91,687
Net Expenses - Governmental Activities	(330,106)
General Revenues:	
Ad Valorem Taxes	425,993
State Revenue Sharing	35,113
Interest	307
Total General Revenues	461,413
Change in Net Position	131,307
Net Position - Beginning	
As Previously Reported	(264,585)
Cumulative Effect of Adopting GASB 75	(786,943)
As Restated	(1,051,528)
Net Position - Ending	$ (920,221)

The accompanying notes are an integral part of the financial statements.

Grant Parish Assessor

Balance Sheet
Governmental Funds
Year Ended December 31, 2018

	General Fund
Assets	
Cash and Cash Equivalents	$ 63,094
Accounts Receivables	397,187
Total Assets	460,281
Liabilities and Fund Balance	
Liabilities	
Payroll Liabilities	1,283
Total Liabilities	1,283
Fund Balance	
Unassigned	458,998
Total Liabilities and Fund Balance	$ 460,281

Fund Balance		$ 458,998
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.		$ 128,575
Long-term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet		
Net Other Post Employment Benefits	(1,053,316)	
Net Pension Liability	(121,986)	(1,175,302)
Deferred inflows and outflows of resources that do not meet criteria for inclusion in the Governmental Funds Balance Sheet		
Deferred Outflows	179,410	
Deferred Inflows	(511,902)	(332,492)
Net Position of Governmental Activities		$ (920,221)

The accompanying notes are an integral part of the financial statements.

Grant Parish Assessor

Statement of Revenue, Expenditures and Changes in Fund Balance
Governmental Funds
Year Ended December 31, 2018

	General Fund
Revenues:	
Ad Valorem Taxes	$ 425,991
State Revenue Sharing	35,112
Interest	311
Intergovernmental	88,360
Other	3,328
Total revenues	553,102
Expenditures:	
General Government	
Payroll & Related Benefits	401,517
Operating Services	23,962
Travel and Other	2,449
Capital Outlay	108,467
Total expenditures	536,395
Change in Fund Balance	16,707
Fund balance - beginning of year	442,291
Fund balance - end of year	$ 458,998

Net change in fund balances of Governmental Funds	$ 16,707
Some transactions reported in the statement of activities do not require the use of current financial resources. Accordingly, a timing difference exist between when transactions affect the governmental funds and government-wide activities.	6,133
Amounts reported for governmental activities in the statement of activities are different because governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which capital expenditures exceeded depreciation.	108,467
Change in net position of governmental activities	$ 131,307

The accompanying notes are an integral part of the financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Assessor is elected by the voters of Grant Parish and serves a four year term. The Assessor's Office assesses real and movable property in the parish based on conditions that exist at January 1st of each year. The Assessor's Office prepares its financial statements in accordance with standards established by the Governmental Accounting Standards Board (GASB).

Reporting Entity

The assessor is an independently elected official; however, the assessor is fiscally dependent on the Grant Parish Police Jury. The police jury maintains and operates the parish courthouse in which the assessor's office is located. In addition, the police jury's general purpose financial statements would be incomplete or misleading without inclusion of the assessor. For these reasons, the assessor was determined to be a component unit of the Grant Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that compromise the financial reporting entity.

Basic Financial Statements

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize all of the Office's operations as governmental activities. Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues.

The government-wide and fund financial statements present the Office's financial position and results of operations from differing perspectives which are described as follows:

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the Office as a whole. The effect of most interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, and any grants.

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Office's major funds are described as follows:

- General Fund – This fund is the primary operating fund of the Office is used to account for all resources.

Basis of Accounting and Measurement Focus

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

Financial Statement Presentation	Basis of Accounting	Measurement Focus
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measure focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, any long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as an other financing source and repayment of long-term debt is reported as an expenditure.

Use of Estimates

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

Budget Practices

As an independently elected official, the Assessor is solely responsible for adopting annual budgets for the general fund. Budgets present revenue and expenditures on a basis which is consistent with generally accepted accounting principles.

Capital Assets

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are reported at historical cost less accumulated depreciation. Depreciated is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. A useful life of five years is typically used.

Cash

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments. The Assessor's Office has not formally adopted deposit and investment policies that address specific types of risk to which the office is exposed. In general, the Office manages risk as follows:

- Credit and custodial risk is limited by investing in FDIC insured instruments and requiring a pledge of investment securities to protect deposits in excess of FDIC limits.
- Interest rate risk is minimized by limiting the maturity duration associated with deposits.

NOTE 2 - CASH

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

At December 31, 2018, the Assessor's Office has $104,589 in deposits (collected bank balance). These deposits are fully secured by FDIC insurance coverage.

NOTE 3 - RECEIVABLES

Receivables at December 31, 2018, consisted entirely of ad valorem taxes. Management does not anticipate collection problems and no allowance for doubtful accounts has been established.

NOTE 4 – CAPITAL ASSETS

A summary of the Office's capital assets is provided as follows:

	Beginning Balance	Additions	Disposals	Ending Balance
Capital Assets Subject to Depreciation:				
Furniture, Fixtures and Equipment	$ 197,218	$ ----	$ ----	$ 197,218
Work in Progress – GIS Mapping System	20,107	108,468	----	128,575
Less Accumulated Depreciation	197,218	----	----	197,218
Total Net of Depreciation	$ 20,107	$ 108,468	$ ----	$ 128,575

NOTE 5 - RISK MANAGEMENT

The Office is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The Office insures against these risks by participating in a public entity risk pool that operates as a common insurance program and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 6 – PENSION PLAN

Plan Description - Substantially all employees of the Office are members of the Louisiana Assessors' Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 and 1/3% of their final average salary for each year of credited service, not to exceed 100% of their final average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

Funding Policy - Plan members are required by state statute to contribute 8.0% of their annual covered salary and the Office is required to contribute at an actuarially determined rate. Contributions to the System also include one-fourth of 1% (1% for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Office are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Office's contributions to the System for the years ending December 31, 2016, 2017 and 2018, were equal to the required contributions for each year.

Financial Summary – The plan description, funding policies and financial information provide a summary of the Plan provisions and finances. For additional details, the System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained from the internet at http://www.louisianaassessors.org. The plans net pension liability was determined at September 30, 2018 (measurement date and actuarial valuation date) and details are provided as follows:

	Measurement Date September 30th	
	2018	2017
Net Pension Liability	$ 19,440,373	$ 17,547,120
Grant Parish Assessor's Proportionate Share (Percentage)	0.627488	0.626942
Grant Parish Assessor's Proportionate Share (Amount)	$ 121,986	$ 110,010

The Assessor's proportionate share of the net pension liability was determined based on required employer contributions. The net pension liability presented above was not affected by any special funding situations. Changes in the Assessor's proportionate share of Plan's net pension liability during the measurement period ending September 30, 2018 are provided as follows:

Beginning Net Pension Liability	$ 110,010
Employer Contributions	(22,258)
Pension Expense	(7,579)
Change in Deferred Outflows of Resources	82,661
Change in Deferred Inflows of Resources	(40,848)
Ending Net Pension Liability	$ 121,986

There were no changes between December 31, 2018 and the Plan's measurement date that are expected to have a significant effect on the Assessor's proportionate share of the collective net pension liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Total (Net)
Differences Between Expected and Actual Experience	$ 9,208	$ 55,849	$ (46,641)
Changes of Assumptions	156,535	----	156,535
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	----	62,108	(62,108)
Changes in Proportion	3,707	----	3,707
Employer Contributions Made After the Measurement Date	9,960	----	9,960
Total Deferrals	179,410	117,957	61,453
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(9,960)	----	(9,960)
Deferrals Subject to Amortization	$ 169,450	$ 117,957	$ 51,493

Deferrals that will be amortized as a component of pension expense in future periods are summarized as follows:

For the Year Ending:	
September 30, 2019	$ 30,555
September 30, 2020	(9,059)
September 30, 2021	(1,669)
September 30, 2022	16,705
September 30, 2023	14,961
Total	$ 51,493

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the measurement date are as follows:

Valuation Date	September 30, 2018
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.25% net of plan investment expense
Projected Inflation Rate	2.20%
Projected Salary Increases	5.75%
Expected Remaining Service Lives	6 Years
Annuitant and Beneficiary Mortality	RP 2000 Healthy Annuitant Table set forward one year and projected to 2030 for males and females.
Active Member Mortality	RP-2000 Employee Table set back four years for males and three years for females.
Disabled Lives Mortality	RP-2000 Disabled Lives Mortality Tables set back five years for males and three years for females.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by die target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of September 30, 2018, are summarized in the following table.

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

Sensitivity to changes in the discount has been determined by measuring net pension liability at a discount rate that is one percentage point lower and one percentage point higher than the current rate. The results are presented as follows:

	1% Decrease 5.25% Discount Rate	Current Discount Rate 6.25%	1% Increase 7.25% Discount
Net Pension Liability	$ 410,292	$ 110,010	$ (125,009)

NOTE 7 - AD VALOREM TAXES

The Assessor serves as the ex officio chief executive officer of a special taxing district known as an assessment district. The assessment district encompasses all of Grant Parish and is authorized by State law to levy a tax on the assessed valuation of all taxable property appearing on the tax rolls. Proceeds of the tax levy are used exclusively to fund the operation of the Assessor's Office and the amount levied is governed by statute. For the year ended December 31, 2018, the Assessment District was authorized to levy 7.61 mills.

Property taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from property taxes are recognized as revenue in the year billed.

NOTE 8 – OTHER POST EMPLOYMENT BENEFITS

Details regarding other post-employment benefits (OPEB) that the Assessor's Office provides for its workforce are provided as follows:

Plan Description

The Assessor's Office's established policies and procedures include providing certain healthcare benefits for retirees. This policy amounts to a single-employer defined benefit healthcare plan (the Plan) administered by the Assessor's Office. The Plan provides medical benefits through the Assessor's group health insurance plan which covers both active and retired members. Benefits under the plan are made available to employees upon actual retirement. The Plan does not issue a publicly available financial report. Plan participants are typically eligible for healthcare benefits when they become eligible for benefits from the Louisiana Assessors' Retirement Fund.

Funding Policy

Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The Assessor's Office has not established a trust fund to finance the cost of benefits and the Plan has no assets.

Net Other Post Employment Liability

The liability has been determined based on an actuarial valuation using the Entry Age Normal actuarial cost method. The measurement date for the actuarial valuation was December 31, 2018. Changes in the liability are presented as follows:

	Total OPEB Liability	Fiduciary Net Position	Net OPEB Liability
Service Cost	$ 51,956	$ ----	$ 51,956
Interest on the Total OPEB Liability	50,586	----	50,586
OPEB Expense	102,542	----	102,542
Economic /Demographic Gains or Losses	(10,133)	----	(10,133)
Changes in Assumptions or Inputs	(452,925)	----	(452,925)
Employer Contributions	----	9,412	(9,412)
Benefit Payments	(9,412)	(9,412)	----
Net Change	(369,928)	----	(369,928)
Beginning Balance	1,423,244	----	1,423,244
Ending Balance	$ 1,053,316	$ ----	$ 1,053,316

Changes in assumptions or inputs were necessary to reflect healthcare cost fluctuations and changes in projected trends. Covered members consist of 4 active subscribers and 3 inactive subscribers currently receiving benefits. All eligible inactive subscribers are currently receiving benefits.

Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Total (Net)
Differences Between Expected and Actual Experience	$ ----	$ 8,621	$ (8,621)
Changes of Assumptions or Other Inputs	----	385,324	(385,324)
Total Deferrals	$ ----	$ 393,945	$ (393,945)

Deferrals will be amortized and recognized as a component of OPEB expense in future periods as follows:

For the Year Ending:	
September 30, 2019	$ (69,113)
September 30, 2020	(69,113)
September 30, 2021	(69,113)
September 30, 2022	(69,113)
September 30, 2023	(69,113)
Thereafter	(48,380)
Total	$ (393,945)

Valuation Methods and Assumptions

Assumptions and other inputs are based on informal sources and the plan has not conducted an official experience study. Significant assumptions and other inputs used to measure the total OPEB liability are summarized as follows:

Title	Description
Valuation Date	January 1, 2018
Measurement Date	December 31, 2018
Discount Rate	4.10%, based on the Bond Buyer General Obligation 20-Bond Municipal Index
Mortality Rates	Healthy retirement: Sex-distinct RP-2014 Total Dataset Mortality with separate employee, healthy annuitant rates, projected generationally using scale MP-2018 Disability retirement: Sex-distinct RP-2014 Total Dataset Mortality with separate employee, disabled annuitant rates, projected generationally using scale MP-2018
Withdrawal Rates	Rates range from 1% to 12% depending on length of service
Retirement and Disability Rates	Rates vary depending on age

Title	Description
Plan Asset Return	N/A
Participation	100% of members are expected to participate
Marriage Assumption	For actives, it is assumed that husbands are three years older than their wives with 40% of active participants electing spouse coverage at retirement.
Projected Salary Increases	3.00%
Medical and Pharmacy Costs Trend	Trend was calculated assuming an implied inflation rate of 2.3% per year, and actual premiums. The short-term trend rate for Non-Medicare retirees starts off at 4.0%, and at 4.7% for Medicare retirees and reflects the ACA Excise Tax effective 2022.
Dental Costs Trend	3.41%

Sensitivity to Rates

Net OPEB liability calculations are impacted by various rate assumptions. An analysis of how the liability would be effected by changes in various rate assumptions is presented as follows:

	Healthcare Cost Trend Rate		
	Baseline Trend Less 1%	Baseline Trend	Baseline Trend Plus 1%
Net OPEB Liability	$ 916,014	$ 1,053,316	$ 1,232,162

	Discount Rate		
	Baseline Less 1% 3.1%	Baseline 4.0%	Baseline Plus 1% 5.1%
Net OPEB Liability	$ 1,266,862	$ 1,053,316	$ 886,952

Grant Parish Assessor

Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual
Year Ended December 31, 2018

	Budget Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Revenues:				
Ad Valorem Taxes	$ 383,000	$ 383,000	$ 425,991	$ 42,991
State Revenue Sharing	33,000	33,000	35,112	2,112
Interest	300	300	311	11
Intergovernmental	145,000	88,364	88,360	(4)
Other	3,400	3,400	3,328	(72)
Total revenues	564,700	508,064	553,102	45,038
Expenditures:				
General Government				
Payroll & Related Benefits	398,000	398,000	401,517	(3,517)
Operating Services	21,000	21,000	23,962	(2,962)
Travel and Other	2,000	2,000	2,449	(449)
Capital Outlay	170,000	113,360	108,467	4,893
Total expenditures	591,000	534,360	536,395	(2,035)
Net Change in Fund Balances	(26,300)	(26,296)	16,707	43,003
Fund balance - beginning of year	442,291	442,291	442,291	-
Fund balance - end of year	$ 415,991	$ 415,995	$ 458,998	$ 43,003

Grant Parish Assessor

Schedule of Changes in Net OPEB Liability
Retiree Healthcare Plan

	For the Year Ended December 31, 2018
Total OPEB Liability	
Beginning Balance	$ 1,423,244
Service Cost	51,956
Interest	50,586
Effect of Economic / Demographic Gains or Losses	(10,133)
Changes in Assumptions or Other Inputs	(452,925)
Benefit Payments	(9,412)
Ending Balance	1,053,316
Fiduciary Net Positon	
Beginning Balance	-
Employer Contributions	9,412
Benefit Payments	(9,412)
Ending Balance	-
Net OPEB Liability	$ 1,053,316
Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.0%
Covered Payroll	276,860
Net OPEB Liability as a Percentage of Covered Payroll	380.5%

This schedule is intended to fulfill requirements to present information for a period of 10 years. However, until a full 10 year trend has been compiled, information is presented only for the years for which the required information is available.

There are no assets accumulated in a trust the meets criteria established by Governmental Accounting Standards to pay related benefits. In addition, there are no known factors that can be expected to significantly effect the amounts reported.

Grant Parish Assessor

Schedule of Net Pension Liability Data
Cost Sharing Retirement Systems

Retirement System / Measurement Date	Share of Collective Net Pension Liability		Covered Payroll	Net Pension Liability as a Percentage of Covered Payroll	Pension Plans Fiduciary Net Position as a Percentage of Total Pension Liability
	Percent	Amount			
Louisiana Assessors' Retirement Fund					
September 30, 2015	0.62%	323,205	263,037	122.9%	85.6%
September 30, 2016	0.62%	219,627	267,928	82.0%	90.7%
September 30, 2017	0.63%	110,010	275,240	40.0%	95.6%
September 30, 2018	0.63%	121,986	276,590	44.1%	95.5%

Notes to Schedule:
At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Grant Parish Assessor

Schedule of Employer Contributions
Cost Sharing Retirement Systems

Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Louisiana Assessors' Retirement Fund					
September 30, 2015	35,510	35,242	268	263,037	13.40%
September 30, 2016	36,801	36,582	219	267,928	13.65%
September 30, 2017	27,526	27,694	(168)	275,240	10.06%
September 30, 2018	22,127	22,258	(131)	276,590	8.05%

Notes to Schedule:
At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Grant Parish Assessor

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer
For the Year Ended December 31, 2018

Agency Head - Walker Wright, Grant Parish Assessor

Purpose		
Salary:		
Expense Allowance		139,400
Benefits:		
Health Insurance	17,360	
Retirement Contributions	19,516	36,876
Reimbursements:		
Travel		754
Supplies		6

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April 24, 2019

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The Honorable H. Walker Wright
Grant Parish Assessor

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, and each major fund of the Grant Parish Assessor's Office, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Grant Parish Assessor's Office's basic financial statements, and have issued our report thereon dated April 24, 2019.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Grant Parish Assessor's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions 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 internal control.

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

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

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

COMPLIANCE AND OTHER MATTERS

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

PURPOSE OF THIS REPORT

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

ROZIER, HARRINGTON & MCKAY
CERTIFIED PUBLIC ACCOUNTANTS
ALEXANDRIA, LOUISIANA

GRANT PARISH ASSESSOR

SUMMARY OF FINDINGS AND RESPONSES
For the Year Ended June 30, 2018

PART I - SUMMARY OF AUDITOR'S RESULTS:

- The Independent Auditor's Report on the financial statements for the Grant Parish Assessor's office as of December 31, 2018 and for the year then ended expressed an unmodified opinion.
- No control deficiencies were disclosed during the audit of the financial statements. Accordingly, there were no material weaknesses.
- No instances of noncompliance material to the financial statements of the Assessor's Office were disclosed during the audit.

PART II - FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS:

None

GRANT PARISH ASSESSOR

MANAGEMENT'S CORRECTIVE ACTION PLAN
For the Year Ended June 30, 2018

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
No findings were reported in the schedule of findings and questioned costs.	Response – N/A
SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
No findings were reported in the schedule of findings and questioned costs.	Response – N/A
SECTION III MANAGEMENT LETTER	
No management letter was issued.	Response – N/A

GRANT PARISH ASSESSOR

SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended December 31, 2018

SECTION I REVIEW REPORT	
No findings of this nature were reported	Response – N/A
SECTION II ATTESTATION REPORT	
No findings of this nature were reported	Response – N/A
SECTION III MANAGEMENT LETTER	
No management letter was issued with the previous report.	Response – N/A

APPENDIX A

Statewide Agreed-Upon Procedures

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Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Grant Parish Assessor's Office and
the Louisiana Legislative Auditor:

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

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

The procedures and associated results are presented in the accompanying Schedule of Procedures, Results and Managements' Response.

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

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

Rozier, Harrington and McKay
Certified Public Accountants
Alexandria, Louisiana
April 18, 2019

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Written Policies and Procedures		
Agreed-Upon Procedure	**Results**	**Managements' Response**
1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories. • Budgeting • Purchasing • Disbursements • Receipts • Payroll/Personnel • Contracting • Credit Cards • Travel and expense reimbursements • Ethics • Debt	Management has asserted that the entity has not adopted in formal written procedures.	Due to the small size of the Assessor's Office and the simplicity of its operations, formal written procedures have not been necessary to properly manage the Office's affairs. Despite the absence of formal, written procedures, each member of the staff clearly understands their duties and their activities are directly supervised by the Assessor.

Board (or Finance Committee)		
Agreed-Upon Procedure	**Results**	**Managements' Response**
2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:		
a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.	Not applicable, the Assessor is solely responsible for the Office's operations, without oversight from a governing board.	***N/A - The results did not include findings or criticisms.***
b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*	Not applicable, the Assessor is solely responsible for the Office's operations, without oversight from a governing board.	***N/A - The results did not include findings or criticisms.***

Board (or Finance Committee)		
Agreed-Upon Procedure	**Results**	**Managements' Response**
c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.	Not applicable, the Assessor is solely responsible for the Office's operations, without oversight from a governing board.	***N/A - The results did not include findings or criticisms.***

Bank Reconciliations		
Agreed-Upon Procedure	**Results**	**Managements' Response**
3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:		
a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);	Reconciliations were prepared in a timely manner.	***N/A - The results did not include findings or criticisms.***
b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and	Reconciliation files include evidence of an independent review.	***N/A - The results did not include findings or criticisms.***
c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.	Not Applicable: None of the reconciliation items have remained outstanding for a period of 12 months.	***N/A - The results did not include findings or criticisms.***

Collections		
Agreed-Upon Procedure	**Results**	**Managements' Response**
4 Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).	Management provided the list, which consisted of a single deposit site.	***N/A - The results did not include findings or criticisms.***
5 For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:		
a) Employees that are responsible for cash collections do not share cash drawers/registers.	The Assessor does not typically accept cash or currency. Accordingly, cash drawers or registers are unnecessary.	***N/A - The results did not include findings or criticisms.***

Collections		
Agreed-Upon Procedure	**Results**	**Managements' Response**
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	The Deputy Assessor supervises reconciliations but does not engage in collections.	***N/A - The results did not include findings or criticisms.***
c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.	The Deputy Assessor supervises reconciliations but does not engage in collections.	***N/A - The results did not include findings or criticisms.***
d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.	The Deputy Assessor supervises reconciliations but does not engage in collections.	***N/A - The results did not include findings or criticisms.***
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	The Assessor and Deputy are covered by bonds.	***N/A - The results did not include findings or criticisms.***
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

Collections		
Agreed-Upon Procedure	**Results**	**Managements' Response**
a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:		
a. Observe that receipts are sequentially pre-numbered.	Procedures do not utilize pre-numbered source documents.	Since the Assessor's Office does not typically collect currency a system utilizing pre-numbered source documents was not considered necessary.
b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.	Documentation agreed with deposit slips.	***N/A - The results did not include findings or criticisms.***
c. Trace the deposit slip total to the actual deposit per the bank statement.	Deposit slips agree with bank statements.	***N/A - The results did not include findings or criticisms.***
d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than $100).	Deposits were made within one business day.	***N/A - The results did not include findings or criticisms.***
e. Trace the actual deposit per the bank statement to the general ledger.	Bank statements agree with the general ledger.	***N/A - The results did not include findings or criticisms.***

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	**Results**	**Managements' Response**
8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).	All processing is conducted at 200 Main Street Colfax, Louisiana	***N/A – The results did not include findings or criticisms.***
9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:		
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	The Assessor is personally responsible for purchasing decisions.	Due to the small transaction volume and limited staff, opportunities for segregation of duties are limited. These limitations are mitigated by direct involvement from the Assessor and review of bank reconciliations by another party.
b) At least two employees are involved in processing and approving payments to vendors.	The Assessor is solely responsible for approving payments.	Due to the small transaction volume and limited staff, opportunities for segregation of duties are limited. These limitations are mitigated by direct involvement from the Assessor and review of bank reconciliations by another party.
c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.	The Assessor is responsible for maintaining vendor files.	Due to the small transaction volume and limited staff, opportunities for segregation of duties are limited. These limitations are mitigated by direct involvement from the Assessor and review of bank reconciliations by another party.

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	**Results**	**Managements' Response**
d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.	The Assessor is responsible for mailing payments.	***N/A – The results did not include findings or criticisms.***
10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:		
a. Observe that the disbursement matched the related original invoice/billing statement.	Transactions tested were supported by documentation.	***N/A – The results did not include findings or criticisms.***
b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.	The Assessor was solely responsible for completing disbursements.	Due to the small transaction volume and limited staff, opportunities for segregation of duties are limited. These limitations are mitigated by direct involvement from the Assessor and review of bank reconciliations by another party.

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	**Results**	**Managements' Response**
11 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.	Management provided a list that consisted of two credit cards.	***N/A – The results did not include findings or criticisms.***
12 Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:		
a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.	Documentation did not include evidence review or approval.	The Assessor is ultimately responsible for approving transactions and each transaction was personally processed by the Assessor.
b. Observe that finance charges and late fees were not assessed on the selected statements.	There were no finance charges or late fees.	***N/A – The results did not include findings or criticisms.***

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	**Results**	**Managements' Response**
13 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	Transactions were properly documented, business purpose was apparent and there were no charges for meals.	***N/A – The results did not include findings or criticisms.***

Travel and Expense Reimbursement		
Agreed-Upon Procedure	**Results**	**Managements' Response**
14 Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:		
a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).	Reimbursements were within limits established by the State's Travel Guide.	***N/A – The results did not include findings or criticisms.***
b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.	Not applicable, all reimbursements were based on per diem.	***N/A – The results did not include findings or criticisms.***
c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).	Reimbursements were documented.	***N/A – The results did not include findings or criticisms.***
d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.	Approval by parties other than the recipient was documented.	***N/A – The results did not include findings or criticisms.***

Contracts		
Agreed-Upon Procedure	**Results**	**Managements' Response**
15 Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:		
a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.	The contracts were not within the scope of the public bid law.	***N/A - The results did not include findings or criticisms.***
b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).	Not Applicable: The Assessor is not subject to supervision by a governing board.	***N/A - The results did not include findings or criticisms.***
c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.	Not Applicable: The terms have not been modified.	***N/A - The results did not include findings or criticisms.***
d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.	Payments were consistent with the terms of the contracts.	***N/A - The results did not include findings or criticisms.***

Payroll and Personnel		
Agreed-Upon Procedure	**Results**	**Managements' Response**
16 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.	The list and representations were provided.	***N/A - The results did not include findings or criticisms.***
17 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:		
a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).	Attendance is documented.	***N/A - The results did not include findings or criticisms.***
b. Observe that supervisors approved the attendance and leave of the selected employees/officials.	Approval by the Assessor was documented.	***N/A - The results did not include findings or criticisms.***
c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.	Cumulative leave records were adjusted as necessary.	***N/A - The results did not include findings or criticisms.***
18 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials'	Not Applicable: There were no termination payments.	***N/A - The results did not include findings or criticisms.***

Payroll and Personnel		
Agreed-Upon Procedure	**Results**	**Managements' Response**
authorized pay rates in the employee/officials' personnel files.		
19 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management has represented that all payments and filings were completed timely.	***N/A – The results did not include findings or criticisms.***

Ethics		
Agreed-Upon Procedure	**Results**	**Managements' Response**
20 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:		
a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.	Ethic training was documented.	***N/A - The results did not include findings or criticisms.***
b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.	Not Applicable: The Assessor's Office has not adopted a formal ethics policy.	The Assessor's staff consist of three full time and one part-time employees. All of these employees are directly supervised by the Assessor. This provides the Assessor with an opportunity to clearly communicate the Office's ethical values to each employee. In addition, the Assessor ensures that each employee receives annual ethics training. The process described above has been proven to achieve ethical operation of the Assessor's Office. Accordingly, a formal ethics policy is not considered necessary.

Debt Service		
Agreed-Upon Procedure	**Results**	**Managements' Response**
21 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	Not Applicable	***N/A - The results did not include findings or criticisms.***
22 Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.	Not Applicable	***N/A - The results did not include findings or criticisms.***

Other		
Agreed-Upon Procedure	**Results**	**Managements' Response**
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	Not Applicable	***N/A – The results did not include findings or criticisms.***
24 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	The notice was posted	***N/A – The results did not include findings or criticisms.***