

**WEBSTER PARISH TAX ASSESSOR**  
Minden, Louisiana

**ANNUAL FINANCIAL REPORT**  
December 31, 2022

**WEBSTER PARISH TAX ASSESSOR**  
**Minden, Louisiana**

**TABLE OF CONTENTS**  
December 31, 2022

	<b>Statement</b>	<b>Page</b>
Independent Auditor's Report		2-4
<u>Required Supplementary Information (Part I)</u>		
Management's Discussion and Analysis		6-9
<u>Basic Financial Statements</u>		
Governmental Fund Balance Sheet / Statement of Net Position	A	11
Reconciliation of Fund Balance on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position	B	12
Statement of Governmental Fund Revenues, Expenditures and Changes in Fund Balance / Statement of Activities	C	13
Reconciliation of the Statement of Revenues, Expenditures, and Changes In Fund Balance of the Governmental Fund to the Statement of Activities	D	14
Budgetary Comparison Schedule – General Fund	E	15
Notes to the Financial Statements		17-34
<u>Required Supplementary Information (Part II)</u>		
	Schedule	
Schedule of Proportionate Share of Net Pension Liability	1	36
Schedule of Employer's Contributions	2	37
Schedule of Changes in Net OPEB Liability and Related Ratios	3	38
Notes to Required Supplementary Information		39
Other Supplemental Information		
Schedule of Compensation, Benefits, and Other Payments To Agency Head or Chief Executive Officer	4	41
Other Reports Required by Government Auditing Standards		
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		43-44
Schedule of Findings and Responses		45
Schedule of Prior Year Findings		46
Report on Other Legal and Regulatory Requirements		
Independent Accountant's Report on Applying Agreed Upon Procedures		48-57



# Dees Gardner, Certified Public Accountants, LLC

Deborah D. Dees, CPA/CFE  
122 Jefferson Street  
Mansfield, LA 71052  
www.deesgardnercpas.com

Maura Dees Gardner, CPA, CFE  
1659 Hwy 171 / P.O. Box 328  
Stonewall, LA 71078  
Phone: (318) 872-3007

## Independent Auditor's Report

Ms. Denise Edwards  
Webster Parish Tax Assessor  
Minden, Louisiana

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the of the Webster Parish Tax Assessor, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

Based on our audit, in our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Webster Parish Tax Assessor, as of December 31, 2022, the respective changes in financial position thereof, and the budgetary comparison for the general fund for the year then ended in accordance 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 (GAAS) and the standards applicable to financial audits contained 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 Commission 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 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.

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 twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### Auditor's Responsibility 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 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, the schedule of changes in the net OPEB liability and related ratios, the schedule of proportionate share of the net pension liability and the schedule of pension contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

#### ***Supplemental Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Webster Parish Tax Assessor's basic financial statements. The schedule of compensation, benefits, and other payments to agency head or chief executive officer is presented to fulfill the requirements of Louisiana Revised Statute 24:513(A)(3) and is not a required part the basic 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 basic 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 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 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 9, 2023, on our consideration of the Webster Parish Tax Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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* and in considering the Webster Parish Tax Assessor's internal control over financial reporting and compliance.

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

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated June 9, 2023, on the results of our state-wide agree-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state-wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Dees Gardner, Certified Public Accountants, LLC*

Mansfield, Louisiana  
June 9, 2023

REQUIRED SUPPLEMENTARY INFORMATION  
(PART I)

MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Unaudited)

**WEBSTER PARISH TAX ASSESSOR**  
**Minden, Louisiana**

Management's Discussion and Analysis  
December 31, 2022

This section of the Webster Parish Tax Assessor's (the Assessor or Office) annual financial report presents our discussion and analysis of the Assessor's financial performance during the fiscal year that ended on December 31, 2022. The Assessor's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section. We encourage readers to consider the information presented here in conjunction with the Assessor's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

**FINANCIAL HIGHLIGHTS**

The Webster Parish Tax Assessor's net position decreased by \$717,221 (18.38%) for the year ending December 31, 2022, compared to a decrease of \$615,875 (3.65%) in 2021.

Property taxes increased \$28,425 (1.86%) to \$1,554,962 during the year ended December 31, 2022, compared to a decrease of \$536,931 (26.02%) to \$1,526,537 during 2021.

The Webster Parish Tax Assessor's total general and program revenues were \$1,959,517 in 2022 compared to \$1,981,361 in 2021, a decrease of \$21,844 (1.10%).

During the year ended December 31, 2022, the Assessor had total expenses (excluding depreciation of \$100,159) of \$2,576,579 compared to \$2,499,928 in 2021, an increase of \$76,651.

**OVERVIEW OF FINANCIAL STATEMENTS**

This Management Discussion and Analysis document introduces the basic financial statements which include government-wide financial statements and fund financial statements. These two types of financial statements present the Assessor's financial position and results of operations from differing perspectives, which are described as follows:

**Government-Wide Financial Statement**

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 Fund. 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.

## Notes to the Financial Statements

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

### Required Supplementary Information

The basic financial statements are followed by a section of required supplementary information. There is a schedule of funding progress for the retiree health plan (OPEB). To comply with GASB 68, there are two schedules detailing the Webster Assessor's proportionate share of net pension liability and pension contributions.

### Other Supplemental Information

The schedule of compensation, benefits and other payments to agency head or chief executive officer is presented to fulfil the requirements of Louisiana Revised Statute 24:513(A)(3).

## FINANCIAL ANALYSIS OF THE ASSESSOR'S OFFICE AS A WHOLE

Net position may serve over time as a useful indicator of the Webster Parish Tax Assessor's financial position. The total net position changed from a year ago, decreasing from \$3,902,566 to \$3,185,345.

	<b>Assets</b>	12/31/2022	12/31/2021
Cash		\$ 2,199,810	\$ 2,251,764
Investments		3,353,814	3,332,490
Receivables		1,617,914	1,595,224
Prepaid Expenses		30,977	24,788
Capital Assets, Net of Depreciation		197,862	259,630
Net Pension Asset		-	614,091
<b>Total Assets</b>		<u>7,400,377</u>	<u>8,077,987</u>
	<b>Deferred Outflows of Resources</b>		
OPEB Related		442,184	895,424
Pension Related		1,333,764	720,178
<b>Total Deferred Outflows of Resources</b>		<u>1,775,948</u>	<u>1,615,602</u>
	<b>Liabilities</b>		
Accounts Payable		3,407	1,716
Net Pension Liability		1,168,945	-
Other Postemployment Benefit Obligation		3,951,554	4,638,339
<b>Total Liabilities</b>		<u>5,123,906</u>	<u>4,640,055</u>
	<b>Deferred Inflows of Resources</b>		
OPEB Related		734,461	-
Pension Related		132,613	1,150,968
<b>Total Deferred Inflows of Resources</b>		<u>867,074</u>	<u>1,150,968</u>
	<b>Net Position</b>		
Unrestricted		2,987,483	3,642,936
Net Investment in Capital Assets		197,862	259,630
<b>Total Net Position</b>		<u>\$ 3,185,345</u>	<u>\$ 3,902,566</u>

Current year net position reflects capital assets with a historical cost of \$1,251,627 and accumulated depreciation of \$1,053,765.



A portion of the Assessor's net position, \$197,862 (6.21%) reflects its investment in capital assets such as buildings, equipment, and software, less any related debt used to acquire those assets that is still outstanding compared to \$259,630 (6.65%) as of December 31, 2021. The Assessor uses these capital assets to provide services to the citizens of the parish; consequently, these assets are not available for future spending.

The largest portion of the Assessor's net position of \$2,987,483 (93.79%) as of December 31, 2022, and \$3,642,936 (93.35%) as of December 31, 2021, is unrestricted and may be used to meet the ongoing obligations to the citizens of Webster Parish.

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

Revenues	<u>12/31/2022</u>	<u>12/31/2021</u>
Program Revenue		
Charges for Services	\$ 1,503	\$ 1,500
General Revenue		
Property Taxes	1,554,962	1,526,537
State Revenue Sharing	113,998	134,971
Local Government Reimbursements	-	14,667
Miscellaneous Income	264,656	279,007
Investment Earnings	24,398	24,679
Total Revenue	<u>1,959,517</u>	<u>1,981,361</u>
Program Expenses		
General Government	<u>2,676,738</u>	<u>2,597,236</u>
Change in Net Position	(717,221)	(615,875)
Net Position Beginning	3,902,566	4,518,441
Net Position Ending	<u>\$ 3,185,345</u>	<u>\$ 3,902,566</u>

As the above presentation demonstrates, the Assessor's Office has decreased its reserves by \$717,221 or 18.38%.

The Webster Parish Tax Assessor received \$1,554,962 (79.4%) and \$1,526,537 (77.0%) of its total revenues through property taxes during 2022 and 2021, respectively.

The Assessor's general government program expenses increased \$79,502 (3.06%) over 2021 amounts.

## **FINANCIAL ANALYSIS OF THE ASSESSOR'S FUND**

For the year ended December 31, 2022, differences between the government-wide presentation and the fund financial statements were due to acquisition of capital outlays, depreciation charges associated with capital assets and differences in unavailable property tax revenue and prepaid expenses, net pension liability and other postretirement benefit obligations.

## **GENERAL BUDGET BUDGETARY HIGHLIGHTS**

Formal budgetary integration is employed as a management control device during the fiscal year. The budget policy of the Assessor complies with state law, as amended, and as set forth in Louisiana Revised Statutes Title 39, Chapter 9, Louisiana Local Government Budget Act (LSA-RS 39:1301 et seq.). The Assessor's budget was amended once during 2022. The actual revenues were \$82,450 more than budgeted amounts. The actual expenditures were \$151,799 less than the budgeted amounts. The Webster Parish Tax Assessor is in compliance with the Local Government Budget Act for year ending December 31, 2022.

## **CAPITAL ASSET ADMINISTRATION**

For the year, ended December 31, 2022, the Webster Assessor made office improvements to the main office, purchased a copy machine, and replaced awnings at both office locations.

## **DEBT ADMINISTRATION**

At December 31, 2022, the Assessor had no debt on capital assets.

## **ECONOMIC FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS**

At the present time, no known issues are expected to have a significant impact on future operations. The 2023 budget was prepared based on December 31, 2022 results.

## **REQUEST FOR INFORMATION**

This report is designed to provide a general overview of the Webster Parish Tax Assessor's finances and seeks to demonstrate the Assessor's accountability for the money she received. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Denise Edwards, Assessor, P. O. Box 734, Minden, Louisiana, 71058.

## BASIC FINANCIAL STATEMENTS

**WEBSTER PARISH TAX ASSESSOR**  
Minden, Louisiana

**GOVERNMENTAL FUND BALANCE SHEET / STATEMENT OF NET POSITION**  
December 31, 2022

	Governmental Fund Financial Statements		Government-wide Statements
	<b>Balance Sheet</b>		<b>Statement of</b>
	General Fund	Adjustments	<b>Net Position</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 2,199,810	\$ -	\$ 2,199,810
Investments	3,353,814	-	3,353,814
Ad valorem tax receivable	1,579,316	-	1,579,316
State revenue sharing receivable	37,307	-	37,307
Accrued interest	1,291	-	1,291
Prepaid expenses	-	30,977	30,977
Capital assets, net of accumulated depreciation, (see note 4)	-	197,862	197,862
<b>TOTAL ASSETS</b>	<b>\$ 7,171,538</b>	<b>228,839</b>	<b>7,400,377</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
OPEB related	\$ -	442,184	442,184
Pension related	-	1,333,764	1,333,764
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>-</b>	<b>1,775,948</b>	<b>1,775,948</b>
<b>LIABILITIES</b>			
Current Liabilities:			
Accounts payable	3,407	-	3,407
Noncurrent Liabilities:			
Other postemployment benefit obligations	-	3,951,554	3,951,554
Net pension liability	-	1,168,945	1,168,945
<b>TOTAL LIABILITIES</b>	<b>3,407</b>	<b>5,120,499</b>	<b>5,123,906</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable ad valorem taxes	226,188	(226,188)	-
Pension related	-	132,613	132,613
OPEB related	-	734,461	734,461
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>226,188</b>	<b>640,886</b>	<b>867,074</b>
<b>FUND BALANCE/NET POSITION</b>			
Fund Balances:			
Unassigned	6,941,943	(6,941,943)	-
<b>TOTAL FUND BALANCES</b>	<b>6,941,943</b>	<b>(6,941,943)</b>	<b>-</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 7,171,538</b>	<b>(1,180,558)</b>	
Net Position:			
Net investment in capital assets		197,862	197,862
Unrestricted		2,987,483	2,987,483
<b>TOTAL NET POSITION</b>		<b>\$ -</b>	<b>\$ 3,185,345</b>

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**  
Minden, Louisiana

**RECONCILIATION OF FUND BALANCE ON THE BALANCE SHEET  
FOR GOVERNMENTAL FUNDS TO NET POSITION OF GOVERNMENTAL  
ACTIVITIES ON THE STATEMENT OF NET POSITION**  
December 31, 2022

<b>Fund Balance - Governmental Fund</b>	\$	6,941,943
Amounts reported for governmental activities in the statement of net position are different because:		
Prepaid expenses involve payment with current financial resources that are attributable to fiscal periods beyond the end of the current year.		30,977
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		197,862
Certain deferred outflows reported in the governmental activities are not financial resources and therefore not reported in the governmental funds:		
Deferred outflows-pension related		1,333,764
Deferred outflows-OBEP related		442,184
Unavailable ad valorem taxes are reported as deferred inflows of resources in the governmental funds, but are reflected as income in the Government-wide statement.		226,188
Long-term liabilities are not due and payable in the current period, and therefore, are not reported in the governmental fund:		
Other postemployment obligations liability		(3,951,554)
Deferred inflows-pension related		(132,613)
Deferred inflows-OPEB related		(734,461)
Net pension asset		<u>(1,168,945)</u>
<b>Total Net Position of Government Activities</b>	<b>\$</b>	<b><u>3,185,345</u></b>

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**  
Minden, Louisiana

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

For the year ended December 31, 2022

	Governmental Funds Financial Statements		Government-wide Statements
	Statement of Revenues, Expenditures, and Changes in Fund Balance	Adjustments	
<b>EXPENDITURES/EXPENSES</b>	General Fund		<b>Statement of Activities</b>
General Government-Taxation:			
Personnel services & related benefits	\$ 1,411,676	\$ 916,777	\$ 2,328,453
Operating expenses	161,889	(6,189)	155,700
Material & supplies	71,937	-	71,937
Travel & other charges	20,489	-	20,489
Capital outlays	42,210	(42,210)	-
Depreciation	-	100,159	100,159
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b>1,708,201</b>	<b>968,537</b>	<b>2,676,738</b>
<b>PROGRAM REVENUES</b>			
Charges for services	1,503	-	1,503
<b>TOTAL PROGRAM REVENUES</b>	<b>1,503</b>	<b>-</b>	<b>1,503</b>
<b>NET PROGRAM EXPENSE</b>	<b>(1,706,698)</b>	<b>(968,537)</b>	<b>(2,675,235)</b>
<b>GENERAL REVENUES</b>			
Property taxes	1,574,842	(19,880)	1,554,962
State revenue sharing	113,998	-	113,998
Miscellaneous income	3,709	264,766	268,475
Investment earnings	24,398	-	24,398
<b>TOTAL GENERAL REVENUES</b>	<b>1,716,947</b>	<b>244,886</b>	<b>1,961,833</b>
<b>NET CHANGE IN FUND BALANCE / CHANGE IN NET POSITION</b>	<b>10,249</b>	<b>(723,651)</b>	<b>(713,402)</b>
<b>OTHER FINANCING SOURCES(USES)</b>			
Sales of assets/Gain(loss) on sale of assets	-	(3,819)	(3,819)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>(3,819)</b>	<b>(3,819)</b>
<b>EXCESS (Deficiency) of REVENUES OVER EXPENDITURES AND OTHER FINANCING SOURCES(USES)/ CHANGE IN NET ASSETS</b>	<b>10,249</b>	<b>(727,470)</b>	<b>(717,221)</b>
<b>FUND BALANCE / NET POSITION</b>			
Beginning of the year	6,931,694		3,902,566
End of the year	\$ 6,941,943		\$ 3,185,345

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**  
Minden, Louisiana

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

For the year ended December 31, 2022

<b>Net change in Fund Balance - Governmental Fund</b>	<b>\$</b>	<b>10,249</b>
---	-----------	---------------

Governmental funds report expenses that involve payments with current financial resources, such as insurance, in the year in which it is paid. In the Statement of Activities, payments that are attributable in current periods are recognized.

Increase in prepaid expenses		6,189
------------------------------	--	-------

Governmental funds report capital outlays as expenditures. However in the Statement of Activities, the cost of the assets are capitalized and allocated over their estimated useful lives and reported as depreciation expense. Therefore, capital expenditures are not recorded in the statement of activities.

Capital outlays		42,210
Depreciation		(100,159)

Revenues in the Statement of Activities that do not provide current financial resources not reported as revenues in the funds.

Non-employer contributions to cost-sharing pension plan		264,766
Change in unavailable ad valorem taxes		(19,880)

In the Statement of Activities, the loss on disposal of fixed assets is reported; whereas, in the governmental funds, the proceeds from the disposal increase financial

Gain (loss) on disposal of fixed assets		(3,819)
---	--	---------

In the Statement of Activities pension and other postemployment benefits are reported the government-wide statements, but not in the governmental fund statements.

Pension expense		(415,861)
Other postemployment benefits		(500,916)

<b>Net change in Net Position</b>	<b>\$</b>	<b><u>(717,221)</u></b>
-----------------------------------	-----------	-------------------------

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**  
**Mansfield, Louisiana**

**BUDGETARY COMPARISON SCHEDULE -- GENERAL FUND**

For the year ended December 31, 2022

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with Final Budget Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>		
<b>REVENUES</b>				
Property taxes	\$ 1,530,000	\$ 1,500,000	\$ 1,574,842	\$ 74,842
State revenue sharing	115,000	115,000	113,998	(1,002)
Charges for services	-	-	1,503	1,503
Miscellaneous income	-	-	3,709	3,709
Investment earnings	15,000	21,000	24,398	3,398
<b>TOTAL REVENUES</b>	<u>1,660,000</u>	<u>1,636,000</u>	<u>1,718,450</u>	<u>82,450</u>
<b>EXPENDITURES</b>				
Personnel services & related benefits	1,750,000	1,500,000	1,411,676	88,324
Operating expenses	210,000	200,000	161,889	38,111
Material & supplies	50,000	85,000	71,937	13,063
Travel & other charges	35,000	45,000	20,489	24,511
Capital outlays	40,000	30,000	42,210	(12,210)
<b>TOTAL EXPENDITURES</b>	<u>2,085,000</u>	<u>1,860,000</u>	<u>1,708,201</u>	<u>151,799</u>
 <b>NET CHANGE IN FUND BALANCE</b>	 (425,000)	 (224,000)	 10,249	 234,249
 <b>FUND BALANCE</b>				
Beginning of the year	<u>6,931,694</u>	<u>6,931,694</u>	<u>6,931,694</u>	<u>-</u>
End of the year	<u>\$ 6,506,694</u>	<u>\$ 6,707,694</u>	<u>\$ 6,941,943</u>	<u>\$ 234,249</u>

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.



## NOTES TO THE FINANCIAL STATEMENTS

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

---

## INTRODUCTION

As provided by LSA-RS 47:1901, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor enumerates, lists, and assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniary responsible for the actions of the deputies.

The Assessor's office is located in Minden, Louisiana. The Assessor employs ten employees, including nine deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 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 collecting and distributing taxes to the various taxing bodies.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Webster Parish Tax Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis—For State and Local Governments*, issued in June 1999; Statement 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*; and Statement 65, *Items Previously Reported as Assets and Liabilities*. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the *Louisiana Government Audit Guide*. The more significant accounting policies established by GAAP and used by the Webster Parish Tax Assessor are discussed below.

#### A. REPORTING ENTITY

Governmental Accounting Standards Board Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. The basic criterion for including a potential component unit within the reporting entity is financial accountability. For financial reporting purposes, in conformance with GASB Statement No. 14, the Webster Parish Tax Assessor includes all funds that are within the oversight responsibility of the Assessor. Oversight responsibility is determined on the basis of appointment of governing body, ability to significantly influence operations, accountability for fiscal matters, and the nature and significance of an organization's relationship with the primary government. Based on consideration of the foregoing criteria, the Assessor is deemed to be a separate reporting entity.

For financial reporting purposes, the Assessor includes all funds and activities that are controlled by the Assessor as an independently elected official. The Assessor is solely responsible for the operations of his office, which includes the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. The Webster Parish Police Jury maintains and operates the building which the Assessor's office is located.

#### B. MEASUREMENT FOCUS / BASIS OF PRESENTATION

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" revenues, expenditures, expenses, and transfers—and assets, deferred outflows of resources, liabilities, and deferred inflows of resources—are recognized in the accounts and reported in the financial statements.

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

---

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

### B. MEASUREMENT FOCUS / BASIS OF PRESENTATION (continued)

On the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or non-current) associated with its activities are reported. Government-wide fund equity is classified as net position.

In the fund financial statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. The statement of revenues, expenditures, and changes in fund balance reports sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of available spendable financial resources during a given period. This approach is then reconciled, through adjustment, to a government-wide view of the operations.

The Webster Parish Tax Assessor's basic financial statements consist of government-wide financial statements, including a statement of net position and a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

#### **Government-Wide Financial Statements**

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include the fund of the reporting entity, which is considered to be a governmental activity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

#### **Fund Financial Statements**

The accounts of the Assessor are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations. The major governmental fund of the Assessor is described below:

General Fund. The General Fund, as provided by Louisiana Revised Statute 47:1906 is the primary operating fund of the Assessor and is used to account for the operations of the Assessor. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Assessor's policy,

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

---

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

### C. BASIS OF ACCOUNTING

In the government-wide Statement of Net Position and Statement of Activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Revenues are classified by source and expenditures are classified by function and character. Expenditures (including capital outlays) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due. The governmental funds use the following practices in recording revenues and expenditures:

#### Revenues

Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31, 2022. The taxes are normally collected in December of the current year and January and February of the ensuing year.

State revenue sharing is recorded in the year the Assessor is entitled to the funds. Fees for preparing tax rolls are recognized in the period in which they are paid. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the Assessor's account. Interest income on time deposits is accrued at year end.

#### Expenditures

Salaries and related benefits are recorded when employee services are provided. Purchases of various operating supplies are recorded as expenditures in the accounting period in which they are purchased. Substantially all other expenditures are recognized when the related fund liability is incurred.

### D. CASH AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts or nonnegotiable certificates of deposit. Under state law, the Assessor may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Assessor may invest in United States bonds, treasury notes and bills, government-backed agency securities, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

### E. PREPAID EXPENSES

Payments made to vendors for services that will benefit periods beyond December 31, 2022, are recorded as prepaid expenses.

**WEBSTER PARISH TAX ASSESSOR**

**Minden, Louisiana**

Notes to Financial Statements

December 31, 2022

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**F. ACCOUNTS RECEIVABLE**

Substantially all receivables are considered to be fully collectible and no allowance for uncollectible is used.

**G. CAPITAL ASSETS**

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost for items known and estimated cost is used if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of \$2,500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Vehicles	5 years
Buildings & improvements	40 years
Computers & peripherals	5 years
Furniture, fixtures, equipment	5-10 years
Website & parcel conversion	10 years

Depreciation of all exhaustible capital assets is reported as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Assets reported in the fund financial statements for governmental funds exclude capital assets. The governmental funds financial statements report the acquisition of capital assets as expenditures.

**H. COMPENSATED ABSENCES**

Employees of the Assessor's office receive 10 to 20 days of noncumulative vacation leave each year depending on length of service. Vacation leave must be taken in the year earned. Additionally, each employee is granted 15 days of leave time per year to be used for sickness, doctors' appointments, and other such matters. This leave does not accumulate or roll over and is forfeited upon termination of employment. The costs of these leave privileges, computed in accordance with GASB Codification Section C60, are recognized as current-year expenditures in the General Fund when leave is actually taken.

**I. EQUITY CLASSIFICATIONS**

Net Position

In the government-wide financial statements, equity is classified as net position and is displayed in three components:

**Net investment in capital assets.** This category consists of capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowing attributable to the acquisition, construction or improvement of capital assets.

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

---

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

### I. EQUITY CLASSIFICATIONS (continued)

**Restricted Net Position.** This category consists of net position with constraints placed on the use by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Restricted net position is restricted assets reduced by liabilities and deferred inflows of resources related to the restricted assets.

**Unrestricted Net Position.** This category consists of all other net position that does not meet the definition of the above two components and is available for general use by the Assessor.

When an expense is incurred that can be paid using either restricted or unrestricted resource (net position) the Assessor's policy is to first apply the expense toward restricted resources and then toward unrestricted resources.

#### Fund Balances

In accordance with GASB 54, the Assessor classifies fund balances in governmental funds as follows:

**Nonspendable.** Amounts that are not in spendable form (such as prepaid expenses) because they are legally or contractually required to be maintained intact.

**Restricted.** Amounts constrained to specific purposes by their providers (such as grantors or higher levels of government).

**Committed.** Amounts constrained by the Assessor. To be reported as committed, amounts cannot be used for any other purpose unless the Assessor takes the action to remove or change the constraint.

**Assigned.** Amounts the Assessor intends to use for a specific purpose.

**Unassigned.** All amounts not included in other spendable classifications.

The Assessor would typically apply an expenditure toward restricted fund balance and then to the other, less-restrictive classifications—committed and then assigned fund balances before using unassigned fund balances.

### J. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

The Webster Tax Assessor reports decreases in net assets that relate to future periods as deferred outflows of resources in a separate section of its government-wide statements of net position. Deferred outflows of resources reported in this year's financial statements include deferred outflow of resources for contributions made to the Assessor's defined benefit pension and OPEB plans between the measurement date of the net pension liabilities from those plans and the end of the Assessor's fiscal year. No deferred outflows of resources affect the governmental funds financial statement in the current year.

The Webster Tax Assessor's statements of net position and its governmental fund balance sheet report a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net assets that applies to a future period(s). Deferred inflows of resources are reported in the Assessor's various statements of net position for actual pension investment earnings in excess of the expected amounts included in determining pension expense. The deferred inflow of resources is attributed to pension expense over a total of 6 years, including the current year. In its governmental funds, the only deferred inflow of resources is for revenues that are not considered available. The Assessor will not recognize the related revenues until they are available (collected not later than 60 days after the end of the Assessor's fiscal year) under the modified accrual basis of accounting. Accordingly, unavailable revenues from property taxes and grants are reported in the governmental funds balance sheet.

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

---

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

### K. UNAVAILABLE AD VALOREM TAXES

Under the modified accrual basis of accounting, the Webster Parish Assessor's governmental funds will not recognize revenue until they are available (collected not later than 60 days after the Assessor's year-end).

### L. PENSION PLANS

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

### M. OTHER POSTEMPLOYMENT BENEFITS (OPEB)

The Webster Parish Tax Assessor follows GASB Statement 75 "*Accounting and Financial Reporting for Postemployment Benefits Other Than Pension*," which requires the accrual of other postemployment benefits for retired employees. The Assessor has recorded a liability for other postemployment benefits (see Note 6). In the government-wide financial statements, the other postemployment benefits liability is recorded as an expense and non-current liability and allocated on a functional basis. In the fund financial statements, other postemployment expenditures are recognized in the amount contributed to the plan or expected to be liquidated with expendable available financial resources. Expendable available financial resources generally refer to other postemployment benefit payments due and payable as of the end of the year.

### N. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

### O. BUDGETARY INFORMATION

The Assessor's budget is prepared in accordance with accounting principles generally accepted in the United States of America. The Louisiana Local Government Budget Act provides that "the total proposed expenditures shall not exceed the total of estimated funds available for the ensuing year." The "total estimated funds available" is the sum of the respective estimated fund balances at the beginning of the year and the anticipated revenues for the current year.

The Assessor exercises budgetary control at the functional level. Within functional levels, the Assessor has the authority to make amendments as necessary. Expenditures may not legally exceed appropriations at the fund level. Appropriations that are not expended lapse at year-end. The budget was amended once during the year. The budget comparison schedules present the original adopted budget and the final budget.

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

---

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

### O. BUDGETARY INFORMATION (continued)

The Assessor's budget process is as follows:

Proposed budgets, prepared on the modified accrual basis of accounting, are published in the official journal at least 10 days prior to the public hearing. Public hearings are held at the Assessor's office during the month of December for comments from taxpayers. The budgets are then legally adopted by the Assessor and amended during the year, as necessary. Budgets are established and controlled by the Assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. The Assessor must approve all changes or amendments to the budget.

Formal budgetary integration is employed as a management control device during the year, and encumbrance accounting is not used by the Assessor. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and the final budget which includes all amendments.

## 2. AD VALOREM TAXES

The Assessor levies taxes on real and business personal property located within the boundaries of Webster Parish. Property taxes are levied by the Assessor on property values assessed by the Assessor and approved by the State of Louisiana Tax Commission.

The Webster Parish Sheriff's office bills and collects property taxes for the Assessor. Collections are remitted to the Assessor monthly. The Assessor recognizes property tax revenues when levied.

The property tax calendar:

Assessment date	January 1, 2022
Levy date	June 30, 2022
Tax bill mailed	October 15, 2022
Total taxes are due	December 31, 2022
Penalties & interest added	January 31, 2023
Tax Sale	May 14, 2023

A revaluation of all property is required to be completed not less than every four years. The last revaluation was completed for the roll of January 1, 2020. Total assessed value was \$323,720,347 in 2022. Louisiana state law exempts the first \$75,000 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was a total of \$59,271,016 of the assessed value in 2022. For the year ended December 31, 2022, the Assessor authorized an ad valorem tax millage of 7.76 mills and levied taxes of 5.88 mills for 2022. The amount of ad valorem tax collections recognized for the year ending December 31, 2022 was \$1,554,962.

The Louisiana Industrial Ad Valorem Tax Exemption program (Louisiana Administrative Code, Title 13, Chapter 5) is a state incentive program which abates, up to ten years, local ad valorem taxes on a manufacturer's new investment and annual capitalized additions related to the manufacturing site. Applications to exempt qualified property for five years are approved by the Louisiana Economic Development's Board of Commerce and Industry. The exemption may be renewed for an additional five years. Under agreements entered into by the State of Louisiana, through the Louisiana Industrial Ad Valorem Tax Exemption program, Assessor's ad valorem tax revenues were reduced by \$97,049 for the fiscal year ending December 31, 2022.



# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

## 2. AD VALOREM TAXES (continued)

The following are the principal taxpayers for the Assessor (2022 amounts):

TAXPAYER	TYPE OF BUSINESS	ASSESSED VALUATION	% OF TOTAL ASSESSED VALUATION	Ad Valorem Tax Revenue for Assessor
XTO Energy	Oil & Gas	\$ 12,667,480	3.91% \$	60,799
Fibrebond Corp.	Manufacturing	9,092,180	2.81%	43,694
Entergy Louisiana LLC	Utility	8,497,870	2.63%	40,895
ETC Texas Pipeline-Minden	Oil & Gas	8,435,970	2.61%	40,584
Gulf South Pipeline Co	Oil & Gas	5,050,230	1.56%	24,257
Kansas City Southern RR	Railroad	3,943,790	1.22%	18,971
Calumet Refining	Oil & Gas	5,128,010	1.58%	24,568
Centerpoint Energy ARKL	Oil & Gas	3,652,430	1.13%	17,571
Continental Structural	Manufacturing	3,401,840	1.05%	16,327
Regency Intrastate Gas	Utility	3,222,050	1.00%	15,550
Total		\$ 63,091,850	19.50% \$	303,216

## 3. CASH AND INVESTMENTS

### Cash:

The Webster Parish Tax Assessor has cash and cash equivalents (book balances) in interest-bearing demand and time deposits of \$2,199,750 and \$60 in cash for a total of \$2,199,810 at December 31, 2022.

### Investments:

At December 31, 2022, the Webster Parish Tax Assessor has one year certificates of deposit valued at \$3,353,814. The certificates of deposit are stated at cost, which approximates fair market value.

The cash and investments of the Webster Parish Tax Assessor are subject to the following risks:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement of the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Assessor's name.

At December 31, 2022, the Assessor had \$5,577,949 in deposits (collected bank balances). These deposits are secured from risk by \$750,000 of federal deposit insurance, \$616,534 in pledged marketable securities held by the custodial banks, and \$4,211,415 in irrevocable standby letters of credit with custodial banks naming the Assessor as beneficiary.

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

## 3. CASH AND INVESTMENTS (continued)

*Interest Rate Risk:* This is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The Tax Assessor does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, as a means of offsetting exposure to interest rate risk the Tax Assessor diversified investments by institution.

## 4. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2022 is as follows:

<u>Governmental Activities</u>	Balance 12/31/2021	Additions	Restatement/ Deletions	Balance 12/31/2022
Vehicles	\$ 60,950	\$ -	\$ -	\$ 60,950
Building & Improvements	153,203	38,301	10,575	180,929
Computers and Peripherals	16,209	3,909	-	20,118
Furniture, fixtures, equipment	114,715	-	-	114,715
Website and parcel conversion	874,915	-	-	874,915
Total	<u>1,219,992</u>	<u>42,210</u>	<u>10,575</u>	<u>1,251,627</u>
<u>Less Accumulated Depreciation:</u>				
Vehicles	53,990	4,397	-	58,387
Building & Improvements	79,563	7,574	6,756	80,381
Computers and Peripherals	10,541	2,649	-	13,190
Furniture, fixtures, equipment	96,626	5,595	-	102,221
Website and parcel conversion	719,642	79,944	-	799,586
Total	<u>960,362</u>	<u>100,159</u>	<u>6,756</u>	<u>1,053,765</u>
Capital Assets, Net	\$ <u>259,630</u>	\$ <u>(57,949)</u>	\$ <u>3,819</u>	\$ <u>197,862</u>

Depreciation expense of \$100,159 was charged to the general government taxation function.

## 5. PENSION PLAN

Plan Description - Substantially all employees of the Webster Parish Tax Assessor's office are members of the Louisiana Assessors Retirement Fund (Fund), a cost-sharing multiple-employer qualified governmental defined benefit pension plan administered by a separate board of trustees. The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to the Louisiana Assessors' Retirement Fund, Post Office Box 14699, Baton Rouge, LA 70898-4699, or by calling (225) 928-8886.

Eligibility Requirements – Members who were hired before October 1, 2013, will be eligible for pension benefits once they have either reached the age of fifty-five and have at least twelve years of service or have at least thirty years of service, regardless of age. Members who were hired on or after October 1, 2013, will be eligible for pension benefits once they have either reached the age of sixty and have at least twelve years of service or have reached the age of fifty-five and have at least thirty years of service.

Retirement Benefits - Members whose first employment making them eligible for membership began prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 36 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2006 but before October 1,

## WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

---

### 5. PENSION PLAN (continued)

2013, are entitled to annual pension benefits equal to three and one-third percent 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. Members whose first employment making them eligible for membership began on or after October 1, 2013 but who have less than thirty years of service, are entitled to annual pension benefits equal to three percent 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. Members whose first employment making them eligible for membership began on or after October 1, 2013 and have thirty or more years of service, are entitled to annual pension benefits equal to three and one-third percent 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. Members may elect to receive their pension benefits in the form of a joint and survivor annuity.

If members terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity. Members 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 member 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 member's death, his reduced retirement allowance shall be continued throughout the life of and paid to his surviving spouse. 3) Upon the member's death, one-half of his reduced retirement allowance shall be continued throughout the life of and paid to his surviving spouse. 4) The member 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.

Survivor Benefits – The Fund provides benefits for surviving spouses and minor children under certain conditions which are outlined in the Louisiana Revised Statutes.

Disability Benefits – The Board of Trustees shall award disability benefits to eligible members who have been officially certified as disabled by the State Medical Disability Board. The disability benefit shall be the lesser of the following: 1) A sum equal to the greater of 45% of final average compensation, or the members accrued retirement benefit at the time of termination of employment due to disability; or 2) The retirement benefit which would be payable assuming 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.

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.

Back-Deferred Retirement Option Plan (Back-DROP) – In lieu of receiving a normal retirement benefit pursuant to R.S. 11:1421 through 1423, an eligible member of the Fund may elect to retire and have their benefits structured, calculated, and paid as provided in R.S. 11:1456.1.

An active, contributing member of the Fund shall be eligible for Back-DROP if all the following apply: 1) the member has accrued more service credit than the minimum required for eligibility for a normal retirement benefit. 2) the member has attained an age that is greater than the minimum required for eligibility for a normal retirement benefit, if applicable, and 3) The member has revoked their participation, if any, in the Deferred Retirement Option Plan pursuant to R.S 11:1456.2.

## WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

---

### 5. PENSION PLAN (continued)

At the time of retirement, a member who elects to receive a Back-DROP benefit shall select a Back-DROP period to be specified in whole months. The duration of the Back-DROP period shall not exceed the lesser of thirty-six months or the number of months of creditable service accrued after the member first attained eligibility for normal retirement. The Back-DROP period shall be comprised of the most recent calendar days corresponding to the member's employment for which service credit in the Fund accrued. The Back-DROP benefit shall have two portions: a lump-sum portion and a monthly benefit portion. The Back-DROP monthly benefit shall be calculated pursuant to the provisions applicable for service retirement set forth in R.S. 11:1421 through 1423 and subject to the following conditions: 1) Creditable service shall not include service credit reciprocally recognized pursuant to R.S. 11:142, 2) Accrued service at retirement shall be reduced by the Back-DROP period. 3) Final average compensation shall be calculated by excluding all earnings during the Back-DROP period, 4) Contributions received by the Fund during the Back-DROP period and any interest that has accrued on employer and employee contributions received during the period shall remain with the Fund and shall not be refunded to the member or to the employer, 5) The member's Back-DROP monthly benefit shall be calculated based upon the member's age and service and the Fund provisions in effect on the last day of creditable service before the Back-DROP period, 6) At retirement, the member's maximum monthly retirement benefit payable as a life annuity shall be equal to the Back-DROP monthly benefit, 7) The member may elect to receive a reduced monthly benefit in accordance with the options provided in R.S. 11:1423 based upon the member's age and the age of the member's beneficiary as of the actual effective date of retirement. No change in the option selected or beneficiary shall be permitted after the option is filed with the Board of Trustees.

Excess Benefit Plan – Under the provisions of this excess benefit plan, a member may receive a benefit equal to the amount by which the member's monthly benefit from the Fund has been reduced because of the limitations of Section 415 of the Internal Revenue Code.

Contributions – Contributions for all members are established by statute at 8.00% of earned compensation. The contributions are deducted from the member's salary and remitted by the participating agency.

Administrative costs of the Fund are financed through employer contributions. According to state statute, contributions for all employers are actuarially determined each year. The actuarially-determined employer contribution rate was 2.11% for the year ended September 30, 2022. The actual employer contribution rate was 5.00% of members earnings for the year ended September 30, 2022.

The Fund also received one-fourth of one percent of the property taxes assessed in each parish, except Orleans Parish, plus revenue sharing funds appropriated by the legislature. According to state statute, in the event that contributions for ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contribution, the employer is required to make direct contributions as determined by the Public Retirement System's Actuarial Committee.

The Webster Parish Tax Assessor's employer contributions to the System for the years ending December 31, 2022, 2021, and 2020, were \$38,630, \$60,353, and \$76,306, respectively, equal to the required contributions for each year.

Per R.S. 11:1481.2(a), each assessor in the state of Louisiana shall deduct eight percent from the salaries of the assessor and the assessor's employees who are eligible for membership in the Louisiana Assessors Retirement System. Per R. S. 11:1472 2(b), the assessor may elect to pay all or a portion of the contributions per R.S. 11:1481 2(a). The Webster Parish Tax Assessor has elected to pay all contributions required for the assessor and the assessor's employees. The total employees' portion paid for the years ended December 31, 2022, 2021, and 2020 were \$66,709, \$66,606, and \$76,306, respectively.

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

## 5. PENSION PLAN (continued)

### Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2022, the Webster Parish Tax Assessor reported a liability of \$1,168,945 for its proportionate share of the net pension liability of the Plan. The net pension liability was measured as of September 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension liability was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At September 30, 2022, (Plan's measurement date), the Assessor's proportion was 1.764624% which was a decrease of 0.10327% from the proportion measured as of September 30, 2021.

For the year ended December 31, 2022, the Assessor recognized pension expense of \$415,861, representing its proportionate share of the Plan's net expense, including amortization of deferred amounts.

At December 31, 2022, 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
Differences between expected and actual experience	\$ 37,120	\$ 125,420
Changes of assumptions	400,781	-
Net difference between projected and actual earnings on pension plan investments	869,118	-
Changes in employer's proportion of beg NPL	7,322	-
Differences between employer and proportionate share of contributions	12,276	7,193
Employer contributions subsequent to the measurement date	7,147	-
Total	<u>\$ 1,333,764</u>	<u>\$ 132,613</u>

The Assessor reported a total of \$7,147 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of September 30, 2022, which will be recognized as a reduction in net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

December 31,	
2023	\$ 291,569
2024	218,440
2025	263,240
2026	425,808
2027	(5,053)
Total	<u>\$ 1,194,004</u>

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

## 5. PENSION PLAN (continued)

*Actuarial Assumptions.* A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2022 is as follows:

Valuation Date	September 30, 2022
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	5.5%, net of investment expense, including inflation
Projected Salary Increases	5.25%
Inflation Rate	2.10%
Annuitant and Beneficiary Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Active Members Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Disabled Lives Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

Discount Rate – The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.37% as of September 30, 2022. 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, 2022, are summarized in the following table:

<u>Asset Class</u>	<u>Long-term expected real rate of return</u>
Domestic equity	7.50%
International equity	8.50%
Domestic Bonds	2.50%
International bonds	3.50%
Real estate	4.50%
Alternative Assets	5.87%

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

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

## 5. PENSION PLAN (continued)

Sensitivity to Changes in Discount Rate – The following presents the net pension liability of the fund calculated using the discount rate of 5.5%, as well as what the Fund's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (4.5%) or one percentage point higher (6.5%) than the current discount rate:

	Discount rate	Assessor's proportionate share of net pension liability
1% decrease	4.50%	\$ 2,214,198.95
Current discount rate	5.50%	\$ 1,168,944.68
1% increase	6.50%	\$ 281,048.61

The effects of certain other changes in the net pension liability are required to be included in pension expense over the current and future periods. The effects on the total pension liability of 1) changes of economic and demographic assumptions or of other inputs and 2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five year, beginning with the current period. The Expected Remaining Service Lives for 2022 is 6 years.

Change in Net Pension Liability – The changes in the net pension liability for the year ended December 31, 2022, were recognized in the current reporting period as pension expense except as follows:

### *Differences between Expected and Actual Experience:*

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in a deferred outflow of resources of \$37,120 and a deferred inflow of resources in the amount of \$125,420 for the year ended December 31, 2022.

### *Differences between Projected and Actual Investment Earnings*

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The difference between projected and actual investment earning resulted in a net deferred outflow of \$869,118 for the year ended December 31, 2022.

### *Changes in Assumptions or Other Inputs*

Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. Changes of assumptions or other inputs resulted in a deferred outflow of resources in the amount of \$400,781 for the year ended December 31, 2022.

**WEBSTER PARISH TAX ASSESSOR**

**Minden, Louisiana**

Notes to Financial Statements

December 31, 2022

**5. PENSION PLAN (continued)**

*Changes in Proportion*

Changes in the employer’s proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer’s pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. Changes in proportion resulted in a deferred inflow of resources in the amount of \$7,322 for the year ended December 31, 2022.

Contributions – Proportionate Share - Differences between contributions remitted to the Fund and the employer’s proportionate share are recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of pension amounts by employer due to differences that could arise between contributions reported by the Fund and contributions reported by the participating employer.

**6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS**

General Information about the OPEB Plan

*Plan description* – The Webster Parish Tax Assessor (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 rests with the Assessor. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 Postemployment Benefits Other Than Pension—Reporting for Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit.

*Benefits Provided.* The Webster Parish Tax Assessor provides the full cost of coverage for continuing medical and dental care and life insurance benefits for its retired employees. An employee is eligible to elect medical coverage upon retiring or disability. Eligibility is based on the following table:

<u>Age</u>	<u>Service (in years)</u>
55	25
Any	30

Spouses’ coverage is also provided to those who are currently receiving benefits. If the retiree predeceases the spouse, coverage for the surviving spouse continues.

The Assessor pays 100% of the premium for retirees and covered spouses.

*Employees covered by benefit terms* – At December 31, 2022, the following employees were covered by the benefit terms:

Actives	8
Retirees	3
Beneficiaries	3
Spouses of retirees	1
Total participants	15



# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

## 6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS (continued)

### Total OPEB Liability

The Assessor's total OPEB liability of \$3,951,554 was measured as of December 31, 2022 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs – The total OPEB liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	January 1, 2022
Measurement Date	December 31, 2022
Inflation	2.30%
Salary increases	3.00%
Discount rate	3.72% per anum, compounded annually
Healthcare cost trend rates	Based on Society of Actuaries published report on long-term medical trends which proposed the use of "Getzen Model" for projecting long-term medial trends.

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index.

Mortality rates were based on the following:

Healthy retirement	Sex-distinct Pub 2010 General Mortality with separate employee and healthy annuitant rates, projected generationally using scale MP-2021
Beneficiaries	Sex-distinct Pub-2010 General Contingent Survivors Mortality, projected generationally using scale MP-2021
Disability retirement	Sex-distinct Pub-2010 General Disabled Retirees Mortality, projected generationally using scale MP-2021

### Changes in the Total OPEB Liability

Balance as of December 31, 2021	\$	4,638,339
Changes for the year:		
Service cost		173,541
Interest on total OPEB liability		98,221
Effect of plan changes		-
Effect of economic/demographic (gains) or losses		85,381
Effect of assumptions changes or inputs:		
Change due to Claims Costs update		126,061
Change due to Trend update		334,675
Change due to Discount Rate update		(1,416,420)
Total assumptions changes		(955,684)
Benefit payments		(88,244)
Balance as of December 31, 2022	\$	<u>2,995,870</u>

## WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Financial Statements

December 31, 2022

### 6. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS (continued)

*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 3.72%, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.72%) or 1 percentage point higher (4.72%) than the current rate.

	1% Decrease 2.72%		Discount Rate 3.72%		1% Increase 4.72%
Total OPEB liability	\$ 4,686,376	\$	3,951,554	\$	3,368,105

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 percentage point lower or 1 percentage point higher than the current trend rates.

	1% Decrease		Current Trend Rate		1% Increase
Total OPEB liability	\$ \$3,259,392	\$	\$3,951,554	\$	\$4,859,820

For the year ended December 31, 2022, the Assessor recognized OPEB expense of \$500,916. At December 31, 2022, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources		Deferred Inflows of Resources
Differences between expected and actual experience	\$ 201,883	\$	-
Changes of assumptions	240,301		(734,461)
Total	\$ 442,184	\$	(734,461)

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

Year ended December 31	
2023	\$ 145,228
2024	(171,579)
2025	(201,459)
2026	(64,467)
TOTAL:	\$ (292,277)

### 7. RISK MANAGEMENT

The Assessor is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, and injuries to employees. To handle some risk of loss, the Assessor has workers' compensation insurance for any employee injured on the job and surety bond coverage. No settled claims from these risks have exceeded insurance coverage for the past three years. There are no significant reductions in insurance coverage from the prior year.

# **WEBSTER PARISH TAX ASSESSOR**

**Minden, Louisiana**

Notes to Financial Statements

December 31, 2022

---

## **8. COOPERATIVE ENDEAVOR AGREEMENTS**

Effective November 7, 2000, the Webster Parish Tax Assessor entered into a cooperative endeavor agreement with the Webster Parish Police Jury. In exchange for the use of property owned by the Webster Parish Police Jury for the site of the Webster Parish Tax Assessor's office, the Assessor paid \$40,000 to the Police Jury and agreed to be responsible for all renovations, property and building improvements. In return, the Police Jury is to be responsible for future ordinary maintenance, property insurance and building utilities.

## **9. DEFERRED COMPENSATION PLAN**

Certain employees of the Webster Parish Tax Assessor participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

## **10. RELATED PARTY TRANSACTIONS**

Procedures, observations, and inquiries did not disclose any related party transactions for the year ended December 31, 2022.

## **11. COMMITMENTS AND CONTINGENCIES**

During 2022, the Webster Parish Tax Assessor was not involved in any litigation nor is she aware of any unasserted claims.

## **12. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through June 9, 2023, which is the date the financial statements were available to be issued and has concluded that there are no significant events requiring recognition or disclosure through the date and time these financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION  
(PART II)

**WEBSTER PARISH TAX ASSESSOR**  
**Minden, Louisiana**

**Louisiana Assessors' Retirement Fund**  
**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY**  
For the year ended December 31, 2022

Year	Employer's proportion of the net pension liability (asset)	Employer's proportionate share of the net pension liability (asset)	Employer's covered employee payroll	Employer's proportionate share of the net pension liability (asset) as % of its covered payroll	Plan fiduciary net position as a % of the total pension liability
2015	1.76510%	\$ 923,718	\$ 741,685	124.54%	85.57%
2016	1.83905%	\$ 648,944	\$ 800,676	81.05%	90.68%
2017	1.85905%	\$ 326,209	\$ 816,156	39.97%	95.61%
2018	1.84234%	\$ 358,158	\$ 812,073	44.10%	95.46%
2019	1.81360%	\$ 478,396	\$ 806,850	59.29%	94.12%
2020	2.00177%	\$ 305,822	\$ 920,194	33.23%	96.79%
2021	1.86790%	\$ (614,091)	\$ 863,811	71.09%	106.48%
2022	1.76462%	\$ 1,168,945	\$ 838,110	139.47%	87.25%

Amounts presented were determined as of the measurement date: September 30.

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

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**  
**Minden, Louisiana**

**Louisiana Assessors' Retirement Fund**  
**SCHEDULE OF EMPLOYER'S CONTRIBUTIONS**

For the year ended December 31, 2022

Year	Contractually required contributions	Contributions in relation to contractually required contributions	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a percentage of covered employee payroll
2015	\$ 103,461	\$ 103,461	-	\$ 766,375	13.50%
2016	\$ 102,058	\$ 102,058	-	\$ 808,387	12.62%
2017	\$ 77,968	\$ 77,968	-	\$ 821,095	9.50%
2018	\$ 64,498	\$ 64,498	-	\$ 806,223	8.00%
2019	\$ 64,935	\$ 64,935	-	\$ 811,682	8.00%
2020	\$ 76,306	\$ 76,306	-	\$ 953,827	8.00%
2021	\$ 60,353	\$ 60,353	-	\$ 832,576	7.25%
2022	\$ 38,630	\$ 38,630	-	\$ 833,860	4.63%

Amounts presented were determined as of the end of the fiscal year.

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

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

**WEBSTER PARISH TAX ASSESSOR**  
**Minden, Louisiana**

**SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS**

For the year ended December 31, 2022

<b>Total OPEB Liability</b>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Service cost	\$ 173,541	\$ 167,047	\$ 134,055	\$ 58,979	\$ 77,434
Interest	98,221	94,638	90,358	98,370	59,786
Changes of benefit terms	-	-	-	-	
Effect of economic/demographic gains or losses	85,381	-	571,164	-	119,819
Changes of assumptions	(955,684)	125,247	410,622	725,991	569,133
Benefit payments	<u>(88,244)</u>	<u>(90,770)</u>	<u>(55,084)</u>	<u>(64,461)</u>	<u>(227,112)</u>
<b>Net change in total OPEB liability</b>	<b>(686,785)</b>	<b>296,162</b>	<b>1,151,115</b>	<b>818,879</b>	<b>599,060</b>
<b>Total OPEB Liability - beginning</b>	<u>4,638,339</u>	<u>4,342,177</u>	<u>3,191,062</u>	<u>2,372,183</u>	<u>1,773,123</u>
<b>Total OPEB liability - ending</b>	<u><u>\$ 3,951,554</u></u>	<u><u>\$ 4,638,339</u></u>	<u><u>\$ 4,342,177</u></u>	<u><u>\$ 3,191,062</u></u>	<u><u>\$ 2,372,183</u></u>
Covered-employee payroll	\$ 828,877	\$ 880,096	\$ 953,827	\$ 811,682	\$ 848,203
Net OPEB liability as a percentage of covered-employee payroll	476.74%	527.03%	455.24%	393.14%	279.67%

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

The notes to the financial statements are an integral part of this statement.  
See the accompanying independent auditor's report.

# WEBSTER PARISH TAX ASSESSOR

Minden, Louisiana

Notes to Required Supplementary Information  
as of and for the year ended December 31, 2022

---

## **Pension Information**

The schedule of the Assessor's proportionate share of the net pension liability and the schedule of the Assessor's pension contributions are intended to show information for 10 years. Additional years will be displayed as they become available. There were no changes of benefit terms for the year ended December 31, 2022.

Changes of Assumptions:

<u>Year ended December 30,</u>	<u>Discount rate</u>	<u>Investment rate of return</u>	<u>Inflation Rate</u>	<u>Expected remaining Lives</u>	<u>Projected salary increase</u>
2015	7.00%	7.00%	2.50%	6	5.75%
2016	7.00%	7.00%	2.50%	6	5.75%
2017	6.75%	6.75%	2.50%	6	5.75%
2018	6.25%	6.25%	2.20%	6	5.75%
2019	6.00%	8.38%	2.20%	6	5.75%
2020	5.75%	8.37%	2.10%	6	5.25%
2021	5.50%	8.37%	2.10%	6	5.25%
2022	5.50%	8.37%	2.10%	6	5.25%

## **Schedule of Changes in Net OPEB Liability and Related Ratios**

*Changes of Benefit Terms*

There were no changes of benefit terms for the year ended December 31, 2022.

*Changes of Assumptions*

<u>Year ended December 30,</u>	<u>Discount rate</u>	<u>Inflation Rate</u>	<u>Projected salary increase</u>
2017	3.44%	2.30%	3.00%
2018	4.10%	2.30%	3.00%
2019	2.74%	2.30%	3.00%
2020	2.12%	2.20%	3.00%
2021	2.06%	2.20%	3.00%
2022	3.72%	2.30%	3.00%



## OTHER SUPPLEMENTAL INFORMATION

**WEBSTER PARISH TAX ASSESSOR**  
Minden, Louisiana

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

For the year ended December 31, 2022

Denise G. Edwards, Assessor

Purpose:	2022
Salary	\$ 144,976
Benefits- Insurance	13,193
Benefits- retirement	18,303
Deferred Compensation match contributions	13,500
Other benefits	1,042
Payroll taxes	2,324
Car Allowance	21,746
Dues	-
Per diem travel	814
Travel - lodging	-
Registration fees	-
Conferences and seminars	1,440
Continuing professional education fees	-
Cell phone	1,560
Unvouchered expenses	
Special meals	

Supplemental information  
See the accompanying independent auditor's report.

**OTHER REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**



## Dees Gardner, Certified Public Accountants, LLC

Deborah D. Dees, CPA/CFF  
122 Jefferson Street  
Mansfield, LA 71052  
www.deesgardnercpas.com

Maura Dees Gardner, CPA, CFE  
1659 Hwy 171 / P.O. Box 328  
Stonewall, LA 71078  
Phone: (318) 872-3007

### **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***

Webster Parish Tax Assessor  
Minden, 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 major fund of the Webster Parish Tax Assessor as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Webster Parish Tax Assessor's basis financial statements and have issued our report thereon dated June 9, 2023.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Webster Parish Tax 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 purposes of expressing an opinion on the effectiveness of the Webster Parish Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of the Webster Parish Tax Assessor's internal control.

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

#### Report on Compliance and Other Matters

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

This report is intended solely for the information and use of the Webster Parish Assessor, management, and the Louisiana Legislative Auditor, and is not intended to be and should not be used by anyone other than these specified parties. However, this restriction is not intended to limit the distribution of this report which is a matter of public record in accordance with Louisiana Revised Statute 44.6 and is distributed by the Louisiana Legislative Auditor as a public document in accordance with Louisiana Revised Statute 24:513.

*Dees Gardner, Certified Public Accountants, LLC*

Mansfield, Louisiana  
June 9, 2023

**WEBSTER PARISH TAX ASSESSOR**  
**Minden, Louisiana**

Schedule of Findings and Responses  
For the Year ended December 31, 2022

**Part I. Summary of Auditor's Results**

INDEPENDENT AUDITOR'S REPORT:

We have audited the basic financial statements of the Webster Parish Tax Assessor as of and for the year ended December 31, 2022, and have issued my report thereon dated June 9, 2023. 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. Our audit of the financial statements as of December 31, 2022, resulted in an unmodified opinion.

REPORT ON COMPLIANCE AND INTERNAL CONTROL OVER THE FINANCIAL REPORTING:

Internal Control

Material Weaknesses	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Significant Deficiencies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Compliance

Compliance Material to Financial Statements	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

A management letter was not issued.

FEDERAL AWARDS Not applicable

**Part II. Findings relating to the Financial Statements which are required to be Reported under *Government Auditing Standards*.**

FINDINGS RELATED TO INTERNAL CONTROL NONE

FINDINGS RELATED TO COMPLIANCE NONE

**WEBSTER PARISH TAX ASSESSOR**  
**Minden, Louisiana**

Schedule of Prior Year Findings  
For the Year ended December 31, 2022

None

## OTHER REPORT





# Dees Gardner, Certified Public Accountants, LLC

Deborah D. Dees, CPA/CFF  
122 Jefferson Street  
Mansfield, LA 71052  
www.deesgardnercpas.com

Maura Dees Gardner, CPA, CFE  
1659 Hwy 171 / P.O. Box 328  
Stonewall, LA 71078  
Phone: (318) 872-3007

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

To the Webster Parish Tax Assessor  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Webster Parish Tax Assessor (the Assessor) 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, 2022 through December 31, 2022. The Assessor's 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 LLA's SAUPs for the fiscal period January, 2022 through December 31, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. 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 are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### 1) **Written Policies and Procedures**

---

- A. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.  
*No exceptions were noted as a result of this procedure.*
  - 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.  
*No exceptions were noted as a result of this procedure.*
  - iii. **Disbursements**, including processing, reviewing, and approving.  
*No exceptions were noted as a result of this procedure.*
  - 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 agency fund additions.  
*No exceptions were noted as a result of this procedure.*
  - v. **Payroll/Personnel**, including (1) payroll processing, and (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.  
*No exceptions were noted as a result of this procedure.*
  - 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.  
*No exceptions were noted as a result of this procedure.*

- vii. **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
*No exceptions were noted as a result of this procedure.*
- viii. **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).  
*No exceptions were noted as a result of this procedure.*
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.  
*No exceptions were noted as a result of this procedure.*
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
*No exceptions were noted as a result of this procedure.*
- 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.  
*No exceptions were noted as a result of this procedure.*
- xii. **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.  
*No exceptions were noted as a result of this procedure.*

## **2) 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:
  - Section not applicable to entity.*
  - 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.  
*Section not applicable to entity.*
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-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.  
*Section not applicable to entity.*
  - 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.  
*Section not applicable to entity.*

- 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.

*Section not applicable to entity.*

### **3) Bank Reconciliations**

---

- A. 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 listing of client bank accounts from management and management's representation that the listing is complete were obtained. The main operating account and 1 additional account was selected for review.*

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

*No exceptions were noted as a result of this procedure.*

- ii. Bank reconciliations include 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 (e.g., initialed and dated, electronically logged); and

*No exceptions were noted as a result of this procedure.*

- iii. 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.

*No exceptions were noted as a result of this procedure.*

### **4) Collections (excluding EFTs)**

---

- 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).

*A listing of deposit sites for the fiscal period and management's representation that the listing is complete were obtained. The only deposit site of the entity was selected.*

- 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 (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 listing of collection locations and management's representation that the listing is complete was obtained. The only collection location of the entity was selected.*

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

*The entity does not make any cash collections. The only collections received are checks by mail. No cash drawers or registers are required.*

- ii. 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.

*No exceptions were noted as a result of this procedure.*

- iii. 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.

*No exceptions were noted as a result of this procedure.*

- iv. 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.

*No exceptions were noted as a result of this procedure.*

- 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.

*No exceptions were noted as a result of this procedure.*

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3A 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). Obtain supporting documentation for each of the 10 deposits and:

*Only one bank account under procedure #3 had applicable deposits to test under this section. Two random deposits were selected for testing.*

- i. Observe that receipts are sequentially pre-numbered.

*Section not applicable to entity.*

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

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure.*

- 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).

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure.*

**5) Non-Payroll Disbursements (exclude card and petty cash purchases, and travel reimbursements)**

- 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).

*A listing of locations that process payments for the fiscal period and management's representation that the listing is complete were obtained. The only location of the entity was selected.*

- B. For each location selected under #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 agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

*No exceptions were noted as a result of this procedure.*

- ii. At least two employees are involved in processing and approving payments to vendors.  
*No exceptions were noted as a result of this procedure.*
  - 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.  
*No exceptions were noted as a result of this procedure.*
  - 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.  
*No exceptions were noted as a result of this procedure.*
  - 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.  
*No exceptions were noted as a result of this procedure.*
- C. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
- i. Observe that the disbursement matched the related original invoice/billing statement.  
*No exceptions were noted as a result of this procedure.*
  - ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.  
*No exceptions were noted as a result of this procedure.*
- D. Using the entity'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 entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.  
*No exceptions were noted as a result of this procedure.*

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

---

- A. 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.  
*A listing of active cards for the fiscal period and management's representation that the listing is complete were obtained.*
- 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:  
*A random monthly statement for all 4 cards of the entity selected for review.*
- i. 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 (or electronically approved), by someone other than the authorized card holder.

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure.*

- C. 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). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*No exceptions were noted as a result of this procedure.*

## **7) 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, 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 listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing is complete were obtained.*

- i. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

*No exceptions to entity policy were noted but policy rates can exceed rates established by GSA.*

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

*No exceptions were noted as a result of this procedure.*

- 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.

*No exceptions were noted as a result of this procedure*

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

*No exceptions were noted as a result of this procedure.*

## **8) 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. *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 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 management’s representation that the listing is complete were obtained.*

- i. 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.

*No applicable contracts were observed.*

- ii. 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 to entity..*

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

*No exceptions were noted as a result of this procedure.*

- 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.

*No exceptions were noted as a result of this procedure.*

## **9) Payroll and Personnel**

---

- A. 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.

*A listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete were obtained. The five employees of the entity selected for review.*

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

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

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure.*

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

*No exceptions were noted as a result of this procedure.*

- C. 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' authorized pay rates in the employee/officials' personnel files.

*No exceptions were noted as a result of this procedure.*

- D. 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.

*No exceptions were noted as a result of this procedure.*

## **10) Ethics**

---

- A. Using the 5 randomly selected employees/officials from procedure #9A under "Payroll and Personnel" above obtain ethics documentation from management, and:
- i. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.  
*No exceptions were noted as a result of this procedure.*
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.  
*No exceptions were noted as a result of this procedure.*
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.  
*No exceptions were noted as a result of this procedure.*

## **11) Debt Service**

---

- A. 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.  
*Section not applicable to entity.*
- 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).  
*Section not applicable to entity.*

## **12) 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 entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.  
*No misappropriations reported by entity.*
- B. 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.  
*No exceptions were noted as a result of this procedure.*

## **13) Information Technology Disaster Recovery/Business Continuity**

---

- A. Perform the following procedures:
- i. Obtain and inspect the entity'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 government's local server or network, and (c) was encrypted.
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.



- iii. Obtain a listing of the entity'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.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*We performed the procedures and discussed the results with management.*

#### **14) Prevention of Sexual Harassment**

---

- A. Using the 5 randomly selected employees/officials from procedure #9A under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe 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.

*No exceptions were noted as a result of this procedure.*

- B. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

*No exceptions were noted as a result of this procedure.*

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;

*100%.*

- ii. Number of sexual harassment complaints received by the agency;

*0.*

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

*0.*

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*0.*

- v. Amount of time it took to resolve each complaint.

*0.*

We were engaged by the Assessor to perform this agreed-upon procedures engagement and conducted our engagement in accordance with 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 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.

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.

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.

*Dees Gardner, Certified Public Accountants, LLC*

Mansfield, LA  
June 9, 2023