

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA**

**A COMPONENT UNIT OF THE  
POINTE COUPEE PARISH COUNCIL**

**ANNUAL FINANCIAL REPORT  
AS OF AND FOR THE YEAR ENDED  
DECEMBER 31, 2019**

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA  
ANNUAL FINANCIAL REPORT  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019**

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## Independent Auditors' Report

Honorable James A. Laurent, Jr.  
Pointe Coupee Parish Assessor  
New Roads, Louisiana

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Pointe Coupee Parish Assessor, a component unit of the Pointe Coupee Parish Council, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

### Management's Responsibility

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.

### Auditors' Responsibility

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

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

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

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Pointe Coupee Parish Assessor, a component unit of the Pointe Coupee Parish Council, as of December 31, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 through 7 and on page 32 be presented to supplement the basic financial statements. Such information, including the pension and other post-employment benefits information on pages 33 through 36, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Pointe Coupee Parish Assessor's basic financial statements. The accompanying supplemental information schedules and other information as listed in the foregoing table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements.

The accompanying supplemental information schedules and other information as listed in the foregoing table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic 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 April 3, 2020, on our consideration of Pointe Coupee Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pointe Coupee Parish Assessor's internal control over financial reporting and compliance.



Major, Morrison & David  
New Roads, Louisiana  
April 3, 2020

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

## POINTE COUPEE PARISH ASSESSOR

### MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2019

The Management's Discussion and Analysis (MD&A) of the Pointe Coupee Parish Assessor (Assessor) provides an overview and overall review of the Assessor's financial activities for the fiscal year ended December 31, 2019. The intent of the MD&A is to look at the Assessor's financial performance as a whole. It should, therefore, be read in conjunction with the Assessor's financial statements found in the financial section starting on page 9, and the notes thereto. MD&A is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments* issued June 1999.

#### FINANCIAL HIGHLIGHTS

- \* The Assessor's total net position decreased by \$174,102 over the course of this year's operations.
- \* During the year, the Assessor's expenses were \$1,511,842 more than the \$191,239 generated in charges for services and operating grants for governmental programs.
- \* The total cost of the Assessor's programs was \$1,703,081, an increase of approximately \$316,077 or 22.8 percent.
- \* Total revenues including general revenues were \$1,528,979, an increase of \$196,336 or 14.7 percent.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts—management's discussion and analysis (this section), the basic financial statements, required supplementary information, and other supplementary information. The basic financial statements include two kinds of statements that present different views of the Assessor:

- \* The first two statements on pages 9 and 10 are government-wide financial statements that provide information about the activities of the Assessor as a whole and present a longer-term view of the Assessor's finances.
- \* The remaining statements starting on page 11 are fund financial statements that focus on individual parts of the Assessor's government, reporting the Assessor's operations in more detail than the government-wide statements.
  - The governmental funds statements tell how general government services, such as assessment services, were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide additional detailed data. The notes are followed by a section of required supplementary information that further explains and supports the information in the financial statements as well as providing budgetary comparison data. The last section of the report contains additional supplemental information regarding the governmental fund-general fund. The rest of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

#### Government-wide Statements

The government-wide statements report information about the Assessor as a whole using the accrual basis of accounting, which is similar to that which is used by private sector companies. The statement of net position on page 9 includes all of the Assessor's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities on page 10, regardless of when cash is received or paid.

These two statements report the Assessor's net position and changes in them. Net position – the difference between the Assessor's assets and liabilities – is one way to measure the Assessor's financial health, or financial position. Over time, increases and decreases in the Assessor's net position are one indicator of whether its financial health is improving or deteriorating. Other nonfinancial factors will also need to be considered to assess the overall health of the Assessor.



**POINTE COUPEE PARISH ASSESSOR**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2019**

The government-wide financial statements of the Assessor, report only one type of activity – governmental activities. All of the Assessor's services are included here, such as assessment services and general administration.

**Fund Financial Statements**

The fund financial statements, beginning on page 11, provide more detail about the Assessor's most significant funds – not the Assessor as a whole. State laws require the establishment of some funds. Funds are accounting devices that the Assessor uses to keep track of specific sources of funding and spending for particular purposes.

The Assessor uses only the governmental type of fund with the following accounting approach. Most of the Assessor's basic services are included in governmental funds, which focus on how cash and other financial assets that can be readily converted to cash flow in and out of those funds, and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements therefore provide a detailed short-term view of the Assessor's general government operations and the basic services it provides, and helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Assessor's programs. Since this information does not include the additional long-term focus of government-wide statements, we provide reconciliations on the subsequent pages that explain the relationship (or differences) between the two different type statements.

**FINANCIAL ANALYSIS OF THE ASSESSOR AS A WHOLE**

**Net position.** The Assessor's combined net position changed between fiscal years 2018 and 2019, decreasing by \$174,102 to approximately (\$163,430). (See Table 1 below)

**Table 1  
Assessor's Net Position**

	<b>Governmental Activities 2018</b>	<b>Governmental Activities 2019</b>
<b>Assets:</b>		
Current and other assets	\$ 3,645,661	\$ 3,774,908
Capital assets	52,925	40,911
<b>Total assets</b>	<b>\$ 3,698,586</b>	<b>\$ 3,815,819</b>
<b>Deferred Outflows:</b>		
Resources related to pensions and OPEB	476,737	1,106,549
<b>Total deferred outflows</b>	<b>\$ 476,737</b>	<b>\$ 1,106,549</b>
<b>Liabilities:</b>		
Current liabilities	25,674	30,517
Noncurrent liabilities	2,613,446	3,584,654
<b>Total liabilities</b>	<b>\$ 2,639,120</b>	<b>\$ 3,615,171</b>
<b>Deferred Inflows:</b>		
Advances of ad valorem tax revenues	1,182,511	1,181,107
Resources related to pensions and OPEB	343,020	289,520
<b>Total deferred inflows</b>	<b>\$ 1,525,531</b>	<b>\$ 1,470,627</b>
<b>Net Position:</b>		
Invested in capital assets, net of related debt	52,925	40,911
Unrestricted	(42,253)	(204,341)
<b>Total net position</b>	<b>\$ 10,672</b>	<b>\$ (163,430)</b>

**POINTE COUPEE PARISH ASSESSOR**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2019**

**Changes in net position.** The Assessor's total revenues increased by 14.7 percent to \$1,528,979 (See Table 2), due to increased collections of property tax revenues. Approximately 82 percent of the Assessor's revenue comes from a general property tax assessed on the property owners in the parish.

The total cost of all programs and services increased approximately \$316,077 or 22.8 percent, mainly due to additional other post-employment benefits expense recognized under GASB 75. The Assessor's expenses cover all services, which it offers to the public.

**Governmental Activities**

Revenues for the Assessor's governmental activities increased by 14.7 percent, while total expenses increased 22.8 percent.

**Table 2  
Changes in Assessor's Net Position**

	<b>Governmental Activities 2018</b>	<b>Governmental Activities 2019</b>
<b>Revenues</b>		
Program revenues		
Charges for services	\$ 10,098	\$ 3,209
Operating grants	171,331	188,030
Other revenues	1,151,214	1,337,740
<b>Total revenues</b>	<b>\$ 1,332,643</b>	<b>\$ 1,528,979</b>
<b>Expenses</b>		
General government	1,387,004	1,703,081
<b>Total expenses</b>	<b>\$ 1,387,004</b>	<b>\$ 1,703,081</b>
<b>Increase (decrease) in net position</b>	<b>\$ (54,361)</b>	<b>\$ (174,102)</b>

**Table 3  
Net Cost of Assessor's Governmental Activities**

	<b>Total Cost of Services 2019</b>	<b>Net Cost of Services 2019</b>
Assessment Services	\$ 1,703,081	\$ 1,511,842

**FINANCIAL ANALYSIS OF THE ASSESSOR'S FUNDS**

As the Assessor completed the year, its governmental funds reported a combined fund balance of \$2,563,284, reflecting an increase over the prior year of \$125,808. Of the combined fund balance total, \$2,297,810 is unassigned indicating availability for continuing the Assessor's activities. Assigned fund balance includes \$265,474 for subsequent year budget stabilization. The revenue increase reflected higher property tax revenues and investment earnings, and a slight increase in operating expenditures was due to increased personnel costs but decreased capital outlay costs. Expenses for 2020 should remain consistent with 2019.



**POINTE COUPEE PARISH ASSESSOR**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**December 31, 2019**

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At the end of the year, the Assessor had invested \$40,911 in capital assets. (See Table 4).

**Table 4**  
**Assessor's Capital Assets**  
 (net of accumulated depreciation)

		<b>Governmental Activities 2019</b>
Vehicles	\$	19,498
Furniture and equipment		21,413
<b>Total</b>	<b>\$</b>	<b>40,911</b>

**Debt**

At year-end, the Assessor had no debt outstanding.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

Approximately 82 percent of the Assessor's revenues are derived from an ad valorem tax on the voters of the parish. The economy is not expected to generate any significant growth in assessment values for 2020 nor is there an expected increase in the Assessor's millage rate. Current year property tax revenue should increase slightly due to additional assessments from new business and home ownership. Neither Assessor fees nor office expenses are expected to increase; capital expenditures should remain comparable to 2019, therefore, future revenues and expenses are expected to remain consistent with the current year. The budget for the year 2020 should approximate the same as the year 2019 budget. Due to the COVID-19 pandemic, the United States has experienced volatile economic conditions and disruption of general business activities. It is unknown how this will affect the Assessor's operations in the coming year at the date of this report.

**CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our parishioners, taxpayers, customers, investors and creditors with a general overview of the Assessor's finances and to demonstrate the Assessor's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. James A. Laurent, Jr., Assessor, 211 East Main Street, Suite 4 Courthouse Bldg., New Roads, Louisiana 70760.

## **BASIC FINANCIAL STATEMENTS**

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA**

**Statement of Net Position**

**December 31, 2019**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 239,420
Investments	2,262,096
Accounts receivable	9,417
Taxes receivable	1,263,975
Capital assets, net of depreciation	<u>40,911</u>
Total assets	<u>3,815,819</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Resources related to pensions	418,289
Resources related to other post-employment benefits	<u>688,260</u>
Total deferred outflows of resources	<u>1,106,549</u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	30,517
Non-current liabilities:	
Net pension liability	358,182
Other post-employment benefits	<u>3,226,472</u>
Total liabilities	<u>3,615,171</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Advances of ad valorem tax revenues	1,181,107
Resources related to pensions	213,208
Resources related to other post-employment benefits	<u>76,312</u>
Total deferred inflows of resources	<u>1,470,627</u>
<b>NET POSITION</b>	
Invested in capital assets	40,911
Unrestricted (deficit)	<u>(204,341)</u>
Total net position	<u>\$ (163,430)</u>

The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA**

**Statement of Activities**

**For the Year Ended December 31, 2019**

<b>FUNCTIONS/PROGRAMS</b>	Expenses	<b>Program Revenues</b>		Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	
Governmental activities:				
General government - taxation	\$ 1,703,081	\$ 3,209	\$ 188,030	\$ (1,511,842)
Total governmental activities:				<u>(1,511,842)</u>
General revenues:				
Property taxes - levied for general purposes				1,254,648
State revenue sharing				20,968
Unrestricted investment earnings				<u>62,124</u>
Total general revenues				<u>1,337,740</u>
Change in net position				(174,102)
Net position - beginning of the year				<u>10,672</u>
Net position - end of year				<u><u>\$ (163,430)</u></u>

The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA  
GOVERNMENTAL FUNDS**

**Balance Sheet, December 31, 2019**

	<b>GENERAL FUND</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 239,420
Investments	2,262,096
Revenues receivable:	
Accounts receivable	9,417
Ad valorem taxes	1,263,975
	1,263,975
Total assets	\$ 3,774,908
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities:	
Accounts payable	\$ 2,701
Salaries and withholdings payable	27,816
Advances of ad valorem tax revenues	1,181,107
	1,181,107
Total liabilities	1,211,624
Fund balances:	
Assigned for:	
Budget stabilization	265,474
Unassigned	2,297,810
	2,297,810
Total fund balance	2,563,284
Total liabilities and fund balance	\$ 3,774,908

The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA**

**Reconciliation of the Balance Sheet - Governmental Funds  
to the Statement of Net Position**

**December 31, 2019**

Total fund balance - governmental funds	\$ 2,563,284
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Balance Sheet - governmental funds.	40,911
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the Balance Sheet - governmental funds.	
Other post-employment benefits	(3,226,472)
Net pension liability	(358,182)
Deferred outflows of resources related to pensions and other post-employment benefits do not require the use of current financial resources and, therefore, are not reported in the Balance Sheet - governmental funds.	1,106,549
Deferred inflows of resources related to pensions and other post-employment benefits do not require the use of current financial resources and, therefore, are not reported in the Balance Sheet - governmental funds.	<u>(289,520)</u>
Total net position of governmental activities	<u><u>\$ (163,430)</u></u>

The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA  
GOVERNMENTAL FUNDS**

**Statement of Revenues, Expenditures,  
and Changes in Fund Balance  
For the Year Ended December 31, 2019**

	<b>GENERAL FUND</b>
<b>REVENUES</b>	
Ad valorem taxes	\$ 1,254,648
Intergovernmental revenues:	
State grants:	
State revenue sharing	20,968
Miscellaneous revenue	3,209
Use of money and property	62,124
Total revenues	1,340,949
<b>EXPENDITURES</b>	
General government - taxation:	
Personal services and related benefits	1,050,893
Operating services	48,730
Material and supplies	110,276
Travel and other charges	4,690
Capital outlay	552
Total expenditures	1,215,141
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>125,808</b>
<b>OTHER FINANCING SOURCES (USES)</b>	
Sale of fixed assets	-
Total other financing sources (uses)	-
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>125,808</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>2,437,476</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 2,563,284</b>

The accompanying notes are an integral part of this statement.



**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA**

**Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of Governmental Funds to the Statement of Activities**

**For the Year Ended December 31, 2019**

Net change in fund balances - total governmental funds \$ 125,808

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount which capital outlays exceeded depreciation in the current period.

Capital Outlays	552
Depreciation	(12,566)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

(Increase) decrease in other post-employment benefits	(274,529)
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Governmental funds report current year pension contributions as expenditures. However, in the statement of activities it is an actuarially calculated expense. This represents the difference between pension contributions and actuarially calculated expense.

	(201,397)
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The assessor's proportionate share of non-employer contributions to the pension plan do not provide current financial resources and, therefore, are not reported as revenue in the governmental funds.

	<u>188,030</u>
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Change in net position of governmental activities	<u><u>\$ (174,102)</u></u>
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The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH ASSESSOR  
New Roads, Louisiana**

**Notes to the Financial Statements  
As of and For the Year Ending December 31, 2019**

**INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor 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 provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially responsible for the actions of the deputies.

The Assessor's office is located in the Pointe Coupee Parish Courthouse in New Roads, Louisiana. The Assessor employs nine employees, including eight full-time deputies and one part-time deputy. In accordance with Louisiana law, the Assessor bases real and movable property assessment on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing on or before September 15th of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

At December 31, 2019, there were 18,143 real property and movable property assessments totaling \$169,913,069 and \$345,760,010, respectively. This represents an increase of 166 assessments during the fiscal year. The total assessment value decreased from the prior year by \$18,379,455.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying financial statements of the Pointe Coupee Parish 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 financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

**B. REPORTING ENTITY**

The Assessor is an independently elected official; however, the Assessor is fiscally dependent on the Pointe Coupee Parish Council. The Council maintains and operates the parish courthouse in which the Assessor's office is located and provides funds for equipment and furniture of the Assessor's office. In addition, the Council's financial statements would be incomplete or misleading without inclusion of the Assessor. For these reasons, the Assessor was determined to be a component unit of the Pointe Coupee Parish Council, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the Council, the general governmental services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**C. FUND ACCOUNTING**

The Assessor uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Assessor functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

**POINTE COUPEE PARISH ASSESSOR**  
**New Roads, Louisiana**  
**Notes to the Financial Statements**

**Governmental Funds**

Governmental funds account for all or most of the Assessor's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities 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 of the Assessor. The following are the Assessor's governmental funds:

General Fund – the primary operating fund of the Assessor and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Assessor policy.

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

**Government-Wide Financial Statements (GWFS)**

The Statement of Net Position and the Statement of Activities display information about the Assessor as a whole. These statements include all the financial activities of the Assessor. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

**Program Revenues** – Program revenues included in the Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the Assessor's general revenues.

**Fund Financial Statements (FFS)**

The amounts reflected in the General Fund of the Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Assessor's operations (See the reconciliation statements).

The amounts reflected in the General Fund in the FFS use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Assessor considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Ad valorem taxes and the related state revenue sharing are recognized as revenue in the period for which levied, thus the 2018 property taxes which are being levied to finance the 2019 budget will be recognized as revenue in 2019. The 2019 tax levy is recorded as advances in ad valorem tax revenues in the Assessor's 2019 financial statements. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

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The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Revenue from ad valorem taxes is recorded in the year of anticipated disbursement by the tax collector. Ad valorem taxes are assessed on a calendar year basis, become due on or about November 15 of each year, and become delinquent on December 31. The disbursement by the tax collector is generally received in January and February of the ensuing year.

Revenues from the preparation of municipal tax rolls and interest income on demand deposits are recorded when earned.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**Advances in Ad Valorem Tax Revenues**

Advances in ad valorem tax revenues arise when resources are received by the Assessor before it has legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the Assessor has a legal claim to the resources, the liability for advances in ad valorem tax revenues is removed from the combined balance sheet and the revenue is recognized.

**E. BUDGETS**

The Assessor prepares an annual budget for the General Fund on the modified accrual basis of accounting. The proposed budget is made available for public inspection no later than 15 days prior to the beginning of each fiscal year. The budget is legally adopted and amended, as necessary, by the Assessor. All appropriations lapse at year end. In accordance with Louisiana Revised Statute 47:1908, the Assessor carries forward any unexpended appropriation into subsequent years. The 2019 budget was published and made available for public inspection on November 29, 2018, with a hearing and adoption on December 10, 2018. No amendments were proposed or adopted during the year.

**F. ENCUMBRANCES**

The Assessor does not use encumbrance accounting.

**G. CASH, CASH EQUIVALENTS, AND INVESTMENTS**

Cash includes amounts in interest bearing demand deposits. Under state law, the Assessor may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana or any other state of the United States, or under the laws of the United States.

Investments are limited by R.S. 33:2955 and the Assessor's investment policy. The Assessor may invest in United States bonds, treasury notes, or certificates of deposits. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. All external pool deposits are considered investments.

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GASB Statement No. 31 requires the Assessor to report investments at fair value in the balance sheet, except as follows:

1. Investments in nonparticipating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other factors.
2. The Assessor may report at amortized cost money market investments and participating interest earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts that include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

In accordance with GASB Statement No. 31, the Assessor reports investments at amortized cost, money market investments and participating interest-bearing investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations. Investments of the Assessor are reported at fair market value which approximates cost (see note 4).

**H. CAPITAL ASSETS**

Capital assets are capitalized at historical cost or estimated historical cost 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 \$500 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are disposed 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:

Equipment & furniture	5 years
Vehicles	5 – 10 years

**I. OTHER POSTEMPLOYMENT BENEFITS**

The Assessor follows GASB Statement No. 75, “Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions”, which requires the accrual of other postemployment benefits for retired employees. The Assessor has recorded a liability for other postemployment benefits (see Note 10). In 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 benefit 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.

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**J. BAD DEBTS**

The Assessor uses the allowance method whereby uncollectible amounts due from other governmental entities are recognized as bad debts through the use of an allowance account or charged off at the time information becomes available which indicates the particular receivable is not collectible. No amounts were charged off in the year ending December 31, 2019.

**K. COMPENSATED ABSENCES**

Employees of the Assessor's office earn two weeks of vacation leave each year after one year of service. Vacation leave must be taken in the year earned. All employees are granted 10 days of sick leave each year. Employees are allowed 14 days of vacation leave per year for up to ten years of service and 21 days of vacation leave per year for more than ten years of service. Neither sick leave nor vacation leave can be carried forward to succeeding years. The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually taken.

**L. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

The Assessor follows GASB Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position". This statement provides guidance for reporting deferred outflows, deferred inflows and net position in a statement of financial position and related disclosures and applies to transactions that result in the consumption or acquisition of net assets in one period that are applicable to future periods. The Assessor's deferred outflows/inflows of resources consist of advances related to ad valorem tax revenues and resources related to pensions and other post-employment benefits (see Notes 8 & 10).

**M. PENSIONS**

Financial reporting information pertaining to the Assessor's participation in the Louisiana Assessors' Retirement Fund and Subsidiary (LARF) is prepared in accordance with GASB Statement No. 68, "Accounting and Financial Reporting for Pensions", as amended by GASB Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date", which have been adopted by the Assessor.

The fiduciary net position, as well as additions to and deductions from the fiduciary net position, of LARF have been determined on the same basis as they are reported by LARF. The financial statements were prepared using the accrual basis of accounting, member and employer contributions are recognized when due, pursuant to formal commitments and statutory requirements. Benefits and refunds of employee contributions are recognized when due and payable in accordance with the statutes governing LARF. Expenses are recognized when the liability is incurred, regardless of when payment is made. Investments are reported at fair value on a trade date basis. The fiduciary net position is reflected in the measurement of the Assessor's proportionate share of the plan's net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense.

**N. RESTRICTED NET POSITION**

For government-wide statement of net position, net position is reported as restricted when constraints placed on net position use are either:

- 1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
- 2) imposed by law through constitutional provisions or enabling legislation.

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**O. FUND EQUITY**

The Assessor has adopted Governmental Accounting Standards Board (GASB) Statement No. 54 “Fund Balance Reporting and Governmental Fund Type Definitions.” This statement establishes criteria for classifying fund balances into specifically defined classifications and clarifies definitions for governmental fund types. The following describes the different classifications available for fund balances of governmental funds:

*Nonspendable* – amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.

*Restricted* – amounts for which constraints have been externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or amounts that are imposed by law through constitutional provisions or enabling legislation.

*Committed* – amounts that can be used only for specific purposes determined by formal action of the Assessor, who is the highest level of decision-making authority for the Pointe Coupee Parish Assessor’s Office. Commitments cannot be used for any other purpose unless the same action that established them decides to modify or remove them.

*Assigned* – amounts that do not meet the criteria to be classified as either restricted or committed but are intended to be used for specific purposes. Amounts can only be assigned by the Assessor.

*Unassigned* – the residual fund balance in the general fund.

When fund balance resources are available for a specific purpose, the Assessor considers the most restrictive funds to be used first. However, the Assessor reserves the right to spend unassigned resources first and to defer the use of more restrictive funds.

**P. USE OF ESTIMATES**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**2. EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

The following individual funds had actual expenditures over budgeted appropriations for the year ended December 31, 2019.

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
None				

**3. LEVIED TAXES**

The following is a summary of authorized and levied ad valorem taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>
Parish Assessment District	2.65	2.65



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The following are the principal taxpayers for the parish and related ad valorem tax revenue for the Assessor:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>% of Total Valuation</u>	<u>Ad Valorem Tax Revenue for Assessor</u>
Louisiana Generating	Electric	\$ 90,164,940	17.49%	\$ 238,937
Ingram Barge Company	Transport	42,772,700	8.29%	113,348
American Comm. Lines	Transport	40,575,430	7.87%	107,525
Entergy Louisiana, LLC	Electric	22,748,410	4.41%	60,283
Acadian Gas Pipeline	Oil & Gas	21,496,350	4.17%	56,965
Union Pacific Corp	Railroad	19,718,040	3.82%	52,253
M/G Transport Service	Transport	9,010,930	1.75%	23,879
<b>Total</b>		<b>\$ 246,486,800</b>	<b>47.80%</b>	<b>\$ 653,190</b>

**4. DEPOSITS AND INVESTMENTS**

**A. Cash and Cash Equivalents**

Cash and Cash equivalents include bank accounts and short-term investments. See Note I(G) for additional cash disclosure note information.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure the Assessor’s deposits may not be returned. Deposits are exposed to custodial credit risk if they are either (a) uninsured and uncollateralized, or (b) uninsured and collateralized with securities held by the pledging financial institution or its trust department/agent but not in the name of the Assessor. The Assessor’s cash and investment policy, as well as state law, require that deposits be fully secured by federal deposit insurance or the pledge of securities owned by the bank. The fair value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the bank. The following chart represents bank balances for the Assessor as of December 31, 2019. Deposits are listed in terms of whether they are exposed to custodial credit risk.

**Bank Balances**

	<u>Uninsured &amp; Collateralized with Securities held by Pledging Institution or It’s Trust Department/Agent But Not in the Entity’s Name</u>	<u>Total Bank Balances – All Deposits</u>	<u>Total Carrying Value – All Deposits</u>
Cash and Cash Equivalents	\$ -	\$ 269,569	\$ 239,386

Total bank balances and total carrying amount of deposits does not include petty cash amounts on hand at year-end of \$34.

**B. Investments**

Investments are stated at fair value. See also Note 1 (G) for additional investment disclosure information.

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Credit Risk - Investments

Investments permitted by state statute include obligations issued, insured or guaranteed by the U.S. government including certificates or other ownership interest in such obligations and/or investments in registered mutual or trust funds consisting solely of U.S. government securities. The Assessor's investment program is limited to purchases of bank certificate of deposits, U.S. treasury and government agency obligations, U.S. corporate bonds that meet the requirements of Louisiana Revised Statute 33:2955(A)(1)(I) as well as investments in the Louisiana Asset Management Pool, Inc. (LAMP). LAMP is a nonprofit corporation formed by an initiative of the State Treasurer, and organized under the laws of the State of Louisiana which operates a local government investment pool. LAMP is rated AAAM by Standard & Poor's. It is the Assessor's opinion that since these securities are governmental agencies, credit risk is not a factor.

Custodial Credit Risk - Investments

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, the Assessor will not be able to recover the value of the investment. Investments are exposed to custodial risk if the securities are (a) uninsured and unregistered and held by the counterparty or (b) uninsured, unregistered and held by the counterparty's trust department or agent but not in the name of the Assessor. The following chart presents the investment position of the Assessor as of December 31, 2019. The various types of investments are listed and presented by whether they are exposed to custodial credit risk.

Investments

		Uninsured, Unregistered, and Held by the Counterparty	Uninsured, Unregistered, and Held by the Counterparty's Trust Department/Agent But not in the Entity's Name	All Investments – Reported Amount	All Investments – Fair Value
U.S. Treasury Notes/Bonds	\$	-	\$ -	\$ 553,883	\$ 553,883
U.S. Corporate Bonds		-	-	472,985	472,985
Certificates of Deposit		-	-	220,707	220,707
Investments Not Categorized: LAMP		-	-	1,014,521	1,014,521
Total	\$	-	\$ -	\$ 2,262,096	\$ 2,262,096

Interest Rate Risk - Investments

Interest rate risk is defined as the risk that changes in interest rates will adversely affect the fair value of investments. Investments can be highly sensitive to changes in interest rates due to their terms or characteristics. The Assessor's investment policy with regards to interest rate risk is to match cash flow requirements with cash flows from investments. This matching allows for securities to be held to maturity thereby avoiding realizing losses due to liquidation of securities prior to maturity, especially in a rising interest rate environment. Investing in longer term maturities that contain a "step up" in coupon interest rates will also contribute to the reduction of interest rate risk. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 92 as of December 31, 2019. Investments classified by maturity dates at December 31, 2019 are summarized below:

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<u>Investment</u>	<u>Fair Value</u>	0-1 Years Before <u>Maturity</u>	1-5 Years Before <u>Maturity</u>	6 + Years Before <u>Maturity</u>
U.S. Treasury Notes/Bonds	\$ 553,883	\$ 149,688	\$ 404,195	\$ -
U.S. Corporate Bonds	472,985	100,097	372,888	-
Certificates of Deposit	220,707	220,707	-	-
LAMP	1,014,521	1,014,521	-	-
<b>Total</b>	<b>\$ 2,262,096</b>	<b>\$ 1,485,013</b>	<b>\$ 777,083</b>	<b>\$ -</b>

Fair Value Measurements

The Assessor has adopted GASB Statement No. 72, *Fair Value Measurement and Application*. This statement establishes a hierarchy of inputs to valuation techniques used to measure fair value. The Assessor measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles using a market approach technique. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities in active markets that the entity has the ability to access
- Level 2: Inputs (other than quoted prices included within level 1) that are observable of the asset or liability, either directly or indirectly
- Level 3: Unobservable inputs significant to the fair value measurement

At December 31, 2019, the Assessor had the following recurring fair value measurements:

<u>Investments by fair value level</u>	<u>12/31/2019</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<b>Debt Securities:</b>				
U.S. Agencies	\$ 304,506	\$ 304,506	\$ -	\$ -
U.S. Instrumentalities	249,377	249,377	-	-
U.S. Corporations	472,985	472,985	-	-
Negotiable Certificates of Deposit	220,707	220,707	-	-
<b>Not categorized by fair value level:</b>				
LAMP (2a-7 investment pool)	1,014,521	-	-	-
<b>Total Investments</b>	<b>\$ 2,262,096</b>	<b>\$ 1,247,575</b>	<b>\$ -</b>	<b>\$ -</b>

**5. RECEIVABLES**

The following is a summary of receivables at December 31, 2019:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Total</u>
Ad Valorem Taxes	\$ 1,256,693	\$ 1,256,693
State Revenue Sharing	7,282	7,282
Accrued Interest Receivable	9,417	9,417
<b>Total</b>	<b>\$ 1,273,392</b>	<b>\$ 1,273,392</b>

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**6. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2019 are as follows:

	<u>Furniture &amp; Equipment</u>	<u>Automobiles</u>	<u>Total</u>
Cost of capital assets, December 31, 2018	\$ 132,583	\$ 29,997	\$ 162,580
Additions	552	-0-	552
Deletions	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Cost of capital assets, December 31, 2019	<u>133,135</u>	<u>29,997</u>	<u>163,132</u>
Accumulated depreciation, December 31, 2018	105,155	4,500	109,655
Additions	6,567	5,999	12,566
Deletions	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Accumulated depreciation, December 31, 2019	<u>111,722</u>	<u>10,499</u>	<u>122,221</u>
Capital assets net of accumulated Depreciation, at December 31, 2019	<u>\$ 21,413</u>	<u>\$ 19,498</u>	<u>\$ 40,911</u>

Depreciation expense of \$12,566 for the year ended December 31, 2019 was charged to the general fund governmental function.

**7. ACCOUNTS, SALARIES, AND OTHER PAYABLES**

The payables of \$30,517 as of December 31, 2019, are as follows:

	<u>General Fund</u>	<u>Total</u>
Accounts	\$ 2,701	\$ 2,701
Salaries and withholdings	<u>27,816</u>	<u>27,816</u>
Total	<u>\$ 30,517</u>	<u>\$ 30,517</u>

**8. PENSION PLAN**

*Plan Description.* Substantially all employees of the Pointe Coupee Parish Assessor's office are members of the Louisiana Assessors' Retirement Fund and Subsidiary (Fund), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement Fund in Louisiana are required to participate in the Fund. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 per cent of their final average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months (60 if hired after 10/1/06) that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The Fund also provides death and disability benefits. Benefits are established or amended by state statute. The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to the Louisiana Assessors' Retirement Fund and Subsidiary, Post Office Box 14699, Baton Rouge, Louisiana 70898-4699, or by calling (225) 928-8886.

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*Funding Policy.* Plan members are required by state statute to contribute 8.0% of their annual covered salary and the Pointe Coupee Parish Assessor is required to contribute at an actuarially determined rate. The rate for the year ending 2019 is 8.0% (8.0% through September 30<sup>th</sup>) of annual covered payroll. Contributions to the Fund also include one-fourth of 1% of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Pointe Coupee Parish Assessor are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. In accordance with Act 818 of the 1999 legislative session, the Assessor may elect to pay all or a portion of the employee contribution into the retirement system, which the Pointe Coupee Parish Assessor elected to pay half of the employee's portion. The Pointe Coupee Parish Assessor's contributions to the Fund for the years ending December 31, 2019, 2018, and 2017 were \$74,087, \$67,401, and \$74,548, respectively, equal to the required contributions for each year. The amount of non-employer contributions recognized as revenue in the government-wide statement of activities was \$188,030 for the year ended December 31, 2019.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At December 31, 2019, the Assessor reported a liability of \$358,182 for its proportionate share of net pension liability. The net pension liability was measured as of September 30, 2019 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 Assessors, actuarially determined. At September 30, 2019, the Assessor's proportion was 1.357870%, which was an increase of 0.089364% from its proportion measured as of September 30, 2018.

For the year ended December 31, 2019, the Assessor recognized pension expense of \$275,484. At December 31, 2019, the Assessor recognized deferred outflows of resources and deferred inflows of resources related to pensions from the following:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 13,279	\$ 168,992
Changes in assumptions	378,260	-
Net difference between projected and actual earnings on pension plan investments	-	41,589
Changes in proportion and differences between Assessor contributions and proportionate share of contributions	15,297	2,627
Assessor contributions subsequent to the measurement date	11,453	-
Total	\$ 418,289	\$ 213,208

The \$11,453 reported as deferred outflows of resources relating to pensions resulting from the Assessor contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31,	
2020	\$ 14,631
2021	31,863
2022	69,786
2023	67,284
2024	10,064
Thereafter	-0-
Total	\$ 193,628

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*Actuarial assumptions.* The total pension liability in the September 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method:	Entry age normal.
Investment Rate of Return:	6.00%, net of pension plan investment expense, including inflation.
Inflation Rate	2.20%.
Projected Salary Increases:	5.75%.
Annuitant and Beneficiary Mortality	RP-2000 Healthy Annuitant Table set forward one year and projected to 2030 for males and projected to 2030 for females with no set forward.
Active Members Mortality	RP-2000 Employee Table set back four years for males and three years for females.
Disabled Lives Mortality	RP-2000 Disabled Lives Mortality Table set back five years for males and three years for females.
Expected Remaining Service Lives	6 years.

The actuarial assumptions utilized are based on the assumptions used in the September 30, 2019 actuarial funding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period October 1, 2009 – September 30, 2014. All assumptions selected were determined to be reasonable and represent expectations of future experience for the Fund.

*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 8.38% as of September 30, 2019. 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, 2019, 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	6.24%

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 that contributions from participating employers will be made at actuarially-determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems’ Actuarial Committee. Based on these assumptions, 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.

*Changes in Net Pension Liability.* 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 in 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 the benefits through the pension plan (active employees and

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**New Roads, Louisiana**  
**Notes to the Financial Statements**

inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period.

*Sensitivity to Changes in Discount Rate.* The following presents the Assessor’s proportionate share of the net pension liability calculated using the discount rate of 6.00%, as well as what the Assessor’s net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of September 30, 2019:

	1% Decrease (5.00%)	Current Discount Rate (6.00%)	1% Increase (7.00%)
Assessor’s proportionate share of the net pension liability	\$ 1,017,723	\$ 358,182	\$ (207,115)

The Louisiana Assessors’ Retirement Fund and Subsidiary has issued a stand-alone audit report on their financial statements for the year ended September 30, 2019. Access to the report can be found on the Louisiana Legislative Auditor’s website, [www.la.la.gov](http://www.la.la.gov).

**9. DEFERRED COMPENSATION PLAN**

The Assessor offers its employees participation in the Louisiana Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. The plan, available to all Assessor employees, permits the employees to defer a portion of their salary until future years along with a matching contribution by the Assessor if so elected. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship. Total matching contribution paid by the Assessor’s office for the years ending December 31, 2019, 2018 and 2017 were \$70,783, \$70,199, and \$68,449, respectively. 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. POSTEMPLOYMENT HEALTHCARE AND LIFE INSURANCE BENEFITS**

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

*Benefits Provided* – Medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement. Employees retirement eligibility (D.R.O.P. entry) provisions are as follows (ref. R.S. 11:1421): completion of 30 years of service at any age; or, attainment of age 55 and completion of 12 years of service. Benefits are governed by applicable Louisiana Law (R.S. 16:516). Life insurance coverage is considered for the valuation.

*Employees covered by benefit terms* – At December 31, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	4
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	9
Total	13



**POINTE COUPEE PARISH ASSESSOR**  
**New Roads, Louisiana**  
**Notes to the Financial Statements**

**Total OPEB Liability**

The Assessor's total OPEB liability of \$3,226,472 was measured as of December 31, 2019, and was determined by an actuarial valuation as of January 1, 2019.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.30%
Salary increases	3.00%, including inflation
Discount rate	2.74% per annum, compounded annually
Medical trend rates	Trend was calculated assuming an implied inflation rate of 2.3% per year, and actual premiums. The short-term trend rate for Non-Medicare retirees starts off at 4.3%, and at 4.7% for Medicare retirees and reflects the ACA Excise Tax effective 2022

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index as of December 31, 2019, the end of the applicable measurement period. 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-2019
Beneficiaries	Sex-distinct Pub-2010 General Contingent Survivors Mortality, projected generationally using Scale MP-2019
Disability Retirement	Sex-distinct Pub-2010 General Disabled Retirees Mortality, projected generationally using Scale MP-2019

**Changes in the Total OPEB Liability**

Balance at December 31, 2018	\$ 2,366,844
Changes for the year:	
Service cost	95,138
Interest	100,095
Changes in assumptions	706,120
Benefit payments and net transfers	<u>(41,725)</u>
Net changes	<u>859,628</u>
Balance at December 31, 2019	<u>\$ 3,226,472</u>

*Sensitivity of the total OPEB liability to changes in the discount rate.* The following presents the total OPEB liability of the Assessor, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease (1.74%)	Current Discount Rate (2.74%)	1% Increase (3.74%)
Total OPEB Liability	\$ 3,906,250	\$ 3,226,472	\$ 2,702,477

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates.* The following presents the total OPEB liability of the Assessor, as well as what the Assessor's total OPEB liability would be if it were calculated using medical trend rates that are one percentage point lower or one percentage point higher than the current trend rates:

**POINTE COUPEE PARISH ASSESSOR**  
**New Roads, Louisiana**  
**Notes to the Financial Statements**

	1% Decrease (1.3%)	Current Trend Rate (2.3%)	1% Increase (3.3%)
Total OPEB Liability	\$ 2,743,160	\$ 3,226,472	\$ 3,872,765

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

For the year ended December 31, 2019, the Assessor recognized OPEB expense of \$316,254. At December 31, 2019, 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	\$ 97,897	\$ -0-
Changes in assumptions	590,363	76,312
Total	\$ 688,260	\$ 76,312

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,		
2020	\$	121,021
2021		121,021
2022		121,021
2023		121,021
2024		116,286
Thereafter		11,578
Total	\$	611,948

**11. COMPENSATED ABSENCES**

At December 31, 2019, there are no accumulated and vested benefits relating to compensated absences.

**12. LEASES**

The Assessor has an operating lease agreement for one automobile. The lease agreement is cancellable upon 10 days advance notice. Rental expenditures of \$11,260 for the year ended December 31, 2019 was paid by the Assessor.

**13. EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The Assessor's office is located in the Pointe Coupee Parish Courthouse. The upkeep and maintenance of the courthouse are paid by the Pointe Coupee Parish Council, as required by Louisiana Revised Statute 33:4713, and are not included in the accompanying financial statements.

**14. RISK MANAGEMENT**

The Assessor is exposed to risks of loss in the areas of general, auto liability and workers' compensation. Those risks are handled by purchasing commercial insurance. There was no significant reduction in insurance coverage during the current year.

**POINTE COUPEE PARISH ASSESSOR**  
**New Roads, Louisiana**  
**Notes to the Financial Statements**

**15. LITIGATION**

There is no litigation pending against the Assessor's office at December 31, 2019. No litigation costs were incurred for the year ended December 31, 2019.

**16. SUBSEQUENT EVENTS**

Management has performed an evaluation of the Assessor's activities through April 3, 2020, and has concluded that there are no significant subsequent events requiring recognition or disclosure through the date and time these financial statements were available to be issued on April 3, 2020, except for the following note.

In the spring of 2020, there was a global outbreak of a new strain of coronavirus, COVID-19. The public health crisis has caused volatile economic conditions, impacting financial markets and disrupting general business activities across the United States. The timing and extent of the impact of COVID-19 on the Assessor's current and future operations is unknown at the date of this report.

**REQUIRED SUPPLEMENTARY INFORMATION**

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA  
GENERAL FUND**

**BUDGETARY COMPARISON SCHEDULE  
For the Year Ended December 31, 2019**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
<b>REVENUES</b>				
Ad valorem taxes	\$ 1,158,454	\$ 1,158,454	\$ 1,254,648	\$ 96,194
Intergovernmental revenues:				
State grants:				
State revenue sharing	24,413	24,413	20,968	(3,445)
Miscellaneous revenue	3,000	3,000	3,209	209
Use of money and property	9,400	9,400	62,124	52,724
<b>Total revenues</b>	<b>1,195,267</b>	<b>1,195,267</b>	<b>1,340,949</b>	<b>145,682</b>
<b>EXPENDITURES</b>				
General government - taxation:				
Personal services and related benefits	1,163,353	1,163,353	1,050,893	112,460
Operating services	49,000	49,000	48,730	270
Material and supplies	147,250	147,250	110,276	36,974
Travel and other charges	10,500	10,500	4,690	5,810
Capital outlay	30,000	30,000	552	29,448
<b>Total expenditures</b>	<b>1,400,103</b>	<b>1,400,103</b>	<b>1,215,141</b>	<b>184,962</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(204,836)</b>	<b>(204,836)</b>	<b>125,808</b>	<b>330,644</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Sale of fixed assets	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>(204,836)</b>	<b>(204,836)</b>	<b>125,808</b>	<b>330,644</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>2,217,827</b>	<b>2,217,827</b>	<b>2,437,476</b>	<b>219,649</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 2,012,991</b>	<b>\$ 2,012,991</b>	<b>\$ 2,563,284</b>	<b>\$ 550,293</b>

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA**

**SCHEDULE OF ASSESSOR'S PROPORTIONATE SHARE OF NET PENSION LIABILITY -  
LOUISIANA ASSESSORS' RETIREMENT FUND AND SUBSIDIARY**

**December 31, 2019**

<u>Fiscal Year Ended September 30:</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Assessor's proportion of the net pension liability (asset)	1.357870%	1.268506%	1.247916%	1.272588%	1.225437%	1.224835%	1.308940%	Unavailable	Unavailable	Unavailable
Assessor's proportionate share of the net pension liability (asset)	\$ 358,182	\$ 246,602	\$ 218,973	\$ 449,057	\$ 641,299	\$ 428,198	\$ 573,193	Unavailable	Unavailable	Unavailable
Assessor's covered-employee payroll	\$ 604,099	\$ 559,138	\$ 547,861	\$ 554,056	\$ 514,922	\$ 497,052	\$ 459,396	\$ 425,734	\$ 386,831	\$ 369,771
Assessor's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	59.29%	44.10%	39.97%	81.05%	124.54%	86.15%	124.77%	Unavailable	Unavailable	Unavailable
Plan fiduciary net position as a percentage of the total pension liability	94.12%	95.46%	95.61%	90.68%	85.57%	89.98%	86.72%	Unavailable	Unavailable	Unavailable

POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA

SCHEDULE OF ASSESSOR'S CONTRIBUTIONS -  
LOUISIANA ASSESSORS' RETIREMENT FUND AND SUBSIDIARY

December 31, 2019

<u>Fiscal Year Ended September 30:</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Contractually required contribution	\$ 48,328	\$ 44,731	\$ 54,786	\$ 74,797	\$ 69,514	\$ 67,102	\$ 62,018	\$ 57,474	\$ 52,222	\$ 49,919
Contributions in relation to the contractually required contribution	\$ 48,328	\$ 44,731	\$ 54,786	\$ 74,797	\$ 69,514	\$ 67,102	\$ 62,018	\$ 57,474	\$ 52,222	\$ 49,919
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessor's covered-employee payroll	\$ 604,099	\$ 559,138	\$ 547,861	\$ 554,056	\$ 514,922	\$ 497,052	\$ 459,396	\$ 425,734	\$ 386,831	\$ 369,771
Contribution as a percentage of covered-employee payroll	8.00%	8.00%	10.00%	13.50%	13.50%	13.50%	13.50%	13.50%	13.50%	13.50%

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA**

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

**December 31, 2019**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
<b>Total OPEB liability</b>										
Service cost	\$ 95,138	\$ 114,261	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Interest	100,095	78,291	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Changes in benefit terms	-	-	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Effect of economic/demographic gains or losses	-	145,651	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Changes of assumptions	706,120	(113,538)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Benefit payments	(41,725)	(38,590)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Net change in total OPEB liability</b>	<u>859,628</u>	<u>186,075</u>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total OPEB liability - beginning</b>	<u>2,366,844</u>	<u>2,180,769</u>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total OPEB liability - ending</b>	<u>\$ 3,226,472</u>	<u>\$ 2,366,844</u>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Covered-employee payroll	\$ 617,392	\$ 561,676	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability as a percentage of covered-employee payroll	522.60%	421.39%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



**POINTE COUPEE PARISH ASSESSOR**  
**New Roads, Louisiana**  
**Notes to the Required Supplementary Information**  
**For the Year Ended December 31, 2019**

**OPEB Plan**

*Changes in Benefit Terms.* There were no changes of benefit terms for the year ended December 31, 2019.

*Changes in Assumptions.* The discount rate as of December 31, 2018 was 4.10% and it changed to 2.74% as of December 31, 2019.

*Assets.* There are no assets accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

**Louisiana Assessors' Retirement Fund and Subsidiary**

*Changes in Assumptions or Other Inputs.* Changes in 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 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.

**SUPPLEMENTAL INFORMATION**

**POINTE COUPEE PARISH ASSESSOR  
NEW ROADS, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS, AND  
OTHER PAYMENTS TO AGENCY HEAD**

**For the Year Ended December 31, 2019**

**AGENCY HEAD NAME: James A. Laurent, Jr.**

<b><u>PURPOSE</u></b>	<b><u>AMOUNT</u></b>
Salary (R.S. 47:1907)	\$ 133,603
Benefits - Insurance (R.S. 47:1923)	27,634
Benefits - Retirement (R.S. 11:1481)	16,343
Deferred Compensation (R.S. 42:1301-1309)	12,500
Expense Allowance (R.S. 47:1907)	13,180
Conferences - Travel, Lodging & Meals	4,101
Registration Fees	<u>350</u>
<b>TOTAL</b>	<b><u><u>\$ 207,711</u></u></b>

**INDEPENDENT AUDITORS' 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**

Honorable James A. Laurent, Jr.  
Pointe Coupee Parish Assessor  
New Roads, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Pointe Coupee Parish Assessor, a component unit of the Pointe Coupee Parish Council, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements and have issued our report thereon dated April 3, 2020.

**Internal Control Over Financial Reporting**

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

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

**Compliance and Other Matters**

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

## Purpose of this Report

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



Major, Morrison & David  
New Roads, Louisiana  
April 3, 2020

**Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Schedule of Findings and Responses  
For the Year Ended December 31, 2019**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

Material weakness(es) identified?  Yes  No

Deficiency(s) in internal control identified not considered to be material weaknesses?  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

**SECTION II - FINANCIAL STATEMENT FINDINGS**

There were no current year findings.

**Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2019**

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No, Partial)</u>
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**Section I – Internal Control and Compliance Material to the Financial Statements:**

No findings.

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

Not applicable.

**Section III – Management Letter:**

No management letter issued.

**Pointe Coupee Parish Assessor  
New Roads, Louisiana  
Corrective Action Plan for  
Current Year Audit Findings  
For the Year Ended December 31, 2019**

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

No findings.

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

Not applicable.

**Section III – Management Letter:**

No management letter issued.



**INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

Honorable James A. Laurent, Jr.  
Pointe Coupee Parish Assessor  
New Roads, Louisiana

We have performed the procedures enumerated below, which were agreed to by the Pointe Coupee Parish Assessor (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 year ended December 31, 2019. The Assessor's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

***Written Policies and Procedures***

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1. Obtain the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.  
*Written policies and procedures were obtained and address the functions noted above.*
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.  
*Written policies and procedures were obtained and address the functions noted above.*
  - c) **Disbursements**, including processing, reviewing, and approving.  
*Written policies and procedures were obtained and address the functions noted above.*
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).  
*Written policies and procedures were obtained and address the functions noted above.*
  - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.  
*Written policies and procedures were obtained and address the functions noted above.*

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

*Written policies and procedures were obtained and address the functions noted above.*

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

*Written policies and procedures were obtained and address the functions noted above.*

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

*Written policies and procedures were obtained and address the functions noted above.*

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

*Written policies and procedures were obtained and address the functions noted above.*

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

*Not applicable – the Assessor does not have any debt.*

- k) **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.

*Written policies and procedures were obtained and did not include a policy for disaster recovery/business continuity.*

#### ***Board (or Finance Committee, if applicable)***

---

2. Obtain and review the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Report whether the managing board met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

*Not applicable.*

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.

*Not applicable.*

- If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

*Not applicable.*

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the General Fund. If the General Fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the General Fund.

*Not applicable.*

### ***Bank Reconciliations***

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*Bank reconciliations were not tested at December 31, 2019 (Year 3) due to the fact that there were no exceptions noted in prior year (Year 2).*

- 3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g. initialed and dated, electronically logged);
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g. initialed and dated, electronically logged):  
and
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

### ***Collections***

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

*Obtained listing of deposit sites (only 1 site) and management's representation that listing is complete.*

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

*Obtained listing of collection locations for each deposit site and management's representation that the listing is complete. Obtained written policies and procedures relating to employee job duties.*

- a) Employees that are responsible for cash collections do not share cash drawers/registers.  
*All employees used one shared cash drawer.*
- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. prenumbered receipts) to the deposit.  
*The employee responsible for collecting cash is not responsible for preparing/making bank deposits.*
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger posting to each other and to the deposit.  
*The employee responsible for collecting cash is not responsible for posting collection entries to the general ledger.*

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

*The employee responsible for reconciling cash collections to the general ledger is not responsible for collecting cash.*

- 6) Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.  
*Due to the infrequency of cash collections and minimal personnel, all employees are allowed to accept cash payments at the Courthouse. The only person bonded is the Assessor.*
- 7) Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.  
*Receipts were sequentially pre-numbered.*
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.  
*Pre-numbered receipts, system reports, and other related collection documentation agreed to the deposit slips.*
  - c) Trace the deposit slip total to the actual deposit per the bank statement.  
*Deposit slip totals agreed with the actual deposits per the bank statement.*
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).  
*Collection documentation was obtained and deposits were made within two business days of collection. This is due to maintaining segregation of duties by utilizing a part-time employee in the collection/deposit process.*
  - e) Trace the actual deposit per the bank statement to the general ledger.  
*Deposits per the bank statement agreed to the general ledger.*

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

*Non-Payroll Disbursements were not tested at December 31, 2019 (Year 3) due to the fact that there were no exceptions noted in prior year (Year 2).*

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.



10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement matched the related original invoice/billing statement.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

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*Credit Cards/Debit Cards/Fuel Cards/P-Cards were not tested at December 31, 2019 (Year 3) due to the fact that there were no exceptions noted in prior year (Year 2).*

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

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

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*Travel and Travel-Related Expense Reimbursements were not tested at December 31, 2019 (Year 3) due to the fact that there were no exceptions noted in prior year (Year 2).*

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
  - a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

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

### **Contracts**

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*Contracts were not tested at December 31, 2019 (Year 3) due to the fact that there were no exceptions noted in prior year (Year 2).*

- 15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
  - a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
  - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

### **Payroll and Personnel**

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*Payroll and Personnel were not tested at December 31, 2019 (Year 3) due to the fact that there were no exceptions noted in prior year (Year ).*

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

## ***Ethics***

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20. Using the five randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

*Examined the five randomly selected employee's ethics compliance documentation maintained in personnel files with no exceptions.*

- b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

*Each employee attested in writing that they have read the entity's ethics policy.*

## ***Debt Service***

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

*Not applicable.*

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

*Not applicable.*

## ***Other***

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

*Management has asserted to us that the Assessor did not have any misappropriation of public funds or assets during the fiscal year.*

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

*The required notice was posted on the Assessor's premises and website.*

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

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



Major, Morrison & David  
New Roads, Louisiana  
April 3, 2020



**POINTE COUPEE PARISH ASSESSOR, LOUISIANA**  
**New Roads, Louisiana**

**Management's Response to Statewide Agreed-Upon Procedures**  
**For the Year Ended December 31, 2019**

Management Response to Item:

- 1k. Management is in the process of developing a disaster recovery/business continuity policy and plans to have it implemented by June 30, 2020.
  
- 6. Management does not consider it cost effective to bond all employees for handling a de minimis amount of cash throughout the year. Management will monitor the cash collection process closely and maintain segregation of duties where possible to minimize the risk of theft.
  
- 7d. Due to limited personnel and the infrequency of cash collections, management does not consider it feasible to make all deposits within one business day of collection. A part-time worker is involved in the deposit process to maintain segregation of duties. All deposits are made within two business days of collection.