

**EAST FELICIANA PARISH ASSESSOR  
CLINTON, LOUISIANA**

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**GENERAL PURPOSE FINANCIAL STATEMENTS  
WITH INDEPENDENT AUDITOR'S REPORT  
AS OF AND FOR THE YEAR ENDED  
DECEMBER 31, 2021**

EAST FELICIANA PARISH ASSESSOR  
CLINTON, LOUISIANA  
FINANCIAL REPORT  
WITH INDEPENDENT AUDITOR'S REPORT  
AS OF AND FOR THE YEAR ENDED  
DECEMBER 31, 2021  
WITH SUPPLEMENTAL INFORMATION SCHEDULE

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# MC DUFFIE K. HERROD, LTD.

(A Professional Accounting Corporation)

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## Independent Auditor's Report

Honorable Jeffrey Gardner  
East Feliciana Parish Assessor  
Clinton, Louisiana

### **Opinions**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the East Feliciana Parish Assessor, a component unit of the East Feliciana Parish Police Jury, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise East Feliciana Parish Assessor's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the East Feliciana Parish Assessor, as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis of Opinions**

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

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of 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 the financial statements that are free from material misstatement, whether due to fraud or error.

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

## **Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the East Feliciana Parish Assessor's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the East Feliciana Parish Assessor's ability to continue as a going concern for a reasonable period of time.

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

### **Required Supplementary Information**

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

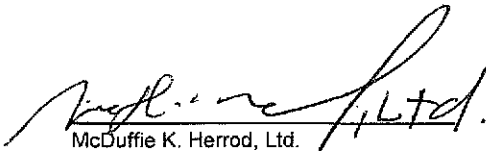
### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the East Feliciana Parish Assessor's basic financial statements. The other supplementary information listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of compensation, benefits & other payments to agency head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. 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, based on our audit and other procedures performed as described above, the supplementary 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 issued a report dated August 16, 2022, on our consideration of the East Feliciana 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 provide an opinion on the effectiveness of the Assessor's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the East Feliciana Parish Assessor's internal control over financial reporting and compliance.



McDuffie K. Herrod, Ltd.  
A Professional Accounting Corporation  
August 16, 2022

## **MANAGEMENT DISCUSSION AND ANALYSIS**

**EAST FELICIANA PARISH ASSESSOR  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2021**

This section of the East Feliciana Parish Assessor's annual financial report presents our discussion and analysis of the East Feliciana Parish Assessor's financial performance during the fiscal year ended on December 31, 2021. Please read it in conjunction with the East Feliciana Parish Assessor's financial statements, which follow this section.

**PAST ACCOMPLISHMENTS**

During 2021, the East Feliciana Parish Assessor had the following:

- Our Assessor, Jeff Gardner, served as the Treasurer of the Louisiana Assessors' Association.
- Through the ongoing COVID-19 pandemic, we made proper modifications to our office to allow public access while keeping our staff safe.
- Our Deputy Assessors continued to work towards and keep their IAAO certifications.

**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 an optional section that presents combining statements for non major governmental funds and internal service funds. The basic financial statements include two kinds of statements that present different views of the Assessor:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Assessor's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Assessor government, reporting the Assessor's operations in more detail than the government-wide statements.
- The governmental funds statements tell how general government 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 more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this



**EAST FELICIANA PARISH ASSESSOR  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2021**

annual report are arranged and relate to one another. In addition to these required elements, we have included a section with combined statements that provide details about our non-major governmental funds and internal service funds, each of which are added together and presented in single columns in the basic financial statements.

Government-wide Statements

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

The two government-wide statements report the Assessor's net assets and how they have changed. Net assets, the difference between the Assessor's assets and liabilities, is one way to measure the Assessor's financial position.

- Over time, increases or decreases in Assessor's net assets are an indicator of whether its financial health is improving or deteriorating.
- To assess the overall financial health of the Assessor one needs to consider additional financial factors such as changes in the finances of the State of Louisiana and the parish of East Feliciana.

The government-wide financial statements of the Assessor consist of:

- Governmental activities - all of the Assessor's basic services are included here, such as the program, and general administration.

Fund Financial Statements

The fund financial statements provide more detailed information about the Assessor's most significant funds, not the Assessor as a whole. Funds are accounting devices that the Assessor uses to keep track of specific sources of funding and spending for particular purposes.

Some funds are required by State law.

The Assessor fund is:

- Governmental funds - Most of the Assessor's basic services are included in the governmental funds, which focus on: (1) how the other financial assets can readily be converted to cash flow in and out, and (2) the

**EAST FELICIANA PARISH ASSESSOR  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2021**

balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps one determine whether there are more or fewer financial resources that can be spent in the near future to finance the Assessor's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we are providing additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE ASSESSOR AS A WHOLE

Net Position. The Assessor's combined net positions were as follows. (See Table A-1)

Table A-1  
Assessor's Net Position

|                                      | <u>Governmental Activities</u> |             |
|--------------------------------------|--------------------------------|-------------|
|                                      | <u>2020</u>                    | <u>2021</u> |
| Current and other assets             | 3,179,881                      | 4,238,474   |
| Capital assets                       | 121,776                        | 115,458     |
| Deferred Outflows                    | 434,822                        | 994,400     |
| Total Assets & Deferred Outflows     | 3,736,479                      | 5,348,332   |
| Current Liabilities                  | 13,632                         | 22,633      |
| Long Term Liabilities                |                                |             |
| Other Post Employment benefits       | 1,481,785                      | 2,454,577   |
| Net Pension Liability                | 167,414                        | 0           |
| Deferred Inflows                     | 418,875                        | 831,671     |
| Total Liabilities & Deferred Inflows | 2,068,074                      | 3,308,881   |
| Net Position                         |                                |             |
| Invested in capital assets           | 113,074                        | 115,458     |
| Unassigned                           | 1,541,699                      | 1,923,993   |
| Total net position                   | 1,654,773                      | 2,039,451   |

**EAST FELICIANA PARISH ASSESSOR  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2021**

Governmental Activities

Table A-2  
Changes in Assessor's Net Position

|                                     | Governmental Activities |           |
|-------------------------------------|-------------------------|-----------|
|                                     | 2020                    | 2021      |
| <u>Revenues</u>                     |                         |           |
| Program Revenues                    |                         |           |
| Ad Valorem Taxes                    | 1,248,306               | 1,620,136 |
| Grant Revenue – Cares Act           | 16,197                  | 0         |
| Charges for Services                | 4,057                   | 3,560     |
| State Revenue Sharing               | 134,089                 | 133,478   |
| Other                               | 13,291                  | 9,103     |
| Total Revenues                      | 1,415,940               | 1,766,277 |
| <u>Expenses</u>                     |                         |           |
| General Governmental                | 932,289                 | 1,381,599 |
| Total Expenses                      | 932,289                 | 1,381,599 |
| Increase (decrease) in Net Position | 483,651                 | 384,678   |

Table A-3  
Net Cost of Assessor's Governmental Activities

|                  | Total Cost<br>of Services | Total Cost<br>of Services |
|------------------|---------------------------|---------------------------|
|                  | 2020                      | 2021                      |
| Program Services | \$932,289                 | \$1,381,599               |

**EAST FELICIANA PARISH ASSESSOR  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2021**

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

At the end of 2021, the Assessor had invested \$115,458 in capital assets (See Table A-4)

Table A-4  
Assessor's Capital Assets  
(net of depreciation)

|                                       | Governmental Activities |           |
|---------------------------------------|-------------------------|-----------|
|                                       | 2020                    | 2021      |
| Furniture, Equipment,<br>and Vehicles | \$121,776               | \$115,458 |
| Total Expenses                        | \$121,776               | \$115,458 |

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

The Assessor is dependent on the State of Louisiana and the East Feliciana Parish Police Jury for most of its revenues. These entities receive a substantial part of their revenues from taxes. The economy is not expected to generate any significant growth. Therefore, the Assessor's future revenues are expected to be consistent with the current years. The budget for the 2022 year is approximately the same as the year 2021.

**CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, 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. Jeff Gardner, Assessor, 12064 Marston Street, Clinton, Louisiana, 70722.

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)**

**BASIC FINANCIAL STATEMENTS**  
**(OVERVIEW)**

East Feliciana Parish Assessor  
 Clinton, Louisiana  
 Statement of Net Position  
 December 31, 2021

Statement A

Current Assets

|                             |                  |
|-----------------------------|------------------|
| Cash and cash equivalents   | \$ 1,751,011     |
| Interest-Bearing Deposits   | 341,373          |
| Prepaid expenses            | 11,762           |
| Revenue receivable          |                  |
| Ad valorem taxes            | 1,611,763        |
| State revenue sharing       | 133,479          |
| <b>Total Current Assets</b> | <b>3,849,388</b> |

Non current assets:

|  |         |
|--|---------|
| Capital assets net of accumulated depreciation | 115,458 |
| Net Pension Asset                              | 389,086 |

Deferred Outflows

|                                |                |
|--------------------------------|----------------|
| OPEB Related                   | 536,543        |
| Pension Related                | 457,857        |
| <b>Total Deferred Outflows</b> | <b>994,400</b> |

**Total Assets and Deferred Outflows** **5,348,332**

Liabilities

|                  |        |
|------------------|--------|
| Accounts payable | 9,019  |
| Accrued expenses | 13,614 |

Long Term Liabilities

|                                |           |
|--------------------------------|-----------|
| Other Post employment benefits | 2,454,577 |
|--------------------------------|-----------|

Deferred Inflows

|                 |         |
|-----------------|---------|
| OPEB Related    | 99,947  |
| Pension Related | 731,724 |
| St. Rev Sharing | -       |

**Total Liabilities and Deferred Inflows** **3,308,881**

Net Position

|                            |                     |
|----------------------------|---------------------|
| Invested in capital assets | 115,458             |
| Unassigned                 | 1,923,993           |
| <b>Total Net Position</b>  | <b>\$ 2,039,451</b> |

The accompanying notes are an integral part of this statement

East Feliciana Parish Assessor  
 Clinton, Louisiana  
 Statement of Activities  
 December 31, 2021

Statement B

Expenses:

General Government:

|  |                  |
|--|------------------|
| Personal services and related benefits | \$ 1,212,265     |
| Operating services                     | 93,797           |
| Materials and supplies                 | 34,889           |
| Travel and training                    | 6,092            |
| Depreciation                           | 34,556           |
| <b>Total Program Expense</b>           | <b>1,381,599</b> |

Program Revenues

|  |       |
|--|-------|
| Fees, charges and commissions for services | 3,560 |
|--|-------|

Other Revenues

|               |       |
|---------------|-------|
| Dividends W/C | 4,765 |
| Sale of asset | -     |

|                             |                  |
|-----------------------------|------------------|
| <b>Net Program Expenses</b> | <b>1,373,274</b> |
|-----------------------------|------------------|

General Revenues

|   |           |
|---|-----------|
| Ad valorem taxes                                    | 1,620,136 |
| Intergovernmental-state funds-state revenue sharing | 133,478   |
| Grant revenue - cares act                           | -         |
| Interest earned                                     | 4,338     |

|                               |                  |
|-------------------------------|------------------|
| <b>Total General Revenues</b> | <b>1,757,952</b> |
|-------------------------------|------------------|

Change in Net Position

384,678

Net Position, Beginning of Year

1,931,069

Prior period adjustment

(276,296)

Net Position, Beginning of year- as restated

1,654,773

Net Position, End of Year

\$ 2,039,451

The accompanying notes are an integral part of this statement



## **FUND FINANCIAL STATEMENTS (FFS)**

### **MAJOR FUND DESCRIPTION**

#### **GENERAL FUND**

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

East Feliciana Parish Assessor  
Clinton, Louisiana  
Governmental Funds  
Balance Sheet  
For the Year Ended December 31, 2021

Statement C

Assets

|                           |                     |
|---------------------------|---------------------|
| Cash and cash equivalents | \$ 1,751,011        |
| Interest Bearing Deposits | 341,373             |
| Prepaid expenses          | 11,762              |
| Revenue Receivable        |                     |
| Ad valorem taxes          | 1,611,763           |
| State revenue sharing     | 133,479             |
| <u>Total Assets</u>       | <u>\$ 3,849,388</u> |

Liabilities and Fund Equity

Liabilities

|                          |               |
|--------------------------|---------------|
| Accounts payable         | \$ 9,019      |
| Accrued Expenses         | 13,614        |
| <u>Total Liabilities</u> | <u>22,633</u> |

|  |                     |
|--|---------------------|
| <u>Fund Equity-Fund Balances--Unassigned</u> | <u>3,826,755</u>    |
| <u>Total Liabilities and Fund Equity</u>     | <u>\$ 3,849,388</u> |

The accompanying notes are an integral part of this statement

East Feliciana Parish Assessor  
 Clinton, Louisiana  
 Reconciliation of Governmental Funds  
 Balance Sheet to Statement of Net Position  
 For the Year Ended December 31, 2021

Statement D

|   |              |
|---|--------------|
| <u>Total Fund Balances at December 31, 2021</u> |              |
| <u>Governmental Funds (Statement C)</u>         | \$ 3,826,755 |

Total net assets reported for governmental activities in the statement of net position is different because:

|                                     |         |
|-------------------------------------|---------|
| Deferred Outflows - Pension Related | 457,857 |
| Deferred Outflows - OPEB Related    | 536,543 |
| Net Pension Asset                   | 389,086 |

Capital assets used in governmental activities are not financial resources, therefore are not reported in the funds.

Those assets consist of:

|  |                  |         |
|--|------------------|---------|
| Vehicles, furniture and equipment                      | \$ 421,306       |         |
| Less: Accumulated depreciation as of December 31, 2021 | <u>(305,848)</u> | 115,458 |

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the Governmental Fund Balance Sheet:

|                                    |             |
|------------------------------------|-------------|
| Net OPEB Obligations               | (2,454,577) |
| Net Pension Liability              | -           |
| Deferred Inflows - Pension Related | (731,724)   |
| Deferred Inflows - OPEB Related    | (99,947)    |
| Deferred Inflows- St Rev Sharing   | <u>-</u>    |

|  |                     |
|--|---------------------|
| <u>Net Position at December 31, 2021 (Statement A)</u> | <u>\$ 2,039,451</u> |
|--|---------------------|

The accompanying notes are an integral part of this statement

East Feliciana Parish Assessor  
 Clinton, Louisiana  
 Governmental Funds  
 Statement of Revenues, Expenditures, and Changes in Fund Balance  
 For the Year Ended December 31, 2021

Statement E

Revenues

|                             |                  |
|-----------------------------|------------------|
| Intergovernmental revenues: |                  |
| Ad valorem taxes            | \$ 1,620,136     |
| Services rendered           | 3,560            |
| State revenue sharing       | 133,478          |
| Grant revenue - cares act   | 0                |
| Other revenues:             |                  |
| Interest on:                |                  |
| Bank time deposits          | 4,338            |
| Other                       | 4,765            |
| <u>Total Revenues</u>       | <u>1,766,277</u> |

Expenditures

|  |                  |
|--|------------------|
| General government-taxation:           |                  |
| Personal services and related benefits | 920,250          |
| Operating services                     | 93,797           |
| Travel and training                    | 6,092            |
| Materials and supplies                 | 34,889           |
| Capital Outlay                         | 28,238           |
| <u>Total Expenditures</u>              | <u>1,083,266</u> |

|   |                     |
|---|---------------------|
| <u>Excess of Revenues over (Expenditures)</u>         | 683,011             |
| <u>Fund Balance at Beginning of Year, as restated</u> | <u>3,143,744</u>    |
| <u>Fund Balance at End of Year</u>                    | <u>\$ 3,826,755</u> |

The accompanying notes are an integral part of this statement



**NOTES TO  
FINANCIAL STATEMENTS**

EAST FELICIANA PARISH ASSESSOR  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2021

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 provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies.

The Assessor's office is located in Clinton, Louisiana. For the year 2021, the Assessor employed eight full-time employees, including one deputy and the Assessor, and one part-time employee and student workers. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1, of the tax year. The Assessor completes an assessment listing by May 1, of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector, who is responsible for the collection and distribution of taxes to the various taxing bodies.

**NOTE #1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying basic financial statements of the East Feliciana Parish Assessor have been prepared in conformity with generally accepted accounting principles accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for established governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, Basic Financial Statements and Management Discussion and Analysis for the State and Local Governments, issued in June 1999.

**B. REPORTING ENTITY**

The Assessor is a "primary government" as defined in GASB pronouncements, since the Assessor has the power to designate management, the ability to significantly influence operations of his office (which includes the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursements of funds), and primary accountability for fiscal matters. The Assessor has no component units.

The accompanying financial statements present information only on the funds of the Assessor and do not present information on the police jury, the general government services provided by the 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 tax assessment functions and activities. A fund is defined as a separate accounting entity with a self-balancing set of accounts.

EAST FELICIANA PARISH ASSESSOR  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2021

**Government Funds**

Governmental funds account for 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 general fund, as provided by Louisiana Revised Statute 13:781, as the principal fund of the Assessor and is used to account for the operations of the Assessor's office. The various fees and charges due to the Assessor's office are accounted for in this fund. General operating expenditures are paid from this fund.

D. MEASUREMENT FOCUS

Fund Financial Statements (FFS)

The amounts reflected in the General Fund in the Balance Sheet (Statement C) and the Statement of Revenues, Expenditures, and Changes in Fund Balance (Statement E) 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 balance 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.

The amounts reflected in the General Fund in the Balance Sheet (Statement C) and the Statement of Revenues, Expenditures, and Changes in Fund Balance (Statement E) 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 collectable within the current period or soon enough thereafter to pay liabilities of the current period. The Assessor considers all revenues available if they are collected within 60 days after the fiscal year end. 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. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Ad valorem taxes are budgeted and recorded in the year the taxes are levied and billed. Ad valorem taxes are assessed on a calendar year basis, become due when the tax roll is filed with the recorder of mortgages and become delinquent on January 1<sup>st</sup> of the following year. Ad valorem taxes are generally collected in November and December of the current year and January and February of the



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ensuing year.

Other intergovernmental revenues and charges for services are recorded when the Assessor is entitled to the funds.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Purchases of various operating supplies are regarded as expenditures at the time of purchase.

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

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the assessor. Information contained in these statements reflect 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 non-exchange transactions are recognized in accordance with the requirements for GASB Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions.

The statement of activities presents a comparison between direct expenses and program revenues for the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore are clearly identifiable to a particular function. Program revenues include fees and charges paid by the recipients of services offered by the Assessor, and grants and contributions for services offered by the Assessor. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Reconciliation**

A reconciliation of the items reflected in the Government-wide Financial Statements and the Fund Financial Statements is presented in Statement D which reconciles the Balance Sheet to the Statement of Net Position and Statement F which reconciles the Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities.

**E. BUDGETS**

The Assessor used the following budget practices:

1. The Assessor prepares a general fund budget, on the modified accrual basis of accounting, at the beginning of each year based upon expenditures and anticipated revenues for the budget year.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.

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3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All annual appropriations lapse at fiscal year end.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Assessor. Such amendments were not material in relation to the original appropriations.

F. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include amounts in demand deposits, interest-bearing demand deposits, and time deposits. They are stated at cost which approximates market.

G. INTEREST-BEARING DEPOSITS

Under state law, the Assessor may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Investments are limited by the Louisiana Revised Statute (R.S.) 33:2955 and the Assessor's investment policy. The Assessor may invest in United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits.

H. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated 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 reported in the Statement of Net Assets and the Statement of Activities. Since surplus assets are sold for an immaterial amount when declared no longer needed for public purposes by the assessor, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over the following useful lives:

| <u>Description</u>     | <u>Estimated Lives</u> |
|------------------------|------------------------|
| Furniture and fixtures | 5 - 7 years            |
| Vehicles               | 5 years                |
| Equipment              | 3 - 5 years            |
| Software               | 3 years                |

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I. COMPENSATED ABSENCES

The assessor has the following policy relating to vacation and sick leave: employees earn from one to four weeks of vacation leave each year depending on length of service. Vacation leave cannot be accumulated. Employees are allowed seven days leave per year which cannot be accumulated. At December 31, 2021, there are no accumulated and vested benefits that require disclosure to conform to generally accepted accounting principles.

J. RESTRICTED ASSETS

For government-wide statement of net position, net position is reported as restricted when constraints placed on the asset use are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; and imposed by law through constitutional provisions or enabling legislation. The Assessor had no restrictions on assets as of December 31, 2021.

K. FUND EQUITY

In the fund financial statements, the governmental fund reports reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

L. USE OF ESTIMATES

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

**NOTE # 2**      **LEVIED TAXES**

Pursuant to Act 174 of 1990, Louisiana State Statue 47:1925.2 created a special revenue assessment district to provide ad valorem tax revenue to fund the Assessor's office.

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. During the current fiscal year, taxes were levied in May and billed to the taxpayers by the East Feliciana Parish Assessor in October. Billed taxes are due by December 31, becoming delinquent on January 1 of the following year.

The taxes are based on assessed values determined by the East Feliciana Parish Tax Assessor and are collected by the East Feliciana Parish Sheriff and Tax Collector.

Ad valorem taxes are budgeted and recorded in the year levied and billed. For the year ended December 31, 2021, special assessment district taxes were levied at the rate of 6.39 mills on property. Total special assessment district taxes levied during 2021 was \$1,620,136.

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The following public services and businesses are the principal taxpayers for the parish:

| <u>Taxpayer</u>               | <u>Assessed<br/>Valuation</u> |
|-------------------------------|-------------------------------|
| American Commercial           | 33,977,990                    |
| Bengal Pipeline Company       | 24,290,120                    |
| Marquette Transportation      | 22,439,940                    |
| Colonial Pipeline Company     | 13,588,430                    |
| Transcontinental Gas Pipeline | 11,220,150                    |
| GATX Corporation              | 10,672,740                    |
| M/G Transport Services        | 9,854,200                     |
| SMBC Rail Services, LLC       | 6,878,930                     |
| Marathon Pipeline LLC         | 5,695,520                     |
| Entergy Louisiana, LLC        | 5,666,990                     |

**NOTE # 3**      **CASH AND CASH EQUIVALENTS**

At December 31, 2021, the assessor has cash and cash equivalents (book balance) totaling as follows:

|   |                     |
|---|---------------------|
| Demand deposits                               | <u>\$ 1,751,011</u> |
| Secured by FDIC Insurance and Bank Collateral |                     |

**NOTE # 4**      **INTEREST BEARING DEPOSITS**

The Assessor has time certificate of deposits with maturity dates greater than 90 days. These deposits are stated at cost, which approximates market. Under state law, these deposits, and the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount of deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at December 31, 2021, are secured as follows:

|  |                   |
|--|-------------------|
| Time deposit balances                            | <u>\$ 341,373</u> |
| Federal Deposit Insurance<br>And Bank Collateral | <u>\$ 341,373</u> |

Pledged securities in Category 3 include uninsured or unregistered investments for which the

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securities are held by the broker or dealer, or by its trust department or agent, but not in the Assessor's name. Even though the pledged securities are considered uncollateralized (Category 3), Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

**NOTE # 5**      **RECEIVABLES**

The following is a summary of the receivables at December 31, 2021:

|                       |  |                     |
|-----------------------|--|---------------------|
| Class of receivable:  |  |                     |
| Taxes - ad valorem    |  | \$ 1,611,763        |
| State Revenue Sharing |  | <u>133,479</u>      |
| Total                 |  | <u>\$ 1,745,242</u> |

**NOTE # 6**      **CHANGES IN GENERAL FIXED ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2021 is as follows:

|                                |  |                   |
|--------------------------------|--|-------------------|
| Balance, January 1, 2021       |  | \$ 393,068        |
| Additions                      |  | 28,238            |
| Deletions                      |  | <u>0</u>          |
| Balance, December 31, 2021     |  | 421,306           |
| Less: accumulated depreciation |  | <u>(305,848)</u>  |
| Net Capital Assets             |  | <u>\$ 115,458</u> |

Depreciation expense for the year was \$34,556.

**NOTE # 7**      **PENSION PLAN**

Substantially all employees of the East Feliciana Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan, administered by a separate board of trustees.

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

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The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, 3060 Valley Creek Road, Baton Rouge, Louisiana 70898, or by calling (225) 928-8886.

Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the East Feliciana Parish Assessor is required to contribute at an actuarially determined rate. The current rate was 8.0 percent of annual covered payroll. Contributions to the system include one-fourth of one percent (one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the East Feliciana Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The East Feliciana Parish Assessor's contributions to the system for the years ending December 31, 2021, 2020, and 2019 were \$84,997, \$81,662, and \$93,952, respectively. The amounts are equal to the required contributions for each year.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions-At December 31, 2021, the Assessor reported an asset of \$389,086 for its proportionate share of the net pension asset of the System. The net pension asset was measured as of September 30, 2021 and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension asset was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At September 30, 2021, the Assessor's proportion was 1.183492%, which was an increase of 0.08768% from its proportion measured as of September 30, 2020. For the year ended December 31, 2021, the Assessor recognized pension expense of \$81,662 representing its proportionate share of the System's net expense, including amortization of deferred amounts.

At December 31, 2021, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| Deferred Flows of Resources   | <u>Outflows</u>   | <u>Inflows</u>    |
|---|-------------------|-------------------|
| Differences between expected and actual experience  | \$ 31,122         | \$ 103,474        |
| Changes of assumptions  | 403,790           | 0                 |
| Net difference between projected and actual earnings on Pension plan investments                              | 0                 | 619,838           |
| Changes in proportion and differences between employer contributions and proportionate share of contributions | 4,831             | 8,412             |
| Employer contributions subsequent to the measurement date   | 18,114            | 0                 |
| Totals  | <u>\$ 457,857</u> | <u>\$ 731,724</u> |

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The Assessor reported a total of \$457,857 as deferred outflow of resources related to pension contributions made subsequent to the plan's measurement period of September 30, 2021 which will be recognized as a reduction in net pension liability in the Assessor's fiscal year ended December 31, 2021.

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

| Year           | Amount       |
|----------------|--------------|
| 2022           | \$ (64,698)  |
| 2023           | (63,956)     |
| 2024           | (111,220)    |
| 2025           | (81,961)     |
| 2026 and after | 29,865       |
| Total          | \$ (291,970) |

*Actuarial Methods and Assumptions*-A summary of the actuarial methods and assumptions used in determining the total pension liability as of September 30, 2021 are as follows:

|   |  |
|---|--|
| Actuarial Cost Method                     | Entry age normal   |
| Investment Rate of Return (discount rate) | 5.50%, net of pension plan investment expense, including inflation   |
| Inflation Rate                            | 2.10%  |
| Salary Increases                          | 5.25%  |
| Annuitant and beneficiary mortality       | Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale |
| Active Members Mortality                  | Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale |
| Disabled Lives Mortality                  | Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale |

*Discount Rate*

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of September 30, 2021, are summarized in the following table.

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| Asset Class          | Long-Term<br>Expected<br>Real Rate of<br>Return<br>2021 |
|----------------------|---|
| Domestic equity      | 7.50%   |
| International equity | 8.50%   |
| Domestic bonds       | 2.50%   |
| International bonds  | 3.50%   |
| Real estate          | 4.50%   |
| Alternative assets   | 5.87%   |

The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the 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 Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity to Changes in Discount Rate*

The following presents the net pension liability of the Fund calculated using the discount rate of 5.50%, as well as what the Fund's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (4.50%) or one percentage point higher (6.50%) than the current discount rate (assuming all other assumptions remain unchanged):

|                       | 1%<br>Decrease<br>(4.50%) | Current<br>Discount Rate<br>(5.50%) | 1%<br>Increase<br>(6.50%) |
|-----------------------|---------------------------|-------------------------------------|---------------------------|
| Net Pension Liability | 298,378                   | 389,086                             | (972,773)                 |

**NOTE # 8      DEFERRED COMPENSATION PLAN**

The East Feliciana Parish Assessor offers its employees participation in the State of Louisiana Public Employees 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 employee to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship.



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The assets of the plan are held in trust as described in IRC Section 457(g) for the exclusive benefit of the participants and their beneficiaries. The custodian thereof for the exclusive benefit of the participants holds the custodial account for the beneficiaries of the plan, and the assets may not be diverted to any other use. The administration are agents of the employer for purposes of providing direction to the custodian account from time to time for investment of the funds held in the account, transfer of assets to or from the account, and all other matters.

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.

**NOTE # 9      OTHER POST-EMPLOYMENT BENEFITS PLAN**

The Assessor implemented GASB Statement No. 75, **Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions** during the year ended December 31, 2018, and the Assessor recognizes the cost of post-employment benefits in the year when employee services are rendered, reports the accumulated liability from prior years, and provides information useful in assessing potential demands on the Assessor's future cash flows. Changes in total OPEB liability are immediately recognized as OPEB expense on the statement of activities or reported as deferred inflows / outflows of resources depending on the nature of the change.

**Plan Description and Benefits Provided.** The Assessor participates in a group defined health, dental and life insurance benefit retirement plan administered by the insurance committee of the Louisiana Assessors' Association. Participation in the plan is authorized by the Assessor. The Plan provides lifetime health, dental and life insurance for employees that retire at age fifty-five or older and at least twelve years of full-time service, or employees that retire at less than fifty-five years old and at least thirty years of service. The Assessor pays the cost of health, life, and dental insurance coverage for retirees. Retirees pay cost associated with spouse and family coverage.

**Employees Covered by Benefit Terms:** At January 1, 2021, the following employees were covered by the benefit terms:

|  |          |
|--|----------|
| Inactive employees currently receiving benefit payments                | 1        |
| Inactive employees entitled to but not year receiving benefit payments | 0        |
| Active employees   | <u>9</u> |
|  | 10       |

**Total OPEB Liability.** The Assessor's total OPEB liability of \$2,454,577 was measured as of December, 31, 2021 and was determined by an actuarial valuation as of January 1, 2021.

Actuarial assumptions discount rates used to calculate the OPEB liability are shown below:

|                       |                   |
|-----------------------|-------------------|
| Valuation date        | January 1, 2020   |
| Measurement date      | December 31, 2021 |
| Actuarial cost method | Entry age normal  |
| Inflation rate        | 2.20%             |

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|                  |       |
|------------------|-------|
| Discount rate    | 2.06% |
| Salary Increases | 3.00% |

**Changes in the Total OPEB Liability.** The following presents changes in the total OPEB liability:

|                                  |                    |
|----------------------------------|--------------------|
| Balance at 12/31/2020            | \$2,238,057        |
| Changes for the year:            |                    |
| Service Cost                     | 182,020            |
| Interest on total OPEB liability | 51,198             |
| Effect of plan changes           | 0                  |
| Effect of gains/losses           | 0                  |
| Total assumption changes         | (6,435)            |
| Benefit payments                 | (10,263)           |
| Balance at 12/31/2021            | <u>\$2,454,577</u> |

**Sensitivity Analysis.** The following presents the total OPEB liability of the Assessor, calculated using the discount rate of 2.06%, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (1.06%) or 1 percentage point higher (3.06%) than the current rate:

|                      | 1%<br>Decrease<br>(1.06%) | Current<br>Discount Rate<br>(2.06%) | 1%<br>Increase<br>(3.06%) |
|----------------------|---------------------------|-------------------------------------|---------------------------|
| Total OPEB Liability | <u>3,032,306</u>          | <u>2,454,577</u>                    | <u>2,010,545</u>          |

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

|                      | 1%<br>Decrease   | Current<br>Trend Rate | 1%<br>Increase   |
|----------------------|------------------|-----------------------|------------------|
| Total OPEB Liability | <u>2,026,037</u> | <u>2,454,577</u>      | <u>3,035,699</u> |

**OPEB Expense and Deferred Outflows and Inflows of Resources Related to OPEB.** For the year ended December 31, 2021, the Assessor recognized an OPEB expense of \$292,015. At December 31, 2021, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

| Deferred Flows of Resources                        | <u>Outflows</u>   | <u>Inflows</u>   |
|--|-------------------|------------------|
| Differences between expected and actual experience | \$ 107,791        | \$ 0             |
| Changes of assumptions                             | 428,752           | 99,947           |
| Amounts paid subsequent to the measurement date    | 0                 | 0                |
| Totals   | <u>\$ 536,543</u> | <u>\$ 99,947</u> |

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

|                     |         |
|---------------------|---------|
| Year ended June 30: |         |
| 2022                | 58,797  |
| 2023                | 58,797  |
| 2024                | 58,797  |
| 2025                | 58,797  |
| 2026                | 58,797  |
| Thereafter          | 142,611 |

**NOTE # 10**      **EXPENDITURES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS**

The Assessor's office is located in the East Feliciana Parish Police Jury office. The upkeep and maintenance of the building is paid for by the East Feliciana Parish Police Jury. In addition certain operating expenditures of the Assessor's office are paid by the Parish Police Jury as required by Louisiana Revised Statute 33:4713.

**NOTE # 11**      **RISK MANAGEMENT**

The Assessor is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, and injuries to employees. To handle some risk of loss, the Assessor has workers' compensation insurance for any employee injured on the job and surety bond coverage. No settled claims from these risks have exceeded insurance coverage for the past three years. There are not significant reductions in insurance coverage from coverage in the prior year.

**NOTE # 12**      **LITIGATION AND CLAIMS**

There is no current pending or threatened litigation.

**NOTE # 13**      **SUBSEQUENT EVENTS**

There have been no events identified subsequent to the date on which this report is issued.

**NOTE # 14**      **PRIOR PERIOD ADJUSTMENT**

The OPEB liability as of December 31, 2020 was reported based on the latest valuation report measured as of December 31, 2018. In implementing the new valuation calculation done as of December 31, 2021, a prior period adjustment was necessary to record the liability, deferred inflows and outflows, and OPEB expense.

**SUPPLEMENTAL INFORMATION**

East Feliciana Parish Assessor  
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Budgetary Comparison Schedule  
General Fund  
For the Year Ended December 31, 2021

|   | <u>Final<br/>Budget</u> | <u>Actual<br/>(Budgetary<br/>Basis)</u> | <u>Variance<br/>Favorable<br/>(Unfavorable)</u> |
|---|-------------------------|---|---|
| <u>Revenue</u>  |                         |   |   |
| Taxes-ad valorem                                      | 1,200,000               | 1,620,136                               | 420,136   |
| Grant revenue - cares act                             |                         | -                                       | -   |
| Intergovernmental-state funds                         |                         |   |   |
| State revenue sharing                                 | 134,000                 | 133,478                                 | (522)   |
| Interest on:  |                         |   |   |
| Investments   | 6,000                   | 4,338                                   | (1,662)   |
| Other   | 12,000                  | 8,325                                   | (3,675)   |
| Total Revenues  | <u>1,352,000</u>        | <u>1,766,277</u>                        | <u>414,277</u>                                  |
| <br>  |                         |   |   |
| <u>Expenditures</u>                                   |                         |   |   |
| Current:  |                         |   |   |
| General government-taxation:                          |                         |   |   |
| Personal services and related benefits                | 1,153,000               | 920,250                                 | 232,750   |
| Operating services                                    | 147,800                 | 93,797                                  | 54,003  |
| Materials and supplies                                | 48,000                  | 34,889                                  | 13,111  |
| Travel and training                                   | 7,500                   | 6,092                                   | 1,408   |
| Donations   |                         | -                                       | -   |
| Capital Outlay  | 55,000                  | 28,238                                  | 26,762  |
| Total Expenditures                                    | <u>1,411,300</u>        | <u>1,083,266</u>                        | <u>328,034</u>                                  |
| <br>  |                         |   |   |
| <u>Excess (Deficit) of Revenues over Expenditures</u> | <u>(59,300)</u>         | <u>683,011</u>                          | <u>742,311</u>                                  |
| <br>  |                         |   |   |
| <u>Fund Balance at Beginning of Year</u>              | <u>2,269,876</u>        | <u>3,143,744</u>                        |   |
| <br>  |                         |   |   |
| <u>Fund Balance at End of Year</u>                    | <u>2,210,576</u>        | <u>3,826,755</u>                        |   |

The accompanying notes are an integral part of this statement

East Feliciana Parish Assessor  
Clinton, Louisiana  
December 31, 2021

NOTE TO BUDGETARY COMPARISON SCHEDULE

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be re-appropriated for the following year to be expended. All changes in the budget must be approved by the assessor.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and the budget amendments, if applicable, for the year ended December 31, 2021.

EAST FELICIANA PARISH ASSESSOR  
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY  
DECEMBER 31, 2021

| Actuarial Valuation<br>Date | Employer<br>Proportion of<br>the Net<br>Pension<br>Liability (Asset) | Employer<br>Proportionate<br>Share of the<br>Net Pension<br>Liability (Asset) | Employer's<br>Covered<br>Employee<br>Payroll | Employer's<br>Proportionate<br>Share of the Net<br>Pension Liability<br>(Asset) as a<br>Percentage of its<br>Covered Employee<br>Payroll | Plan Fiduciary<br>Net Position as<br>a Percentage of<br>the Total<br>Pension<br>Liability |
|-----------------------------|--|---|--|--|---|
| September 30, 2015          | 1.170894%  | 612,755   | 494,926                                      | 80.77%   | 85.57%  |
| September 30, 2016          | 1.262737%  | 445,581   | 549,763                                      | 123.00%  | 90.68%  |
| September 30, 2017          | 1.157487%  | 203,105   | 567,109                                      | 35.81%   | 95.61%  |
| September 30, 2018          | 1.081566%  | 210,260   | 467,580                                      | 44.97%   | 95.46%  |
| September 30, 2019          | 1.100361%  | 190,507   | 467,580                                      | 40.74%   | 94.12%  |
| September 30, 2020          | 1.095812%  | 279,802   | 481,012                                      | 58.17%   | 96.79%  |
| September 30, 2021          | 1.183492%  | (389,086)   | 494,981                                      | -78.61%  | 106.48%   |

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

EAST FELICIANA PARISH ASSESSOR  
 SCHEDULE OF EMPLOYER CONTRIBUTIONS  
 DECEMBER 31, 2021

| Actuarial Valuation<br>Date | Contractually<br>Required<br>Contributions | Contributions in<br>Relation to<br>Contractual<br>Required<br>Contributions | Contribution<br>Deficiency<br>(Excess) | Employer's<br>Covered Employee<br>Payroll | Contributions<br>as a<br>percentage of<br>covered payroll |
|-----------------------------|--|---|--|---|---|
| September 30, 2015          | 66,815                                     | 66,815  | -                                      | 494,926                                   | 13.50%  |
| September 30, 2016          | 74,218                                     | 74,218  | -                                      | 549,763                                   | 13.50%  |
| September 30, 2017          | 46,488                                     | 46,488  | -                                      | 456,462                                   | 10.18%  |
| September 30, 2018          | 38,139                                     | 38,139  | -                                      | 454,666                                   | 8.39%   |
| September 30, 2019          | 39,366                                     | 39,366  | -                                      | 467,580                                   | 8.42%   |
| September 30, 2020          | 40,531                                     | 40,531  | -                                      | 481,012                                   | 8.43%   |
| September 30, 2021          | 62,492                                     | 62,492  | -                                      | 494,981                                   | 12.63%  |

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



EAST FELICIANA PARISH ASSESSOR  
 Clinton, Louisiana  
 Schedule of Compensation, Benefits, and  
 Other Payments to Agency Head  
 For the Year Ended December 31, 2021

In accordance with Act 462 of 2015, which amends Act 706 of the 2014 Legislative Session, the following Schedule of Compensation, Benefits, and Other Payments to Agency Head is presented.

JEFFREY GARDNER, ASSESSOR

| PURPOSE                               | AMOUNT                   |
|---------------------------------------|--------------------------|
| Salary & Benefits:                    |                          |
| Salary                                | \$ 131,797               |
| Per Diem                              | \$ 13,180                |
| Benefits - Insurance                  | 25,589                   |
| Benefits - Retirement                 | 34,109                   |
| Total Salary & Benefits               | <u>\$ 204,675</u>        |
| Other Items:                          |                          |
| Education & Training                  | 550                      |
| Education Travel & Lodging            | -                        |
| Dues                                  | 445                      |
| Total Other Items                     | <u>\$ 995</u>            |
| Total Salary, Benefits, & Other Items | <u><u>\$ 205,670</u></u> |

The accompanying notes are an integral part of this statement

# MC DUFFIE K. HERROD, LTD.

(A Professional Accounting Corporation)

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

Honorable Jeffrey Gardner  
East Feliciana Parish Assessor  
Clinton, 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 the major fund of the East Feliciana Parish Assessor, a component unit of the East Feliciana Parish Police Jury, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the East Feliciana Parish Assessor's basic financial statements, and have issued our report thereon dated August 16, 2022.

### Internal Control over Financial Reporting

In planning and performing our audit, we considered the East Feliciana Parish Assessor's, State of Louisiana'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 opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the East Feliciana Parish Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of the East Feliciana Parish Assessor's internal control.

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control that might be significant deficiencies, or material weaknesses 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 East Feliciana Parish 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

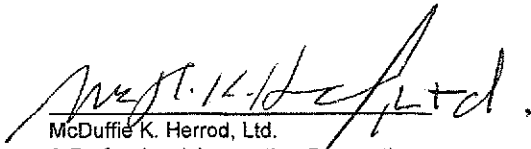
determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2021-001.

### **East Feliciana Parish Assessor's Response to Findings**

The East Feliciana Parish Assessor's response to the findings identified in our audit is described in the accompanying schedule of prior and current audit findings and management's corrective action plan. The Assessor's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the East Feliciana Parish Assessor's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the East Feliciana Parish Assessor's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



McDuffie K. Herrod, Ltd.  
A Professional Accounting Corporation  
August 16, 2022

EAST FELICIANA PARISH ASSESSOR  
CLINTON, LOUISIANA  
SCHEDULE OF AUDIT FINDINGS  
FOR THE YEAR ENNDED DECEMBER 31, 2021

A. SUMMARY OF AUDIT RESULTS:

1. The auditor's report expresses an unqualified opinion on the basic financial statements of the East Feliciana Parish Assessor.
2. No instances of noncompliance material to the financial statements of the East Feliciana Parish Assessor were disclosed during the audit.
3. No significant deficiencies relating to the financial statements are reported in the Independent Auditor's Report on Internal Control.
4. One instance of noncompliance was disclosed during the audit.

B. PRIOR YEAR FINDINGS - FINANCIAL STATEMENT AUDIT

None

C. PRIOR YEAR FINDINGS – INTERNAL CONTROL OVER FINANCIAL REPORTING

None

D. CURRENT YEAR FINDINGS – FINANCIAL STATEMENTS AUDIT

2021-001 Compliance with Audit Law

Criteria: Louisiana Revised Statute 24:513 requires that an annual financial report or other type report be submitted to the Legislative Auditor within six months of the close of the fiscal/calendar year.

Condition: This deadline was not met for the year ended December 31, 2021.

Cause: The financial statements could not be completed timely due to the GASB 75 report not being available until after the due date of the audit report. The OPEB reporting could not be completed until the relevant figures were available.

Effect: The Assessor is not in compliance with applicable laws.

Recommendations: We recommend that management be cognizant of this deadline in the future and make every effort to comply.

Response by Management: We will continue to make every effort to comply with this law.

E. CURRENT YEAR FINDINGS – INTERNAL CONTROL OVER FINANCIAL REPORTING

None

F. MANAGEMENT LETTER ITEMS

A management letter was not issued.

EAST FELICIANA PARISH ASSESSOR  
Communications  
December 31, 2021

Results of audit findings were discussed with Jeff Gardner, Assessor, on August 16, 2022.

**STATEWIDE AGREED UPON  
PROCEDURES**

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Governing Board of **East Feliciana Parish Assessor** and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period **January 1, 2021 through December 31, 2021**. **East Feliciana Parish Assessor's** management is responsible for those C/C areas identified in the SAUPs.

**East Feliciana Parish Assessor** has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period **January 1, 2021 through December 31, 2021**. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

---

1. Obtain and inspect the entity's written policies and procedures and observe whether 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.  
*Procedures addressed budgeting adequately partly by assistance from an outside accountant.*  
*The Entity's policies and procedures were reviewed with no exceptions noted.*

- 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.

*We reviewed the policies and procedures with one exception noted. How the vendors are added to the vendor list was not addressed.*

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

*No exceptions were noted for this procedure.*

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

*The policies and procedures were reviewed with no exceptions noted.*

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

*No exceptions were noted.*

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

*The policies and procedures were reviewed with no exceptions noted.*

- 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).

*We reviewed the policies and procedures with no exceptions noted.*

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

*We reviewed the policies and procedures with no exceptions noted.*

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

*We reviewed the policies and procedures with no exceptions noted.*

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



*This is addressed under the Entity's policies and procedures although the Entity does not have any outside debt.*

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

*The entity does not have a procedure in writing, however, this will be corrected.*

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

*Employees had the training, but the annual report was not filed; the entity will address this issue by updating its policies and procedures.*

### **Board or Finance Committee**

---

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

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

*Not applicable*

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.

*Not applicable*

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

*Not applicable*

### **Bank Reconciliations**

---

3. Obtain a listing of entity 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 or electronically logged);

*No exceptions were noted.*

- 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

*No exceptions noted.*

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

*No exceptions noted.*

#### ***Collections (excluding electronic funds transfers)***

---

- 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).

*We received management's list of collection locations and representation that the list is complete. The Entity only has one location.*

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

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

*It was determined upon our analysis that employees responsible for cash collections do not share cash drawers.*

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

*The procedures used for cash collection and deposit processing were found to comply with AUP standards.*

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

*The procedures used for cash collection and deposit processing were found to comply with AUP standards.*

- 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/official verifies the reconciliation.

*The procedures used for cash collection and deposit processing were found to comply with AUP standards.*

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

*All employees that have access to cash are bonded.*

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

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

*No exceptions were noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

*No exceptions noted.*

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

*We were able to trace the deposit listed on the bank statement back to the general ledger with no exceptions noted.*

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

---

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

*No exceptions noted.*

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.

*No exceptions noted.*

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

*No exceptions noted.*

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.

*No exceptions noted.*

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.

*No exceptions noted.*

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 whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

*Of the disbursements selected, all matched the general ledger and original invoices.*

b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

*No exceptions were noted.*

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

---

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.

*No exceptions were noted.*

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 whether 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) were reviewed and approved, in writing (or electronically approved), 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.]

*No exceptions noted.*

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

*Not applicable*

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 it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*No exceptions were noted.*

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

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:

*Management provided us with the general ledger along with representation of completion.*

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

*Not applicable*

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

*Not applicable*

- c) Observe 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).

*Not applicable*

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

*Not applicable*

### **Contracts**

---

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

*Not applicable.*

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

*Not applicable.*

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

*Not applicable.*

- 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 the invoice and related payment agreed to the terms and conditions of the contract.

*Not applicable.*

### **Payroll and Personnel**

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

*No exceptions noted.*

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

*No exceptions were noted.*

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

*No exceptions were noted for this procedure.*

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

*No exceptions were noted for this procedure.*

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

*No exceptions were noted for this procedure.*

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

*No exceptions were noted.*

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

*No exceptions were noted for this procedure.*

## **Ethics**

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20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

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

*We reviewed documentation from management and determined that the employees had completed the required ethics training.*

- b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*No exceptions were noted.*

### ***Debt Service***

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21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument 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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*Not applicable*

### ***Fraud Notice***

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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.

*According to management, there was no misappropriation of public funds or assets.*

24. Observe 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 is posted on the Entity's premises and on the website.*

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

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25. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.



*No exceptions noted.*

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

*No exceptions noted.*

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

*No exceptions noted.*

### **Sexual Harassment**

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- 26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

*Training was completed by each employee no exceptions noted.*

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

*The agency does not have this policy on it's web site, but has it posted in plain sight.*

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

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

*All five employees no exception noted.*

- b) Number of sexual harassment complaints received by the agency; -

*None were received.*

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

*None were received.*

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

*None received, n/a.*

e) Amount of time it took to resolve each complaint.

*None – n/a.*

*The agency did not file the required annual report with the state, but plans to correct this issue in the future.*

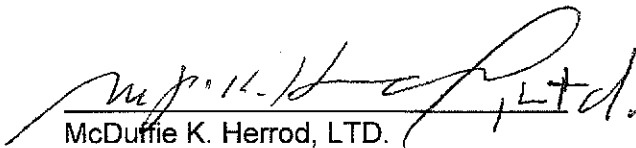
### **Management's Response**

Management of the East Feliciana Parish Emergency Communications Commission concurs with the exceptions noted and are working to address the deficiencies identified.

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

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

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

  
McDuffie K. Herrod, LTD.

Clinton, Louisiana

August 16, 2022