

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
LAKE CHARLES, LOUISIANA

ANNUAL FINANCIAL REPORT  
AND INDEPENDENT AUDITORS' REPORT

Year Ended December 31, 2019

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CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Management's Discussion and Analysis

Within this section of the Calcasieu Parish Tax Assessment District's (District) annual financial report, the District's management is pleased to provide this narrative discussion and analysis of the financial activities of the District for the fiscal year ended December 31, 2019. The District's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section.

FINANCIAL HIGHLIGHTS

- The District's liabilities exceeded its assets by \$(1,983,213) (net position) for the fiscal year reported.
- Total revenues of \$3,228,035 were in excess of expenditures of \$3,190,571, which resulted in a current year surplus of \$37,464, compared to a prior year surplus of \$551,546.
- Total net position is comprised of the following:
  - (1) Net investment in capital assets, net of related debt, of \$72,351 include property and equipment, net of accumulated depreciation.
  - (2) Unrestricted net position of \$(2,055,564) represent the portion available to maintain the District's continuing obligations to citizens and creditors.
- Overall, based on fund financial statements the District continues to maintain a strong financial position and is continuing to work to improve on this financial position.

The above financial highlights are explained in more detail in the "financial analysis" section of this document.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Management's Discussion and Analysis (Continued)

OVERVIEW OF FINANCIAL STATEMENTS

This Management's Discussion and Analysis document introduces the District's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The District also includes in this report additional information to supplement the basic financial statements.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The District's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the District's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting and elimination or reclassification of activities between funds.

The first of these government-wide statements is the *Statement of Net Position*. This is the government-wide statement of position presenting information that includes all of the District's assets and liabilities, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District as a whole is improving or deteriorating. Evaluation of the overall health of the District would extend to other nonfinancial factors such as diversification of the taxpayer base, or the condition of District infrastructure in addition to the financial information provided in this report.

The second government-wide statement is the *Statement of Activities*, which reports how the District's net assets changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the District's distinct activities or functions on revenues provided by the District's taxpayers.

Both government-wide financial statements distinguish governmental activities of the District that are principally supported by property taxes and from business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Governmental activities include principally general government and property assessment.

The government-wide financial statements are presented on pages 15 and 16 of this report.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Management's Discussion and Analysis (Continued)

FUND FINANCIAL STATEMENTS

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The District uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the District's most significant funds rather than the District as a whole. Major funds are separately reported while all others are combined into a single, aggregated presentation.

The District has one kind of fund:

*Governmental funds* are reported in the fund financial statements and encompass the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the District's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the differences between these two perspectives.

The basic governmental fund financial statements are presented on pages 18 through 21 of this report.

NOTES TO THE BASIC FINANCIAL STATEMENTS

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin on page 22 of this report.

OTHER INFORMATION

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplemental information. Budgetary comparison statements are included as "required supplemental information" for the general fund. These statements and schedules demonstrate compliance with the District's adopted and final revised budget. Required supplemental information can be found on pages 44 through 47 of this report.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Management's Discussion and Analysis (Continued)

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Over time, as year-to-year financial information is accumulated on a consistent basis, changes in net position may be observed and used to discuss the changing financial position of the District as a whole.

The District's net position at fiscal year-end are \$(1,983,213). The following table provides a summary of the District's net position:

	<u>2019</u>		<u>2018</u>	
Assets:				
Current assets and other assets	\$ 7,412,560	99%	\$ 6,426,118	98%
Capital assets	<u>72,351</u>	<u>1</u>	<u>98,705</u>	<u>2</u>
Total assets	<u>7,484,911</u>	<u>100%</u>	<u>6,524,823</u>	<u>100%</u>
Deferred outflows of resources	<u>3,493,041</u>	<u>100%</u>	<u>1,878,479</u>	<u>100%</u>
Liabilities:				
Current liabilities	88,793	1%	155,216	2%
Long-term liabilities	<u>11,915,339</u>	<u>99</u>	<u>9,084,366</u>	<u>98</u>
Total liabilities	<u>12,004,132</u>	<u>100%</u>	<u>9,239,582</u>	<u>100%</u>
Deferred inflows of resources	<u>957,003</u>	<u>100%</u>	<u>1,184,397</u>	<u>100%</u>
Net position:				
Investment in capital assets, net of debt	72,351	(4)%	98,705	(4)%
Unrestricted	<u>(2,055,564)</u>	<u>104</u>	<u>(2,119,382)</u>	<u>104</u>
Total net position	<u>\$(1,983,213)</u>	<u>100%</u>	<u>\$(2,020,677)</u>	<u>100%</u>

The District continues to maintain a high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. The current ratio is 84 to 1, compared to 41 to 1 for the prior year.

The District reported a negative balance in net position. The negative balance is due to long-term liabilities for net OPEB obligations and net pension liability total of \$11,915,339. The District's overall financial position did improve during the fiscal year 2019.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Management's Discussion and Analysis (Continued)

The following table provides a summary of the District's changes in net position:

	<u>2019</u>		<u>2018</u>	
Revenues:				
Program				
Charges for services	\$ 36,246	1%	\$ 35,964	1%
General:				
Ad valorem taxes	3,078,555	96	2,808,069	96
Intergovernmental	77,095	2	74,987	3
Interest	34,380	1	8,155	-
Other	<u>1,759</u>	<u>-</u>	<u>4,388</u>	<u>-</u>
Total Revenues	<u>3,228,035</u>	<u>100%</u>	<u>2,931,563</u>	<u>100%</u>
 Program expenses:				
General and administrative	<u>3,190,571</u>		<u>2,380,017</u>	
Total Expenses	<u>3,190,571</u>		<u>2,380,017</u>	
 Change in net position	<u>\$ 37,464</u>		<u>\$ 551,546</u>	

GOVERNMENTAL REVENUES

The District is heavily reliant on property taxes to support governmental operations. Property taxes provided 96% of the District's total revenues.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Management's Discussion and Analysis (Continued)

GOVERNMENTAL FUNCTIONAL EXPENSES

This table presents the cost of the District's program, including the net costs (i.e., total cost less revenues generated by the activities). The net costs illustrate the financial burden that was placed on the District's taxpayers by each of these functions.

	<u>Total Cost of Services</u>	<u>Net Cost of Services</u>
Governmental Activities		
General Government	<u>\$ 3,190,571</u>	<u>\$ 3,154,325</u>

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

Governmental Funds

As discussed, governmental funds are reported in the fund statements with a short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Governmental funds reported ending fund balances of \$7,323,767, which is unassigned indicating availability for continuing District service requirements.

The excess of revenues over expenditures for the governmental funds show an increase of \$1,052,865 compared to an increase of \$571,921 for the prior year.

The Governmental Fund's ending fund balance is considered very adequate, representing the equivalent of 367% of annual expenditures.



CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Management's Discussion and Analysis (Continued)

BUDGETARY HIGHLIGHTS

The actual revenues exceeded the final budget revenues by \$380,985 or 12% and the final budget expenditures exceeded the actual expenditures by \$634,444 or 29%.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets

The District's investment in capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2019, was \$72,351. See Note C for additional information about changes in capital assets during the fiscal year and outstanding at the end of the year. The following table provides a summary of capital asset activity.

Depreciable assets:	<u>2019</u>	<u>2018</u>
Furniture, fixtures and equipment	\$ 549,443	\$ 537,776
Less accumulated depreciation	<u>477,092</u>	<u>439,071</u>
Book value-depreciable assets	<u>\$ 72,351</u>	<u>\$ 98,705</u>
Percentage depreciated	<u>87%</u>	<u>82%</u>
Book value-all assets	<u>\$ 72,351</u>	<u>\$ 98,705</u>

The major additions were Kofile preservation, and aerial photography in 2019.

Long-term debt

The Calcasieu Parish Tax Assessment District contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Assessor's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at December 31, 2019 was \$11,238,005.

The Calcasieu Parish Tax Assessment District participates in a state-administered cost-sharing multiple-employer retirement system, which together cover substantially all of the District's full-time employees. Net pension liability associated with the retirement system at December 31, 2019 was \$677,334.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Management's Discussion and Analysis (Continued)

ECONOMIC CONDITIONS AFFECTING THE DISTRICT

Since the primary revenue stream for the District is property taxes, the District's property tax revenues are subject to changes in the economy.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the District's finances, comply with finance-related laws and regulations, and demonstrate the District's commitment to public accountability. If you have any questions about this report or would like to request additional information, contact the District's Assessor Wendy Aguiard, 1101 Lakeshore Drive, Room 101, Lake Charles, LA 70601.

INDEPENDENT AUDITORS' REPORT

December 9, 2020

Calcasieu Parish Tax Assessment District  
Lake Charles, Louisiana

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of Calcasieu Parish Tax Assessment District as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

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

**Auditors' Responsibility**

Our responsibility is to express an opinion on these basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

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

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

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Calcasieu Parish Tax Assessment District as of December 31, 2019, 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.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplemental information on pages 3 through 10, 44 through 47 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions of the financial statements that collectively comprise the Calcasieu Parish Tax Assessment District's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer 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, the schedule is fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2020 on our consideration of Calcasieu Parish Tax Assessment District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Dragon, Cassidy: Guillory*

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Statement of Net Position

December 31, 2019

ASSETS	
Cash	\$ 3,203,354
Investments	1,030,842
Receivables, net	3,122,417
Prepaid expenses	55,947
Capital assets, net	72,351
Total assets	<u>7,484,911</u>
DEFERRED OUTFLOWS OF RESOURCES	
	<u>3,493,041</u>
LIABILITIES	
Accounts payable	3,508
Accrued employee compensation	85,285
Long-term Liabilities:	
Net pension liability	677,334
Net OPEB obligation	11,238,005
Total liabilities	<u>12,004,132</u>
DEFERRED INFLOWS OF RESOURCES	
	<u>957,033</u>
NET POSITION	
Net investment in capital assets, net of related debt	72,351
Unrestricted	(2,055,564)
Total net position	<u>\$ (1,983,213)</u>

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

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Statement of Activities

Year Ended December 31, 2019

Activities	Expenses	Program Revenues		Net Revenues (Expenses) and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental Activities:				
General government	\$ 3,190,571	\$ 36,246	\$ -	\$ (3,154,325)
			General Revenues	
			Property taxes, net	3,078,555
			State revenue sharing	77,095
			Other	1,759
			Interest and investment earnings	34,380
			Total General Revenues	<u>3,191,789</u>
			Change in Net Position	37,464
			Net Position, beginning	<u>(2,020,677)</u>
			Net Position, ending	<u><u>\$ (1,983,213)</u></u>

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



FUND FINANCIAL STATEMENTS

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Balance Sheet - Governmental Funds

December 31, 2019

	2019	2018
<b>ASSETS</b>		
Cash	\$ 3,203,354	\$ 2,590,295
Investments	1,030,842	1,008,151
Receivables, net:		
Taxes	3,071,416	2,764,007
Intergovernmental	51,001	49,794
Prepaid expenses	55,947	13,871
Total assets	7,412,560	6,426,118
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
	-	-
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 7,412,560</b>	<b>\$ 6,426,118</b>
<b>LIABILITIES</b>		
Liabilities:		
Accrued employee compensation	\$ 85,285	\$ 120,387
Accounts payable	3,508	34,829
Total liabilities	88,793	155,216
<b>DEFERRED INFLOWS OF RESOURCES</b>		
	-	-
<b>Fund balances:</b>		
Unassigned	7,323,767	6,270,902
Total fund balances	7,323,767	6,270,902
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 7,412,560</b>	<b>\$ 6,426,118</b>

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

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Reconciliation of the Balance Sheet - Governmental Funds  
to the Statement of Net Assets

December 31, 2019

Total fund balance for governmental funds at December 31, 2019:			\$ 7,323,767
Total net position reported for governmental activities in the Statement of Net Position is different because:			
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:			
Capital assets, net of \$477,092 accumulated depreciation			72,351
Deferred outflows and inflows are not financial resources or currently payable:			
Deferred outflows - net pension	\$	942,072	
Deferred outflows - OPEB		2,550,969	
Deferred inflows - net pension		(624,990)	
Deferred inflows - OPEB		<u>(332,043)</u>	2,536,008
Long-term liabilities at December 31, 2019:			
Net pension liability			(677,334)
Net OPEB obligation			<u>(11,238,005)</u>
Total net position of governmental activities at December 31, 2019			<u><u>\$ (1,983,213)</u></u>

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

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Statement of Revenues, Expenditures and  
Changes in Fund Balances - Governmental Funds

Year Ended December 31, 2019

	2019	2018
REVENUES:		
Ad Valorem Taxes	\$ 3,078,555	\$ 2,808,069
Intergovernmental	77,095	74,987
Charges for services	36,246	35,964
Interest	34,380	8,155
Other	1,759	4,388
Total revenues	3,228,035	2,931,563
EXPENDITURES:		
Current:		
General government	2,163,503	2,316,804
Capital Outlay	11,667	42,838
Total expenditures	2,175,170	2,359,642
EXCESS OF REVENUES OVER EXPENDITURES	1,052,865	571,921
FUND BALANCE, BEGINNING	6,270,902	5,698,981
FUND BALANCE, ENDING	\$ 7,323,767	\$ 6,270,902

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

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

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

Year Ended December 31, 2019

Total net changes in fund balances December 31, 2019 per Statement of Revenues, Expenditures and Changes in Fund Balances		\$ 1,052,865
The change in net position reported for governmental activities in the Statement of Activities is different because:		
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay which is considered expenditures on the Statement of Expenditures and Changes in Fund Balances	\$ 11,667	
Depreciation expense for the year ended December 31, 2019	<u>(38,021)</u>	(26,354)
<p>Net pension (expense) benefit is reported in the governmental fund as expenditures as they are paid, however, in the statement of activities the net position (expense) benefit is reported according to estimates required by GASB 68</p>		
		(63,736)
<p>In the Statement of Activities, post employment benefits (OPEB) are measured by the amounts incurred during the year. In the governmental funds, however, expenditures for this item are measured by the amount of financial resources used (essentially the amounts actually paid).</p>		
		<u>(925,311)</u>
Total changes in net position at December 31, 2019 per Statement of Activities		<u>\$ 37,464</u>

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

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

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 and submits the rolls to the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provides assistance to the taxpayers of the parish. As an independently elected official, the Assessor is solely responsible for the operations of his office, which includes the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Reporting Entity

The assessor is an independently elected official; however, the police jury maintains and operates the building in which the assessor's office is located.

GASB Standard No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Standard No. 14, the Calcasieu Parish Tax Assessment District includes all funds, account groups, et cetera, that are within the oversight responsibility of the Calcasieu Parish Tax Assessment District.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Calcasieu Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

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

Based upon the application of these criteria, the Assessor is not a component unit of the Calcasieu Parish Police Jury's reporting entity.

2. Basis of Presentation

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

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the District as a whole. The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the District'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 (a) fees and charges paid by the recipients of services offered by the District, and (b) grants and contributions that are restricted to meeting the operational or capital requirement of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Fund Financial Statements

The District 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 District functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The emphasis on fund financial statements is on major funds, each displayed on a separate column. A fund is considered major if it is the primary operating fund of the District or its total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds of that category or type; and total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least 5 percent of the corresponding total for all governmental funds combined.

The major fund of the Assessor is described below:

Governmental Fund –

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is 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.

3. Measurement Focus/Basis of Accounting

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



CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Measurement Focus

On the government-wide statement of net position and the statement of activities, activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate. All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

Basis of Accounting

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

Governmental fund financial statements are reported using the current financial resources management focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

4. Cash

For reporting purposes, cash includes demand deposits, time deposits, and certificates of deposit. Under state law, the Calcasieu Parish Tax Assessment District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 2019, the District has cash equivalents (book balances) totaling \$3,203,364 in interest-bearing demand deposit accounts. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting book balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties (GASB Category 3). At December 31, 2019, the District has \$3,224,287 in deposits (collected bank balances). These deposits are secured from risk by \$278,699 of federal deposit insurance and \$2,945,588 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

Investments

State statutes authorize the District to invest in Louisiana Asset Management Pool (LAMP), U.S. Treasury notes and bonds, U.S. agency securities, and other governmental debt obligations with limited exceptions as noted in LA-R.S. 33.2955. Investments in time certificates of deposits can be placed with state banks, national banks or federal credit unions as permitted in state statute. Corporate bonds can be purchased with from companies incorporated in the United States, with a Standard and Poor's credit rating of AA- and have a maturity date of 5 years or less.

As of December 31, 2019, the District had its assets in money market instruments, certificates of deposits, U.S. Treasury notes, U.S. agency securities and municipal bonds held in custody by financial institutions. The below schedule identifies the investments by type:

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Type of Debt Investment	Fair Value	Maturity			Credit Rating (Standards and Poor's)
		Less than 1 Year	1 to 5 Years	6 to 10 Years	
<b>Investments at fair value</b>					
U.S. Government Bonds	\$ 559,628	\$ 104,959	\$ 454,669	\$ -	AA+
Corporate Bonds	471,214	308,578	162,636	-	AA- / AA+
Subtotal	1,030,842	413,537	617,305	-	
Total investments measured at fair value	\$ 1,030,842	\$ 413,537	\$ 617,305	\$ -	

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District has the following recurring fair value measurements as of December 31, 2019:

Level 2 inputs – U.S. government bonds and corporate bonds totaling \$1,030,842 are valued using a market based approach comprised of a combination of directly observable quoted prices and a matrix pricing technique that relies on the securities' relationship to other benchmark quoted securities.

Interest Rate Risk: The District's policy on investments states that safety of principal is the foremost objective, followed by liquidity and yield. Each investment transaction shall seek to first insure that capital losses are avoided no matter the sources.

Credit Rate Risk: The District's has investments in U.S. Government bonds of \$559,628 with ratings of AA+ by Standard & Poor's and corporate bonds of \$471,214 that have a mixed rating of AA+ and AA- by Standard & Poor's. Its policy states that investment decisions should not incur unreasonable risks in order to obtain current investment income and requires the overall quality rating to be no lower than AA- for corporate bonds and AA for government securities as measured by Standard & Poor's or the equivalent rating (Aa3) by Moody's Investor Service.

Concentration of Credit Risk: The District's investment portfolio had concentration of credit risk on December 31, 2019 due to the holdings of securities issued by the following U.S. Agencies and Corporate bonds that are both permitted by Statute and by the District's Investment Policy. The District's investment portfolio consisted of 7% of securities issued by the Federal National Mortgage Association, 26% of securities issued by the Federal Farm Credit Bank, 22% securities issued by Freddie Mac, 16% invested in Toyota Motor Credit Corporation bonds, 23% invested in Chevron Corporate bonds, 2% invested in Apple bonds, 4% invested in Baylor Scott & White Holdings bonds.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
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NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Custodial Credit Risk-Investments: For an investment, this is the risk that, in the event of the failure of the counter party, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District's policy addresses custodial credit risk for investments by requiring that they must be held by national banks, state chartered banks or a national or state trust company in the name of the District.

5. Budgets

The Calcasieu Parish Tax Assessment District follows these procedures in establishing the budgetary data reflected in the financial statements:

- i. A proposed budget is prepared and submitted to the Assessor for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
- ii. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- iii. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
- iv. 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.
- v. All budgetary appropriations lapse at the end of each fiscal year.
- vi. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Assessor.

6. Accounts Receivable

Calcasieu Parish Tax Assessment District utilizes the allowance method to recognize doubtful accounts for ad valorem taxes. The allowance for doubtful accounts at December 31, 2019 was \$31,227.

Uncollectible amounts due for other receivables of governmental funds are recognized as bad debts at the time information becomes available which would indicate that the particular receivable is not collectible.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

7. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Calcasieu Parish Tax Assessment District maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Furniture fixtures and equipment	3-10 years
----------------------------------	------------

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

8. Compensated Absences

The Calcasieu Parish Tax Assessment District's office has a formal leave policy in which the employees of the assessment district's office earn from 10 to 25 days of vacation each year, depending on length of service with the assessment district. Full-time, permanent employees are granted vacation benefits in varying amounts to the specified maximums depending on years of service. All earned vacation time must be used by the employee and cannot be carried over into the next year. In addition, employees earn 12 days emergency leave (sick leave) each year. Emergency leave not used in the year earned may be carried forward into the following year. Emergency leave is recorded on a "pay as you go" basis. At December 31, 2019 accrued emergency leave was \$85,285.

9. Long-term Debt

All long-term debt to be repaid from governmental resources are reported as liabilities in the government-wide statements. The long-term debt consists primarily of net OPEB obligations.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures.

10. Equity Classification

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

- a. Net investment in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets, net of related debt”.

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as restricted, assigned and unassigned.

- a. Restricted fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on generally outside actions.
- b. Assigned fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on internal (Board) actions.
- c. Unassigned fund balance – Includes positive fund balance within the general fund which has not been classified within the above mentioned categories.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the District to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the District the committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

11. Use of Estimates

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

12. Revenues, Expenditures, and Expenses

Program Revenues

Program revenues included in the Statement of Activities are derived directly from the program itself or from parties outside the District's taxpayers, as a whole; program revenues reduce the cost of the function to be financed from the District's general revenues.

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January and February of the fiscal year. Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures

The District primary expenditures include salaries and insurance, which are recorded when the liability is incurred. Capital expenditures and purchases of various operating supplies are regarded as expenditures at the time purchased.

13. Subsequent Events

Management has evaluated subsequent events through December 9, 2020. In December 2019, a novel strain of coronavirus was reported in Wuhan, China. The World Health Organization has declared the outbreak to constitute a "Public Health Emergency of International Concern." The COVID-19 outbreak is disrupting supply chains and affecting production and sales across a range of industries. The extent of the impact of COVID-19 on our operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on our citizens, employees and local industries all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact our financial condition or results of operations is uncertain.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

On August 27, 2020 Hurricane Laura made landfall in Southwest Louisiana as a Category 4 hurricane which was followed by Hurricane Delta on October 8, 2020. The full extent of damages to the District's facilities or effects on operations have not been determined.

14. Comparative Data

Comparative totals for the prior have been presented in some of the accompanying financial statements in order to provide an understanding of changes in the District's financial position and operations.

NOTE B - AD VALOREM TAXES

For the year ended December 31, 2019, taxes were levied on property with taxable assessed valuations as follows:

	<u>Approximate Valuations</u>	<u>Taxes</u>
General corporate purposes	\$ 2,458,838,829	1.27 mills

Total taxes levied during 2019 were \$3,122,744.

NOTE C - CAPITAL ASSETS

A summary of changes in capital assets for the year ended December 31, 2019 follows:

	<u>Beginning of Year</u>	<u>Additions</u>	<u>Deletions</u>	<u>End of Year</u>
Governmental activities:				
Furniture, Fixtures and Equipment	\$ 537,776	\$ 11,667	\$ -	\$ 549,443
Less accumulated depreciation for:				
Furniture, Fixtures and Equipment	<u>439,071</u>	<u>38,021</u>	<u>-</u>	<u>477,092</u>
Governmental activities Capital Assets, Net	<u>\$ 98,705</u>	<u>\$ (26,354)</u>	<u>\$ -</u>	<u>\$ 72,351</u>



CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE D - PENSION PLAN

*Plan Description.* Substantially all employees of the Calcasieu Parish Assessor's office are members of the Louisiana Assessors' Retirement Fund (Fund), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System.

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

Employees who became members prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third percent of their average final compensation based on the 36 consecutive months of highest pay, multiplied by their total years of service, not to exceed 100% of final compensation. Employees who become members on or after October 1, 2006 will have their benefit based on the highest 60 months of consecutive service. Employees may elect to receive their pension benefits in the form of a joint and survivor annuity.

If employees terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity. Employees may elect a reduced benefit or any of four options at retirement.

Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The Fund also provides death and disability benefits. Benefits are established or amended by state statute.

A publicly available financial report that includes financial statements and required supplemental financial information may be obtained by writing to the Louisiana Assessor's Retirement Fund, P.O. Box 14699, Baton Rouge, LA 70898-4699.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
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NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE D - PENSION PLAN – CONTINUED

Plan members are required to contribute 8% of their annual covered salary and the District is required to contribute at an actuarially determined rate. The current rate is 10.0% of annual covered payroll. The contribution requirements of plan members and the District are established and may be amended by the System's Board of Trustees. The District's contributions to the System for the year ended December 31, 2019 totaled \$180,098.

At December 31, 2019, the District reported a liability of \$677,334 for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to their pension plan relative to the projected contributions of all participating entities, actuarially determined. At December 31, 2019, the District's proportion was 2.5677810%.

For the year ended December 31, 2019, the District recognized pension expense of \$63,736 including employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$49,529. At December 31, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 25,111	\$ 319,570
Difference between expected and actual Investment	-	78,646
Change in assumption	715,303	-
Changes in proportion and differences between: Contributions and proportionate share of contributions	21,560	226,774
Contributions subsequent to the measurement date	180,098	-
Total	\$ 942,072	\$ 624,990

\$180,098 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other accounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE D - PENSION PLAN – CONTINUED

Year ended June 30:	Amount
2020	\$ 68,929
2021	103,601
2022	179,544
2023	170,665
2024	60,004
Thereafter	-

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

Valuation Date	September 30, 2019
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.00% (Net of investment expense, including inflation)
Inflation rate	2.20%
Projected Salary Increases	5.75% (including inflation and merit increases)
Disabled Lives Mortality	RP-2000 Disabled Lives Mortality Tables set back five years for males and three years for females.
Annuitant and beneficiary mortality	RP 2000 Healthy Annuitant Table set forward one year and projected to 2030 for males and females.
Active Member Mortality	RP 2000 Employee Table set back four years for males and three years for females.

*Discount Rate.* The long-term expected rate of return on pension investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.38% as of September 30, 2019.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
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NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE D - PENSION PLAN – CONTINUED

Best estimates of arithmetic real rates of return for major asset class included in the Fund's target asset allocation as of September 30, 2019 are summarized in the following table:

Asset Class	Long-Term Expected Portfolio Real Rate of Return
Domestic equity	7.50%
International equity	8.50%
Domestic bonds	2.50%
International bonds	3.50%
Real estate	4.50%
Alternative Assets	6.24%

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 the participating employers and non-employer contributing entities will be made at actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on these assumptions and the other assumptions and methods as specified in this report, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. Thus, the discount rate used to measure the total pension liability was 6.00%.

The effects of certain other changes in the net pension liability are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period. The Expected Remaining Service Lives (ERSL) for 2019 is 6 years.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE D - PENSION PLAN – CONTINUED

*Sensitivity to changes in discount rate.* The following presents the net pension liability of the District calculated using the discount rate of 6.00%, as well as what the District's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.00%) or one percentage point higher (7.00%) than the current rate.

	Changes in Discount Rate 2019		
	1% Decrease 5.00%	Current Discount Rate 6.00%	1% Increase 7.00%
	Net Pension Liability (Asset)	\$ 1,924,551	\$ 677,334

NOTE E – POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

**General Information about the OPEB Plan**

*Plan Description.* The Calcasieu Parish Tax Assessor contributes to a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Assessor’s group health insurance plan, which covers both active and retired members. Benefit provisions are established by the Calcasieu Parish Tax Assessor. The Retiree Health Plan does not issue a publicly available financial report.

Effective with the year ended December 31, 2009, the Calcasieu Parish Tax Assessor implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post Employment Benefits Other than Pensions* (GASB 45). This statement has been implemented prospectively. Using this method, the beginning OPEB liability is set at zero and the actuarially determined OPEB liability relative to past service (prior to January 1, 2009) will be amortized and recognized as an expense over thirty years.

*Funding Policy.* The Assessor pays 100% of retirees’ medical and life insurance premiums and 50% of the retirees’ dependent medical coverage. The eligibility requirement is that the former employee must have met the requirements of the retirement system. These requirements are at least twelve years of coverage service and at least fifty-five years of age or thirty years of service. The number of participants currently eligible to receive benefits is twenty-six. For the year ended December 31, 2019, the Assessor contributed \$227,415 to the plan.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE E – POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS -  
CONTINUED

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

Inactive employees or beneficiaries currently receiving benefit payments	25
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	24
	49

**Total OPEB Liability**

The Assessor's total OPEB liability of \$11,238,005 was measured as of December 31, 2019 and was determined by an actuarial valuation as of that date.

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

Inflation	2.3%
Salary increases	3.0%, including inflation
Discount rate	2.74% annually

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2019, the end of the applicable measurement period.

Mortality rates were based on sex-distinct RP-2014 Total Dataset Mortality with separate employee, annuitant rates, projected generationally using scale MP-2018.

The actuarial assumptions used in the December 31, 2019 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2019.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
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NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE E – POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS -  
CONTINUED

**Changes in the Total OPEB Liability**

Balance at December 31, 2018	<u>\$</u>	8,532,867
Changes for the year:		
Service cost		281,186
Interest		356,762
Effect of plan changes		-
Effect of economic/demographic gains or losses		-
Effect of assumptions changes or inputs		-
Change due to trend update		(284,468)
Change due to mortality update		373,355
Change due to discount rate update		2,205,718
Benefit payments and net transfers		<u>(227,415)</u>
Net changes		<u>2,705,138</u>
 Balance at December 31, 2019	 <u>\$</u>	 <u>11,238,005</u>

*Sensitivity of the total OPEB liability to changes in the discount rate* – The following presents the total OPEB liability of the Assessor, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.10%) or 1-percentage-point higher (5.10%) than the current discount rate:

	1.0% Decrease (1.74%)	Current Discount Rate (2.74%)	1.0% Increase (3.74%)
Total OPEB liability	\$ 13,682,614	\$ 11,238,005	\$ 9,359,378

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

	1.0% Decrease	Current Trend	1.0% Increase
Total OPEB liability	\$ 9,426,453	\$ 11,238,055	\$ 13,603,397

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE E – POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS - CONTINUED

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

For the year ended December 31, 2019, the Assessor recognized OPEB expense of \$1,152,726. At December 31, 2019, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (332,043)
Changes in assumptions	2,550,969	-
<b>Total</b>	<b>\$ 2,550,969</b>	<b>\$ (332,043)</b>

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

Years ending December 31:	
2020	\$ 514,778
2021	514,778
2022	514,778
2023	465,992
2024	208,600
Thereafter	-

NOTE F - DEFERRED COMPENSATION PLAN

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



CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE G - EXPENSES OF THE ASSESSOR NOT INCLUDED IN THE FINANCIAL STATEMENTS

The Calcasieu Parish Tax Assessment District's office is located in the Magnolia Life Building owned by the Calcasieu Parish Police Jury. The upkeep and maintenance of the building is paid by the Calcasieu Parish Police Jury.

NOTE H - RISK MANAGEMENT

The Assessor is exposed to risks of loss in the areas of auto and property liability and surety bonds. All of these risks are handled by purchasing commercial insurance coverage. There has been no significant reduction in the insurance coverage during the year.

NOTE I – RENTALS UNDER OPERATING LEASES

In February 2017, the District began leasing four copiers under an operating lease that expires in March 2022.

The following is a schedule by years of the future minimum rental payments required by these operating leases as of December 31, 2019:

<u>Year Ending</u> <u>December 31,</u>	<u>Amount</u>
2020	10,575
2021	10,575
2022	1,762
2022	-

NOTE J – TAX ABATEMENTS

Louisiana's State Constitution Chapter VII Section 21 authorizes the State Board of Commerce and Industry to create a ten (10) year ad valorem tax abatement program for new manufacturing establishments in the State. Under the terms of this program, qualified businesses may apply for an exemption of local ad valorem taxes on capital improvements and equipment related to manufacturing for the first ten years of its operation; after which the property will be added to the local tax roll and taxed at the value and millages in force at the time. The future value of this exempt property could be subject to significant fluctuation from today's value; however, the Assessor could receive a substantial increase in ad valorem tax revenues once the exemption on this property expires. All applicable agreements have been entered into by the Calcasieu Parish Police Jury and directly affect the Assessor's ad valorem assessments. Because these

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

NOTE J – TAX ABATEMENTS - CONTINUED

taxes are not assessed or due, no adjustments have been made to the Assessor's financial statements to record a receivable. As of December 31, 2019, \$452,069,390 of assessed property in the District's taxing jurisdiction is receiving this exemption, which amounts to \$574,128 in ad valorem taxes.

REQUIRED SUPPLEMENTAL INFORMATION

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Budgetary Comparison Schedule – General Fund

Year Ended December 31, 2019

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES:</b>			
Ad Valorem Taxes	\$2,730,000	\$3,078,555	\$ 348,555
Intergovernmental	70,000	77,095	7,095
Charges for services	37,000	36,246	(754)
Interest	10,000	34,380	24,380
Other	50	1,759	1,709
Total revenues	2,847,050	3,228,035	380,985
<b>EXPENDITURES:</b>			
Current:			
General government	2,734,614	2,163,503	571,111
Capital Outlay	75,000	11,667	63,333
Total expenditures	2,809,614	2,175,170	634,444
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	37,436	1,052,865	1,015,429
<b>FUND BALANCE, BEGINNING</b>	6,270,902	6,270,902	-
<b>FUND BALANCE, ENDING</b>	\$6,308,338	\$7,323,767	\$ 1,015,429

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Schedule of Employer's Proportionate Share of Net Pension Liability

Year Ended December 31, 2019\*

Louisiana Assessors' Retirement Fund:

<u>Date</u>	<u>Employer's portion of the net pension liability (asset)</u>	<u>Employer's proportionate share of the net pension liability (asset)</u>	<u>Employer's covered payroll</u>	<u>Employer's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
December 31, 2013	2.188081%	\$ 958,174	\$ 927,916	103.26%	86.72%
December 31, 2014	2.677118%	\$ 935,911	\$ 1,038,873	90.09%	89.98%
December 31, 2015	2.641526%	\$ 1,382,371	\$ 1,119,567	123.47%	85.57%
December 31, 2016	2.646613%	\$ 933,909	\$ 1,143,763	122.47%	90.68%
December 31, 2017	2.713840%	\$ 476,200	\$ 1,177,495	247.27%	95.61%
December 31, 2018	2.836875%	\$ 551,499	\$ 1,237,650	224.42%	95.46%
December 31, 2019	2.567781%	\$ 677,334	\$ 1,164,078	171.86%	94.12%

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

\*The amounts presented have a measurement date of September 30, 2019.

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

Schedule of Employer Contributions

Year Ended December 31, 2019

Date	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2013	\$ 199,369	\$ 199,369	\$ -	\$ 927,916	21.49%
2014	\$ 222,938	\$ 222,938	\$ -	\$ 1,038,873	21.50%
2015	\$ 241,436	\$ 241,436	\$ -	\$ 1,119,567	21.56%
2016	\$ 238,459	\$ 238,459	\$ -	\$ 1,143,763	20.85%
2017	\$ 208,896	\$ 208,896	\$ -	\$ 1,177,495	17.74%
2018	\$ 199,793	\$ 199,793	\$ -	\$ 1,237,650	16.14%
2019	\$ 180,098	\$ 180,098	\$ -	\$ 1,164,078	15.47%

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

CALCASIEU PARISH TAX ASSESSMENT DISTRICT

Schedule of Changes in Net OPEB Liability and Related Ratios for the  
For the Year Ended December 31, 2019

	2019	2018
<b>Total OPEB Liability</b>		
Service cost	\$ 281,186	\$ 365,586
Interest on total OPEB liability	356,762	269,392
Effect of plan changes	-	-
Effect of economic/demographic gains or loses	88,887	(521,783)
Effect of assumption changes or inputs	2,205,718	1,058,459
Benefit payments	(227,415)	(206,982)
<b>Net change in total OPEB liability</b>	2,705,138	964,672
<b>Total OPEB liability - beginning</b>	8,532,867	7,568,195
<b>Total OPEB liability - ending (a)</b>	\$ 11,238,005	\$ 8,532,867
Covered-employee payroll	\$ 1,195,278	\$ 1,237,650
Net OPEB liability as a percentage of covered-employee payroll	940.20%	689.44%

**Notes to Schedule:**

Discount rate: 2.74% 4.10%

20 Year Tax-Exempt Municipal Bond Year

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

*Other Key Actuarial Assumptions:*

The plan has not had a formal actuarial experience study performed.

Valuation date	January 1, 2019	January 1, 2018
Measurement date	December 31, 2019	December 31, 2018
Actuarial cost method	Entry Age Normal	Entry Age Normal
Inflation	2.30%	2.30%
Medical Trend Rate	See "Actuarial Assumptions" for details	See "Actuarial Assumptions" for details
Salary increases including inflation	3.00%	3.00%

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

## OTHER INFORMATION



CALCASIEU PARISH TAX ASSESSMENT DISTRICT

Schedule of Compensation, Benefits and Other Payments  
To Chief Executive Officer

Year Ended December 31, 2019

Chief Executive Officer: Wendy Aguillard, Assessor

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 158,746
Benefits-insurance	12,416
Benefits-retirement	11,545
Benefits-cell phone	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	1,818
Travel	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	135
Other – office parking	261

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

December 9, 2020

Calcasieu Parish Tax Assessment District  
Lake Charles, 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 Calcasieu Parish Tax Assessment District as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 9, 2020.

**Internal Control over Financial Reporting**

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

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

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

### **Compliance and Other Matters**

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

### **Purpose of this Report**

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

*Thompson, Cassidy: Guillory*

CALCASIEU PARISH TAX ASSESSMENT DISTRICT  
Lake Charles, Louisiana

SCHEDULE OF FINDINGS AND RESPONSES

Year Ended December 31, 2019

1. Summary of Auditors' Results:

Type of auditors' opinion issued: unmodified

Internal control over financial reporting:

Material weakness(es) identified?           \_\_\_yes            \_x\_no

Control deficiency(ies) identified that are  
not considered to be material weakness(es)? \_\_\_yes            \_x\_none reported

Noncompliance material to financial statements  
noted?   \_\_\_yes            \_x\_no

2. Findings Relating to the Financial Statements Which Are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards

None

3. Findings and Questioned Costs for Federal Awards

N/A

4. Prior Year Audit Findings

None

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES

December 9, 2020

Calcasieu Parish Tax Assessment District  
Lake Charles, Louisiana

We have performed the procedures included enumerated below, which were agreed to by the Calcasieu Parish Tax Assessment District and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal year January 1, 2019 through December 31, 2019. The District's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

***Written Policies and Procedures***

---

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations)
  - a) *Budgeting*, including preparing, adopting, monitoring, and amending the budget.

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

- 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.

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

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

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***



- d) *Receipt/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 confirmations with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequence, agency fund forfeiture monies confirmation).

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- e) *Payroll/Personnel*, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- 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.

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- 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, and (5) monitoring card usage (.e.g., determining the reasonableness of fuel card purchases).

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

#### ***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.

*The Assessor is an independently elected official. The District does not have a governing board.*

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

*The Assessor is an independently elected official. The District does not have a governing board.*

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

*The general fund had a positive unrestricted fund balance in the prior year.*

#### ***Bank Reconciliations***

---

3. Obtain a listing of the entity's bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account and observe that:

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- 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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

### **Collections**

---

- 4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/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).

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- 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 the job duties are properly segregated at each collection location such that:

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- 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.

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

- d) *There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- 6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*



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 no the same day). Obtain supported documentation for each of the deposits and:

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

***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).

*The listing was provided by management.*

9. For each location selected under #8 above, obtain a list 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.

*Purchase orders are not utilized. Purchases can be initiated by a single employee.*

***Management response: The Assessor will implement a policy to ensure that two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.***

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

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

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

***The employee responsible for processing payments is not prohibited from adding/modifying vendor files, however, another employee is responsible for periodically reviewing changes to vendor files.***

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

***The employee responsible for processing payments mails payments after checks are signed.***

***Management Response: The Assessor employs only a few office staff personnel who performs all accounting functions of payments, collections, deposits and recording. The Assessor does not have the financial resources to employ more personnel to maintain adequate segregation of duties. Assessor's review of disbursements on a monthly basis minimizes exposure to errors and misappropriation of funds.***

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original invoice/billing statement.

***All transactions tested where paid by and matched the original invoice.***

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

***Purchases were made by single employee and payments were mailed by the employee who processes payments.***

***Management Response: The District employs only a few office staff personnel who performs all accounting functions of payments, collections, deposits and recording. The District does not have the financial resources to employ more personnel to maintain adequate segregation of duties. Assessor's review of disbursements on a monthly basis minimizes exposure to errors and misappropriation of funds.***

### ***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), 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.

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excess fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

- b) Observe that finance charges and/or late fees were assessed on the selected statements.

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

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, observed that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

### ***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:

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

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

#### **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. Obtain management's representation that the list is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

## ***Payroll and Personnel***

---

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

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

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

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

***b) There were no exceptions in the prior year. This section was not required to be tested in 2019.***

c) Observe that supervisors approved the attendance and leave of the selected employees/officials.

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

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

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

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

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

***There were no exceptions in the prior year. This section was not required to be tested in 2019.***

## ***Ethics***

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

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

### ***Debt Service***

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

*No debt was issued during the fiscal year.*

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 on 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.

*The District had no outstanding debt during the fiscal year.*

### ***Other***

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

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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.

*There were no exceptions in the prior year. This section was not required to be tested in 2019.*

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

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

Thompson, Casiday & Shillory