

**Louisiana Assessors' Insurance Fund  
Baton Rouge, Louisiana  
Financial Report  
December 31, 2022**

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## **Independent Auditor's Report**

Ms. Kathy Bertrand, Executive Director,  
and the Insurance Committee of  
Louisiana Assessors' Insurance Fund  
Baton Rouge, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of Louisiana Assessors' Insurance Fund, which comprise the statements of net position as of December 31, 2022 and 2021, and the related statements of revenues, expenses, and change in net position and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Louisiana Assessors' Insurance Fund as of December 31, 2022 and 2021, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

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

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

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

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

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

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

likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 - 8 and the schedule of 1-10 year claims development information on pages 20 - 21 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Louisiana Assessors' Insurance Fund's basic financial statements. The accompanying schedules of per diem payments and schedule of compensation, benefits, and other payments to agency head or chief executive officer are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of per diem payments and schedule of compensation, benefits, and other payments to agency head or chief executive officer are 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 June 23, 2023, on our consideration of the Louisiana Assessors' Insurance Fund's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, and contracts and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Louisiana Assessors' Insurance Fund's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Louisiana Assessors' Insurance Fund's internal control over financial reporting and compliance.

*Hawthorn, Waymouth & Carroll, L.L.P.*

June 23, 2023

**Louisiana Assessors' Insurance Fund  
Management's Discussion and Analysis  
December 31, 2022**

The following is management's discussion and analysis of Louisiana Assessors' Insurance Fund ("the Plan") for the year ended December 31, 2022, which highlights relevant aspects of the basic financial statements and provides an analytical overview of the Plan's financial activities.

**FINANCIAL HIGHLIGHTS**

Assets decreased by approximately \$209,000 or 2.5%, from 2021 to 2022.

The Plan's net position increased approximately \$100,000 in 2022, compared to an increase in net position of approximately \$1,819,000 in 2021.

The amount of net premiums earned decreased approximately \$150,000 and claims expenses increased approximately \$1,580,000 from the prior year amounts.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

Management's Discussion and Analysis is intended to serve as an introduction to the Plan's basic financial statements, together with the related notes to the financial statements, required supplementary information, and the supporting schedules, all of which are described as follows.

**Statements of Net Position** – These statements report the Plan's assets, liabilities, and net position as of December 31, 2022 and 2021.

**Statements of Revenues, Expenses, and Change in Net Position** – These statements report the Plan's revenues, expenses, and change in net position for the years ended December 31, 2022 and 2021.

**Statements of Cash Flows** – These statements report the net increase or decrease in cash and cash equivalents for the years ended December 31, 2022 and 2021.

**Notes to the Financial Statements** – The financial statement notes provide additional information that is essential to a complete understanding of the data set forth in the financial statements. They are considered an integral part of the financial statements. A description of the information provided in the notes is as follows:

Note 1 (Plan Description) provides a general description of the Plan. Information is included regarding the insurance committee, plan membership, and a description of the basic insurance benefits.

Note 2 (Summary of Significant Accounting Policies) provides information about the accounting methods and policies used in determining amounts shown on the financial statements. Information relative to the basis of accounting, the determination of estimates, cash and cash equivalents, certificates of deposit, premium income and accounts receivable, furniture and equipment, unpaid claims liability, net position, excess insurance, income taxes, and new accounting pronouncements is included in this note.

Note 3 (Deposits) provides information on cash and cash equivalents and the related custodial credit risk.

Note 4 (Certificates of Deposit) provides information on the certificates of deposit held by the Plan.

Note 5 (Furniture and Equipment) details the cost of the Plan's fixed assets as well as related depreciation expense and accumulated depreciation.

**Louisiana Assessors' Insurance Fund  
Management's Discussion and Analysis  
December 31, 2022**

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

Note 6 (Claims Expense and Unpaid Claims Reserve) describes changes in the aggregate unpaid claims liabilities from December 31, 2021 to December 31, 2022.

Note 7 (Excess Insurance Policy Coverage) outlines the excess insurance policy guidelines and limitations.

Note 8 (Administrative Expenses) details the expenses incurred throughout the year.

Note 9 (Related Party Transactions) provides descriptions of transactions between the Plan and its related parties, Louisiana Assessors' Association and Louisiana Assessors' Retirement Fund.

Note 10 (Subsequent Events) provides the date through which subsequent events have been evaluated for disclosure in the financial statements.

**LOUISIANA ASSESSORS' INSURANCE FUND'S FINANCIAL ANALYSIS**

The Plan is a cost sharing, multiple-employer, qualified defined benefit insurance plan covering assessors and their employees employed by any parish of the state of Louisiana, under the provisions of Louisiana Revised Statute 47:1922, effective August 30, 1988. The Plan is a qualified plan as defined by the Internal Revenue Code, effective January 1, 1998. Insurance benefits are funded through premium income.

**Condensed Statements of Net Position  
December 31, 2022, 2021, and 2020**

Assets include cash and cash equivalents, certificates of deposit, excess insurance receivable, and other receivables. Liabilities include accounts payable and unpaid claims.

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2022 Percentage Change</u>
<b>Total Assets</b>	\$ 8,249,467	\$ 8,458,884	\$ 6,645,545	-2.5%
<b>Deferred Outflows</b>	-	-	-	0.0%
<b>Total Liabilities</b>	(1,405,923)	(1,715,993)	(1,721,770)	-18.1%
<b>Deferred Inflows</b>	-	-	-	0.0%
<b>Net Position</b>	<u>\$ 6,843,544</u>	<u>\$ 6,742,891</u>	<u>\$ 4,923,775</u>	1.5%

**Louisiana Assessors' Insurance Fund  
Management's Discussion and Analysis  
December 31, 2022**

**LOUISIANA ASSESSORS' INSURANCE FUND'S FINANCIAL ANALYSIS (Continued)**

**Condensed Statements of Revenues, Expenses, and Change in Net Position  
Years Ended December 31, 2022, 2021, and 2020**

Revenues include members' premiums and interest income.

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2022 Percentage Change</u>
<b>Revenues and Expenses</b>				
Revenues	\$ 16,332,536	\$ 16,194,099	\$ 15,717,377	0.9%
Administrative fees	<u>223,193</u>	<u>222,462</u>	<u>220,770</u>	0.3%
Total revenues	<u>16,555,729</u>	<u>16,416,561</u>	<u>15,938,147</u>	0.8%
Claims expenses and insurance premiums	16,237,056	14,415,687	13,885,202	12.6%
Administrative expenses	<u>218,020</u>	<u>181,758</u>	<u>181,573</u>	20.0%
Total expenses	<u>16,455,076</u>	<u>14,597,445</u>	<u>14,066,775</u>	12.7%
<b>Change in Net Position</b>	<u>\$ 100,653</u>	<u>\$ 1,819,116</u>	<u>\$ 1,871,372</u>	

**Requests for Information**

This annual financial report is designed to provide a general overview of the Plan's finances for interested parties. Questions concerning any of the information provided herein or requests for additional financial information should be addressed to Louisiana Assessors' Insurance Fund, Post Office Box 14699, Baton Rouge, Louisiana 70898.



## **Financial Statements**

**Louisiana Assessors' Insurance Fund**  
**Statements of Net Position**  
**December 31, 2022 and 2021**

	<b>2022</b>	<b>2021</b>
<b>Assets</b>		
<b>Assets</b>		
Cash and cash equivalents	\$ 4,167,422	\$ 8,046,996
Certificates of deposit	4,000,000	-
Excess insurance receivable	53,844	383,018
Other receivables	28,201	28,870
Total assets	\$ 8,249,467	\$ 8,458,884
<b>Liabilities and Net Position</b>		
<b>Liabilities</b>		
Accounts payable	\$ 11,922	\$ 2,507
Unpaid claims liability	1,394,001	1,713,486
Total liabilities	1,405,923	1,715,993
<b>Net Position</b>	6,843,544	6,742,891
Total liabilities and net position	\$ 8,249,467	\$ 8,458,884

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

**Louisiana Assessors' Insurance Fund**  
**Statements of Revenues, Expenses, and Change in Net Position**  
**Years Ended December 31, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
<b>Revenues</b>		
Premiums earned	\$ 16,285,603	\$ 16,193,655
Premiums ceded	<u>2,459,982</u>	<u>2,218,680</u>
Net premiums earned	13,825,621	13,974,975
Interest income	46,933	444
Administrative fees	<u>223,193</u>	<u>222,462</u>
Net revenues	<u>14,095,747</u>	<u>14,197,881</u>
<b>Expenses</b>		
Claims expenses	13,777,074	12,197,007
Administrative expenses	<u>218,020</u>	<u>181,758</u>
Total expenses	<u>13,995,094</u>	<u>12,378,765</u>
<b>Change in Net Position</b>	100,653	1,819,116
<b>Net Position</b>		
Beginning of year	<u>6,742,891</u>	<u>4,923,775</u>
End of year	<u>\$ 6,843,544</u>	<u>\$ 6,742,891</u>

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

**Louisiana Assessors' Insurance Fund**  
**Statements of Cash Flows**  
**Years Ended December 31, 2022 and 2021**

	<b>2022</b>	<b>2021</b>
<b>Cash Flows from Operating Activities</b>		
Change in net position	\$ 100,653	\$ 1,819,116
Adjustments to reconcile change in net position to net cash provided by operating activities:		
(Increase) Decrease in assets:		
Excess insurance receivable	329,174	(310,644)
Other receivables	669	14,075
Increase (Decrease) in liabilities:		
Accounts payable	9,415	(912)
Unearned revenue	-	(43,014)
Unpaid claims liability	<u>(319,485)</u>	<u>38,149</u>
Net cash provided by operating activities	<u>120,426</u>	<u>1,516,770</u>
<b>Cash Flows for Investing Activities</b>		
Purchase of certificates of deposit	<u>(4,000,000)</u>	<u>-</u>
Net cash used in investing activities	<u>(4,000,000)</u>	<u>-</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	(3,879,574)	1,516,770
<b>Cash and Cash Equivalents, beginning of year</b>	<u>8,046,996</u>	<u>6,530,226</u>
<b>Cash and Cash Equivalents, end of year</b>	<u><u>\$ 4,167,422</u></u>	<u><u>\$ 8,046,996</u></u>

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

**Louisiana Assessors' Insurance Fund**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 1-Plan Description**

The following description of Louisiana Assessors' Insurance Fund ("the Plan"), a public entity risk pool, provides only general information. Participants should refer to the Plan agreement for a complete description of the Plan's provisions.

The Plan provides health and other benefits covering all assessors and assessors' employees throughout the state of Louisiana. Participation is voluntary and participants may withdraw by giving proper notice. The Plan's general objective is to formulate, develop, and administer, on behalf of the participating members, a program of inter-local risk management to obtain lower cost for insurance coverage. Contributions required by the Plan are determined by the Insurance Committee of Louisiana Assessors' Association ("the Association"). The Plan and related trust were established on August 30, 1988, pursuant to Louisiana Revised Statute 47:1922.

The Plan provides health benefits (medical, hospital, surgical, major medical, and dental), life insurance coverage, long-term disability benefits, vision, and death benefits to participants and to their beneficiaries and covered dependents. All members of the Plan hired on or before September 30, 2013, shall be eligible for participation in the benefits of the Plan upon written application for such allowance to the Insurance Committee if (1) the member has twelve years or more of creditable service and has attained the age of fifty-five, or (2) the member has thirty or more years of creditable service, regardless of age. All members of the Plan hired on or after October 1, 2013, shall be eligible for participation in the benefits of the Plan upon written application for such allowance to the Insurance Committee if (1) the member has twelve or more years of creditable service and has attained the age of sixty, or (2) the member has thirty or more years of creditable service and has attained the age of fifty-five.

Health and dental claims of active and retired participants, dependents, and beneficiaries are processed by The HealthPlan, the third-party administrator, but the responsibility for payments to participants and providers is retained by the Plan. Group life insurance and accidental death and dismemberment insurance are provided by Guardian Life Insurance Company. Disability coverage and supplemental life insurance are provided by Metropolitan Life Insurance Company. Vision coverage is provided by National Vision Administrators, LLC, and claims are processed by National Vision Administrators, Inc.

The Association provides bookkeeping support, as well as other administrative functions, for the Plan.

The Plan is affiliated through common membership and management control with the Association and Louisiana Assessors' Retirement Fund ("the Retirement Fund"). Although these entities are related parties, their various net positions are available only to the individual entity for its operations. For this reason, each entity is presented as a separate "stand alone" entity in accordance with Governmental Accounting Standards Board (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*.

The Plan's Insurance Committee, as Administrator, has the right under the Plan to modify the benefits provided to active and retired employees. The Plan may be terminated at any time.

Total membership in the Plan at December 31 is as follows:

	<b>2022</b>	<b>2021</b>
Retirees and dependents receiving health care benefits	377	418
Active plan members	648	639
Total membership	1,025	1,057

**Louisiana Assessors' Insurance Fund**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 2-Summary of Significant Accounting Policies**

A. Basis of Accounting

The financial statements of the Plan have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units and promulgated by the GASB *Codification of Governmental Accounting and Financial Reporting Standards*.

The Plan is considered an enterprise fund and, accordingly, uses the accrual method of accounting and the flow economic resources measurement focus. Under the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period incurred. The Plan applies all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1989 in accounting for its operations unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails.

Since the business of the Plan is essentially that of an insurance company, having a business cycle greater than one year, the statements of net position are not presented in a classified format.

B. Use of Estimates

The preparation of financial statements in conformity with GAAP requires the Plan Administrator to make estimates and assumptions that affect certain assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results may differ from those estimates. Significant estimates made by management which might affect these financial statements include, but are not limited to, unpaid claims.

Unpaid claims liability is established by management based on a review of claims payment history and anticipated future claims. The evaluation is inherently subjective as it requires estimates that are susceptible to significant revision as more information becomes available, and it is reasonably possible that a change in this estimate will occur in the near term.

C. Cash and Cash Equivalents

Cash and cash equivalents include cash and short-term investments with original maturities of three months or less which are not under investment management for long-term purposes.

D. Premium Income and Accounts Receivable

Premiums are recognized as income over the term of the policies as they become earned. Any adjustments to annual premiums are considered to be a change in estimate and are recognized in the year they become known. Acquisition costs associated with new and renewal contracts are immaterial to the financial statements, and are expensed when incurred.

The Plan considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts has been established. If accounts become uncollectible, they will be charged to operations when that determination is made. Collections on accounts previously written off are included in other income as received.

**Louisiana Assessors' Insurance Fund**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 2-Summary of Significant Accounting Policies (Continued)**

E. Furniture and Equipment

Furniture and equipment as shown in Note 5 are stated at cost and depreciated over the estimated useful lives of the assets utilizing the straight-line method. It is the Plan's policy to capitalize expenditures for those items in excess of \$500. Lesser amounts are expensed. The estimated useful lives of the assets are as follows:

Furniture and Equipment	7-10 years
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F. Unpaid Claims Liability

The Plan establishes claims liabilities based on estimates of the ultimate cost of claims (including future claims adjustment expenses) that have been reported but not settled and of claims that have been incurred but not reported.

The methodology for developing self-insurance reserves is based on management estimates. The estimation process considers, among other matters, the cost of known claims over time, inflation, and incurred but not reported claims. These estimates may change based on, among other things, changes in claims history or receipt of additional information relevant to assessing the claims. Further, these estimates may prove to be inaccurate due to factors such as adverse judicial determinations or other claims settlements at higher or lower than estimated amounts.

Adjustments to claims liabilities are charged or credited to expenses in the period in which they are made. The carrying amount of liabilities for claims losses and claims expenses is presented at the estimated claim amounts in the financial statements.

G. Net Position

The Plan has implemented GASB No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*; GASB Statement No. 63 provided financial reporting guidance for deferred outflows of resources and deferred inflows of resources and also redefined the difference between total assets and total liabilities presented in the statement of net position. As of December 31, 2022 and 2021, the Plan had no deferred inflows or outflows.

H. Excess Insurance

The Plan uses excess insurance to reduce its exposure to large losses on insured events. Further description of the excess insurance coverage is provided in Note 7. Excess insurance permits recovery of a portion of losses from excess insurers, although it does not discharge the primary liability of the Plan as direct insurer of the risk reinsured. The Plan does not report reinsured risks as liabilities unless it is probable that those risks will not be covered by excess insurers. Claims expenses consist of claims incurred during the current year, adjustments to the accounting estimate of prior years' claims expense, and a reduction for claims covered by the excess insurer in accordance with the excess insurance policy.

I. Income Taxes

The Plan is exempt from federal income taxes under Section 501(c)(9) of the Internal Revenue Code.

**Louisiana Assessors' Insurance Fund**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 2-Summary of Significant Accounting Policies (Continued)**

J. Recently Adopted Accounting Pronouncement

The Plan adopted GASB Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of the financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-of-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The Plan adopted this statement effective January 1, 2022; however, the adoption of this statement had no effect on the Plan's financial statements as of December 31, 2022.

K. New Accounting Pronouncement to Be Implemented

GASB Statement No. 96, *Subscription Based Information Technology Arrangements*, provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement: (1) defines a SBITA; (2) establishes that a SBITA results in subscription assets (an intangible asset) and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding SBITAs. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The requirements of this statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. The Plan is currently evaluating the effect this standard will have on its financial statements.

L. Reclassifications

Certain amounts in the prior year financial statements have been reclassified to conform with the current year presentation. These reclassifications had no effect on net position or the change in net position of the prior year.

**Note 3-Deposits**

As of December 31, 2022, the carrying amount of the Plan's deposit accounts classified as cash and cash equivalents was \$4,167,422 and the bank balances also totaled \$4,167,422, of which \$3,254,556 was protected from custodial credit risk by federal depository insurance. The remainder of the deposit balance was collateralized by a letter of credit issued by the Federal Home Loan Bank.

**Note 4-Certificates of Deposit**

The Plan invests in FDIC-insured certificates of deposit held by the Certificate of Deposit Account Registry Service (CDARS). CDARS holds investments in multiple banks up to the FDIC-insured limit. The certificates of deposit are stated at cost, have an original maturity of six months, and bear interest at a rate of 3.56%.



**Louisiana Assessors' Insurance Fund**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 5-Furniture and Equipment**

Furniture and equipment as of December 31, 2022 and 2021, is as follows:

	<b>2022</b>	<b>2021</b>
Furniture and equipment	\$ 13,342	\$ 13,342
Accumulated depreciation	(13,342)	(13,342)
	\$ -	\$ -

There was no depreciation expense for the years ended December 31, 2022 and 2021.

**Note 6-Claims Expense and Unpaid Claims Reserve**

The following represents changes in the aggregate unpaid claims liabilities for the Plan for the years ended December 31, 2022 and 2021:

	<b>2022</b>	<b>2021</b>
Unpaid claims and loss adjustment expenses at beginning of fiscal year	\$ 1,713,486	\$ 1,675,337
Incurred losses and loss adjustment expenses		
Provision for insured events of current fiscal year	13,775,399	12,178,246
Increases in provision for insured events of prior fiscal years	1,675	18,761
Total incurred losses and loss adjustment expenses	13,777,074	12,197,007
Payments		
Losses and loss adjustment expenses attributable to insured events of current fiscal year	12,381,398	10,464,760
Losses and loss adjustment expenses attributable to insured events of prior fiscal years	1,715,161	1,694,098
Total payments	14,096,559	12,158,858
Unpaid claims and loss adjustment expenses at end of fiscal year	\$ 1,394,001	\$ 1,713,486

**Note 7-Excess Insurance Policy Coverage**

The Plan obtained excess insurance from a commercial insurer for specific stop loss coverage that will pay after \$250,000 per individual claim with no aggregate amount.

**Louisiana Assessors' Insurance Fund**  
**Notes to Financial Statements**  
**December 31, 2022**

**Note 7-Excess Insurance Policy Coverage (Continued)**

Excess insurance contracts do not relieve the Plan from its obligations to members. Failure of excess insurers to honor their obligations could result in losses to the Plan. Accordingly, the Plan evaluates the financial condition of its excess insurers to minimize its exposure to significant losses from excess insurer insolvency.

**Note 8-Administrative Expenses**

The following administrative expenses were incurred during the years ended December 31, 2022 and 2021:

	<b>2022</b>	<b>2021</b>
Administrative allocation	\$ 156,000	\$ 132,000
Bank service charges	512	400
Copier reimbursement	1,578	1,634
Office expenses and supplies	16,717	368
Other operating expenses	7,197	6,885
Per diem	5,025	6,300
Professional fees	27,351	31,924
Travel	3,640	2,247
Total administrative expenses	\$ 218,020	\$ 181,758

**Note 9-Related Party Transactions**

The Plan is related to the Association and the Retirement Fund through common membership and management. The Plan reimburses the Association for office space, utilities and other shared costs. For the years ended December 31, 2022 and 2021, these reimbursements which were included in administrative expenses were comprised of the following:

	<b>2022</b>	<b>2021</b>
Administrative allocation	\$ 156,000	\$ 132,000
Copier reimbursement	1,578	1,634
Total	\$ 157,578	\$ 133,634

**Note 10-Subsequent Events**

Management of the Plan evaluated all subsequent events through June 23, 2023, the date the financial statements were available to be issued. As a result, the Plan noted no subsequent events that required adjustment to, or disclosure in, these financial statements.

**Required Supplementary Information**

**Louisiana Assessors' Insurance Fund**  
**Schedule of 1-10 Year Claims Development Information**  
**Years Ended December 31, 2022 – 2013**

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>Required contribution and investment revenue</b>					
Earned	\$ 16,555,729	\$ 16,416,561	\$ 16,333,334	\$ 15,224,762	\$ 15,159,348
Ceded	<u>(2,459,982)</u>	<u>(2,218,680)</u>	<u>(2,144,721)</u>	<u>(1,930,612)</u>	<u>(1,823,268)</u>
Net earned	14,095,747	14,197,881	14,188,613	13,294,150	13,336,080
<b>Unallocated expenses</b>	218,020	181,758	181,573	177,929	196,577
<b>Estimated claims and expenses end of policy year</b>	13,775,399	12,178,246	12,095,508	11,263,012	11,312,305
<b>Net paid</b> , cumulative as of					
End of policy year	12,381,398	10,464,760	10,420,171	10,092,232	9,810,750
One year later		12,179,921	12,114,269	11,303,172	11,261,099
Two years later			12,114,269	11,303,172	11,261,099
Three years later				11,303,172	11,261,099
Four years later					11,261,099
Five years later					
Six years later					
Seven years later					
Eight years later					
Nine years later					
Ten years later					
<b>Re-estimated net incurred claims and expenses</b>					
End of policy year	13,775,399	12,178,246	12,095,508	11,263,012	11,312,305
One year later		12,179,921	12,114,269	11,303,172	11,261,099
Two years later			12,114,269	11,303,172	11,261,099
Three years later				11,303,172	11,261,099
Four years later					11,261,099
Five years later					
Six years later					
Seven years later					
Eight years later					
Nine years later					
Ten years later					
<b>Increase (Decrease) in estimated net incurred claims and expenses from end of policy year</b>	-	1,675	18,761	40,160	(51,206)

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<b>Required contribution and investment revenue</b>					
Earned	\$ 13,372,052	\$ 11,641,765	\$ 11,596,792	\$ 11,155,010	\$ 11,138,908
Ceded	<u>(2,043,093)</u>	<u>(1,714,579)</u>	<u>(1,595,315)</u>	<u>(1,594,023)</u>	<u>(1,751,929)</u>
Net earned	11,328,959	9,927,186	10,001,477	9,560,987	9,386,979
<b>Unallocated expenses</b>	169,217	184,838	144,062	141,416	140,959
<b>Estimated claims and expenses end of policy year</b>	11,123,174	10,890,580	9,228,234	9,908,395	9,239,023
<b>Net paid, cumulative as of</b>					
End of policy year	10,297,917	9,416,883	8,239,994	8,706,596	7,637,797
One year later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Two years later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Three years later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Four years later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Five years later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Six years later		10,751,360	9,172,434	9,928,053	9,214,548
Seven years later			9,172,434	9,928,053	9,214,548
Eight years later				9,928,053	9,214,548
Nine years later					9,214,548
Ten years later					
<b>Re-estimated net incurred claims and expenses</b>					
End of policy year	11,123,174	10,890,580	9,228,234	9,908,395	9,239,023
One year later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Two years later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Three years later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Four years later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Five years later	11,214,655	10,751,360	9,172,434	9,928,053	9,214,548
Six years later		10,751,360	9,172,434	9,928,053	9,214,548
Seven years later			9,172,434	9,928,053	9,214,548
Eight years later				9,928,053	9,214,548
Nine years later					9,214,548
Ten years later					
<b>Increase (Decrease) in estimated net incurred claims and expenses from end of policy year</b>	91,481	(139,220)	(55,800)	19,658	(24,475)

The preceding table is Supplementary Information required by Governmental Accounting Standards Board Statement Number 30 (GASB 30). The Schedule illustrates how the Plan's earned revenue (net of excess insurance) plus investment income compare to related costs of loss (net of assumed excess insurance) plus other costs at the end of each year.

## **Supplementary Information**

**Louisiana Assessors' Insurance Fund  
Schedules of Per Diem Payments  
Years Ended December 31, 2022 and 2021**

	2022		2021	
	Number of Days	Amount Paid	Number of Days	Amount Paid
Katherine Broadway	-	\$ -	5	\$ 375
Thomas Capella	4	300	3	225
Lance Futch	5	375	6	450
Jeffrey Gardner	3	225	3	225
Kristin Gonzalez	6	450	7	525
Rickey Huval	4	300	-	-
Richard Kendrick	3	225	6	450
Gabe Marceaux	3	225	-	-
Daniel Maxwell	6	450	6	450
Heath Pastor	4	300	5	375
Lawrence Patin	5	375	7	525
James Petitjean	4	300	7	525
Justin Phillips	6	450	7	525
Bob Robinson	5	375	5	375
Randy Sexton	4	300	4	300
Tab Troxler	-	-	6	450
Shelia Walker	5	375	7	525
	<u>67</u>	<u>\$ 5,025</u>	<u>84</u>	<u>\$ 6,300</u>

**Louisiana Assessors' Insurance Fund  
Schedule of Compensation, Benefits, and Other Payments to  
Agency Head or Chief Executive Officer  
Year Ended December 31, 2022**

**Lance Futch, President**

<u>Purpose</u>	<u>Amount</u>
Salary	\$ -
Benefits - insurance	-
Benefits - retirement	-
Car allowance	-
Vehicle provided	-
Per diem	375
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-





**Independent Auditor's Report on Internal Control over  
Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards***

Ms. Kathy Bertrand, Executive Director,  
and the Insurance Committee of  
Louisiana Assessors' Insurance Fund  
Baton Rouge, 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 Louisiana Assessors' Insurance Fund, as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, which collectively comprise Louisiana Assessors' Insurance Fund's basic financial statements, and have issued our report thereon dated June 23, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Louisiana Assessors' Insurance Fund's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Louisiana Assessors' Insurance Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of Louisiana Assessors' Insurance Fund's internal control.

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

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

**Report on Compliance and Other Matters**

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

## **Purpose of This Report**

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

*Hawthorn, Waymouth & Carroll, LLP.*

June 23, 2023

**Louisiana Assessors' Insurance Fund**  
**Schedule of Findings and Responses**  
**Year Ended December 31, 2022**

Part I. Summary of Audit Results

- 1) An unmodified opinion has been expressed on the financial statements of Louisiana Assessors' Insurance Fund as of and for the year ended December 31, 2022, and the related notes to the financial statements.
- 2) No deficiencies in internal control over financial reporting that we consider to be material weaknesses were identified.
- 3) No instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* were identified.
- 4) A single audit in accordance with *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* was not required.
- 5) A management letter was not issued.

Part II. Findings Related to an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

No findings were noted.

**Louisiana Assessors' Insurance Fund**  
**Summary Schedule of Prior Year Findings**  
**Year Ended December 31, 2022**

Part I. Findings Related to an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

No findings were noted.

Part II. Management Letter

A management letter was not issued for the year ended December 31, 2021.

**Louisiana Assessors' Insurance Fund  
Statewide Agreed-Upon Procedures Report  
December 31, 2022**



**Independent Accountant's Report  
on Applying Agreed-Upon Procedures**

To the Insurance Committee of Louisiana Assessors' Insurance Fund and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2022 through December 31, 2022. Louisiana Assessors' Insurance Fund's management is responsible for those C/C areas identified in the SAUPs.

Louisiana Assessors' Insurance Fund has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2022 through December 31, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

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

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A. Obtained and inspected the entity's written policies and procedures and observed whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

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

ii. ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.

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

iii. ***Disbursements***, including processing, reviewing, and approving.

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

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

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

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.  
*Entity does not have employees; therefore, this procedure is not applicable.*
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.  
*No exceptions were found as a result of this procedure.*
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
*No exceptions were found as a result of this procedure.*
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).  
*Entity does not have any credit cards, debit cards, fuel cards, or purchase cards; therefore, this procedure is not applicable.*
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.  
*Entity does not have employees; therefore, this procedure is not applicable.*
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
*Entity does not any debt; therefore, this procedure is not applicable.*
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.  
*No exceptions were found as a result of this procedure.*
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.  
*Entity does not have employees; therefore, this procedure is not applicable.*

## 2) **Board or Finance Committee**

---

- A. Obtained and inspected 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
- i. Observed 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.

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

- ii. For those entities reporting on the governmental accounting model, observed whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-profit accounting model, observed that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

*Public funds do not comprise more than 10% of the entity's collections during the fiscal period; therefore, this procedure is not applicable.*

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

*Entity does not report on the governmental accounting model; therefore, this procedure is not applicable.*

- iv. Observed whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*Entity did not have any prior year audit findings; therefore, this procedure is not applicable.*

## 3) **Bank Reconciliations**

---

- A. Obtained a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Asked management to identify the entity's main operating account. Selected the entity's main operating account and randomly selected 4 additional accounts (or all accounts if less than 5). Randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statement and reconciliation for each selected account, and observed that:

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

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

- ii. Bank reconciliations included written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

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



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

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

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

---

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

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

- B. For each deposit site selected, obtained a listing of collection locations and management's representation that the listing is complete. Randomly selected one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtained and inspected written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observed that job duties are properly segregated at each collection location such that

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

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

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

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

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

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

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

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

- C. Obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observed that the bond or insurance policy for theft was in force during the fiscal period.

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

- D. Randomly selected two deposit dates for each of the bank accounts selected for Bank Reconciliations procedure #3A. Obtained supporting documentation for each of the deposits and:

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

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

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

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

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

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

- iv. Observed 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 and the cash is stored securely in a locked safe or drawer).

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

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

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

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

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

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

- B. For each location selected under procedure #5A above, obtained a listing of those employees involved with non-payroll purchasing and payment functions. Obtained written policies and procedures relating to employee job duties, and observed that job duties are properly segregated such that

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

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

- ii. At least two employees are involved in processing and approving payments to vendors;

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

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

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

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

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

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

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

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

- i. Observed whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

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

- ii. Observed whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

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

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly selected 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observed that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

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

**6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)**

*Entity does not have any credit cards, debit cards, fuel cards, or purchase cards; therefore, these procedures are not applicable.*

- A. Obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtained management's representation that the listing is complete.

- B. Using the listing prepared by management, randomly selected 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly selected one monthly statement or combined statement for each card. Obtained supporting documentation, and

- i. Observed whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder; and

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

- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly selected 10 transactions (or all transactions if less than 10) from each statement, and obtained supporting documentation for the transactions. 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).

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

---

A. Obtained 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 selected 5 reimbursements and obtained 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

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

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

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

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

- iii. Observed that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observed that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and

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

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

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

#### **8) *Contracts***

---

A. Obtained 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. Obtained management's representation that the listing is complete. Randomly selected 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

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

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

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

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

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

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

- iv. Randomly selected one payment from the fiscal period for each of the 5 contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

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

## **9) Payroll and Personnel**

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*Entity does not have employees; therefore, these procedures are not applicable.*

- A. Obtained a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly selected 5 employees or officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly selected one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtained attendance records and leave documentation for the pay period, and
  - i. Observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observed whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observed the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly selected two employees or officials and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agreed the hours to the employee's or official's cumulative leave records, agreed the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agreed the termination payment to entity policy.
- D. Obtained management's representation that employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines.

## **10) Ethics**

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*Entity does not have employees; therefore, these procedures are not applicable.*

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtained ethics documentation from management, and
  - i. Observed whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - ii. Observed whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquired and/or observed whether the agency has appointed an ethics designee as required by R.S. 42:1170.

### **11) Debt Service**

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*Entity does not have any debt; therefore, these procedures are not applicable.*

- A. Obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

### **12) Fraud Notice**

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- A. Obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

*Not applicable; there were no misappropriations of public funds identified during the period.*

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

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

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

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- A. Performed the following procedures:
  - i. Obtained and inspected the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observed evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

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

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

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

- iii. Obtained a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly selected 5 computers and observed while management demonstrated that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

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

- B. Randomly selected 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observed evidence that the selected terminated employees have been removed or disabled from the network.

*The entity has no employees; therefore, this procedure is not applicable.*

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

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*Entity does not have employees; therefore, these procedures are not applicable.*

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtained sexual harassment training documentation from management, and observed that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observed that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtained the entity's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed it includes the applicable requirements of R.S. 42:344:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

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

We are required to be independent of Louisiana Assessors' Insurance Fund and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

*Hawthorn, Waymouth & Carroll, LLP.*

June 15, 2023