

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA**

**Financial Report
As of and for the Year Ended
December 31, 2021**

WEST FELICIANA PARISH ASSESSOR
Financial Report
As of and for the Year Ended
December 31, 2021

TABLE OF CONTENTS

	<u>Page No.</u>
<u>Introductory Section</u>	
Title Page	i
Table of Contents.....	ii
 <u>Financial Section</u>	
Independent Auditor’s Report	2
 Required Supplementary Information (Part 1 of 2)	
Management’s Discussion and Analysis	6
 Basic Financial Statements	
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Position	12
Statement of Activities	13
 Fund Financial Statements:	
Balance Sheet.....	15
Reconciliation of the Governmental Fund Balance Sheets to the Government-Wide Statements of Net Position.....	16
Statements of Revenue, Expenditures and Changes in Fund Balance.....	17
Reconciliation of the Governmental Fund Statements of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities	18
 Notes to Financial Statements	
Index	20
Notes.....	21
 <u>Required Supplementary Information (Part 2 of 2)</u>	
Budgetary Comparison Schedule	36
Schedule of Employer’s Share of Net Pension Liability	37
Schedule of Changes in Net OPEB Liability and Related Ratios	40
 <u>Supplementary Information</u>	
Schedule of Compensation, Benefits and Other Payments to the Agency Head or Chief Executive Officer.....	42

WEST FELICIANA PARISH ASSESSOR
Financial Report
As of and for the Year Ended
December 31, 2021

TABLE OF CONTENTS

	<u>Page No.</u>
<u>Other Reports</u>	
Report on Compliance and Other Matters and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	43
Schedule of Findings and Questioned Costs	45
Summary Schedule of Prior Year Findings	47
Independent Accountant's Report on Applying Agreed-upon Procedures	48

FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

The Honorable Thomas R. Kendrick
West Feliciana Parish Assessor
P.O. Box 279
St. Francisville, Louisiana 70775

Report on the Audit of the Financial Statements

Opinions

I have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the West Feliciana Parish Assessor (the Assessor), a component unit of the West Feliciana Parish Council, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

In my opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Assessor, as of December 31, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

I conducted my audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit section of my report. I am required to be independent of the Assessor and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America 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.

Member

American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants

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

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my 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 GAAS 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 judgement of a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, I

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

I am 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 I identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, budgetary comparison schedule, schedule of employer's net pension liability, and schedule of changes in net OPEB liability and related ratios be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who consider it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Assessor's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to the Agency Head or Chief Executive Officer is presented for purposes of additional analysis and is not 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 my opinion, the Schedule of Compensation, Benefits and Other Payments to the Agency Head or Chief Executive Officer is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated June 22, 2022, on my consideration of the Assessor's internal control over financial reporting and on my 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 my 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 Assessor's internal control over financial reporting and compliance.



John L. McKowen, CPA

Baton Rouge, Louisiana
June 22, 2022

REQUIRED SUPPLEMENTARY INFORMATION
(PART 1 OF 2)

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

Management's discussion and analysis (MD&A) is presented to provide an overview of the financial activities of the Assessor based on currently known facts, decisions and/or conditions.

Overview of the Year

The schedule of the Assessor's office centers on the legislative mandate to reassess all parcels every four years. In order to comply with this request, we spend three years gathering the necessary statistical data and the 4th year is for reevaluation. To effectively revalue all parcels, we have attempted to place all necessary data on the desktop.

Our office worked diligently to gather photos and sketches of all structures within the Parish. These were placed on the computer system in digital form. It is our plan for all parcels to be revisited to compare and update as necessary. Our goal is to revisit each parcel within the 4-year cycle. The purpose of the photos and digital sketches is to help ensure the fair and equitable assessment of all property within the Parish.

All parcels have been mapped using digital imagery. Those maps are published on the web. The purpose of publishing the maps is to make them available to the public so individual taxpayers may view and offer feedback as to the correctness of the parcel lines, employees have access to identify and locate property and other government agencies have access. All documents relating to the parcel are scanned and maintained in the assessment software or in the case of the conveyance records, the book, page and document number are maintained.

Overview of the Financial Statement Presentation

These financial statements are comprised of three components – (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplemental information contained in this report provided for additional information.

Government-wide Financial Statements. The government-wide financial statements present financial information for all activities of the Assessor from an economic resource measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the Assessor's overall financial status. They include a statement of net assets and statement of activities.

Statement of Net Position. This statement presents assets, deferred outflows of resources, liabilities, and deferred inflows of resources separately. The difference between assets plus deferred outflows and liabilities and deferred inflows is net position, which may provide a useful indicator of whether the financial position of the Assessor is improving or not.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

Statement of Activities. This statement presents information showing how the Assessor's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Assessor's financial reliance on general revenues.

The government-wide financial statements can be found on pages 12-13 of this report.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Assessor has only one category of funds: governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Assessor's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provides reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints. Governmental funds of the Assessor include a general fund. The fund financial statements begin on page 15.

Budgetary comparison schedules are included for governmental funds under required supplemental information – part 2 of 2. These schedules indicate the Assessor's compliance with its adopted and final revised budgets and begin on page 36.

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

The index of the notes is found on page 20 with the actual notes beginning immediately afterwards.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain other information that is deemed useful to readers of this report.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

Financial Analysis of the Assessor

Net assets are an indicator of the Assessor's financial position from year to year. A summary of net assets follows.

**STATEMENT OF NET POSITION
Governmental Activities**

	<u>2021</u>	<u>2020</u>
Assets		
Current assets	\$ 2,956,631	\$ 2,834,616
Non-current assets	<u>1,888,937</u>	<u>1,558,529</u>
Total Assets	<u>4,845,568</u>	<u>4,292,145</u>
 Deferred Outflows of Resources	 626,456	 638,728
 Liabilities		
Current liabilities	9,177	3,957
Long-term liabilities	<u>943,373</u>	<u>1,040,312</u>
Total Liabilities	<u>952,550</u>	<u>1,044,269</u>
 Deferred Inflows of Resources	 570,252	 245,846
 Net Assets		
Net investment in capital assets	62,018	38,944
Restricted	282,771	-
Unrestricted	<u>3,604,433</u>	<u>3,702,814</u>
Total Net Assets	<u>3,949,222</u>	<u>3,741,758</u>

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

A summary of changes in net assets is as follows:

**SUMMARY OF CHANGES IN NET POSITION
Governmental Activities**

	<u>2021</u>	<u>2020</u>
Revenues		
Charges for services	\$ 1,925	\$ 1,001
General revenues	<u>1,140,221</u>	<u>1,482,453</u>
Total Revenues	1,142,146	1,483,454
Expenses		
General government	<u>934,682</u>	<u>877,927</u>
Change in net assets	207,464	605,527
Net assets, beginning	<u>3,741,758</u>	<u>3,163,231</u>
Net assets, ending	<u><u>3,949,222</u></u>	<u><u>3,741,758</u></u>

Budgetary Highlights

Revenues were \$247,996 less than budgeted. Expenses were less than anticipated by \$7,236. The net result was an unfavorable change in General Fund balances of \$240,760 compared to budget.

Capital Asset and Debt Administration

Capital Assets: The Assessor's investment in capital assets, net of accumulated depreciation, at December 31, 2021 and 2020, was \$62,018 and \$38,944, respectively. This amount represents a net increase (including additions and deductions) of \$23,074 from last year.

Capital assets at year-end are summarized as follows:

**CAPITAL ASSETS
Net of Accumulated Depreciation
Governmental Activities**

	<u>2021</u>	<u>2020</u>
Depreciable Assets		
Furniture/equipment	\$ 62,018	\$ 38,944
Total	<u>62,018</u>	<u>38,944</u>

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2021**

Long-Term Debt: Long-term debt of the Assessor includes an unfunded liability for post-employment benefits based on actuarially determined amounts in accordance with GASB No. 75 in the amount of \$943,373 and \$908,318 at December 31, 2021 and 2020, respectively. In addition, there was a net pension liability of \$131,994 at December 31, 2020 in accordance with GASB Statement No. 68. The net pension liability was eliminated during the year ended December 31, 2021.

Request for Information

This financial report is designed to provide a general overview of the Assessor's finances, comply with finance-related laws and regulations and demonstrate the Assessor's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting Richard Kendrick, West Feliciana Parish Assessor, P.O. Box 279, St. Francisville, Louisiana 70775.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
STATEMENT OF NET POSITION
DECEMBER 31, 2021**

	<u>Governmental Activities</u>
<u>CURRENT ASSETS</u>	
Cash and cash equivalents	\$ 975,043
Investments	1,652,775
Receivables, net:	
Taxes	280,794
Revenue sharing	30,146
Prepaid expenses	17,873
Total Current Assets	<u>2,956,631</u>
<u>NON-CURRENT ASSETS</u>	
Net pension asset	282,771
Investments	1,544,148
Capital assets, net of accumulated depreciation	62,018
Total Non-Current Assets	<u>\$ 1,888,937</u>
Total Assets	<u>\$ 4,845,568</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Pension related	\$ 321,094
OPEB related	305,362
Total Deferred Outflows of Resources	<u>\$ 626,456</u>
<u>CURRENT LIABILITIES</u>	
Accounts payable	\$ 2,035
Payroll withholdings and related payables	7,142
	<u>\$ 9,177</u>
<u>LONG-TERM LIABILITIES</u>	
Other post-employment benefits payable	<u>\$ 943,373</u>
Total Liabilities	<u>\$ 952,550</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Pension related	525,828
OPEB related	44,424
Total Deferred Inflows of Resources	<u>\$ 570,252</u>
<u>NET POSITION</u>	
Net investment in capital assets	62,018
Restricted -	282,771
Unrestricted	3,604,433
Total Net Position	<u>\$ 3,949,222</u>

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2021**

<u>Functional/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u>
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities					
General government	\$ 934,682	\$ 1,925	\$ -	\$ -	\$ (932,757)
Total Governmental Activities	\$ 934,682	\$ 1,925	\$ -	\$ -	\$ (932,757)

General Revenues

Ad valorem taxes	956,652
Non-employer pension contributions	128,474
Revenue sharing	30,146
Interest income	24,949
	24,949

Total General Revenues 1,140,221

Change in Net Position 207,464

Net Position, beginning 3,741,758

Net Position, ending 3,949,222

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2021**

	<u>General Fund</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 975,043
Investments	1,652,775
Receivables, net:	
Taxes	280,794
Revenue sharing	30,146
Prepaid expenses	17,873
Total Assets	<u>\$ 2,956,631</u>
 <u>DEFERRED OUTFLOWS OF RESOURCES</u>	 <u>\$ -</u>
<u>LIABILITIES</u>	
Accounts payable	2,035
Payroll withholdings and related payables	7,142
Total Liabilities	<u>\$ 9,177</u>
 <u>DEFERRED INFLOWS OF RESOURCES</u>	
Unavailable revenues:	
Ad valorem taxes	11,703
Revenue sharing	30,146
Total deferred inflows of resources	<u>\$ 41,849</u>
<u>FUND BALANCES</u>	
Nonspendable - Prepaid expenses	17,873
Unassigned	2,887,732
Total Fund Balances	<u>\$ 2,905,605</u>

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
DECEMBER 31, 2021**

Total Fund Balances - Total Governmental Funds	\$ 2,905,605
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Long-term certificates of deposit are not current financial resources and, therefore, are not reported in the governmental balance sheet.	1,544,148
Net pension assets are not available for use by the Assessor and therefore, are not reported in the governmental balance sheet.	282,771
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. This is the capital assets, net of accumulated depreciation, reported on the statement of net position.	62,018
Deferred outflows of resources used in governmental activities are not financial resources and therefore are not reported in these funds. This is the reported amount of deferred outflows of resources related to pensions and to OPEB.	626,456
Some revenues were collected more than sixty days after year end and, therefore, were not available to pay for current period expenditures.	41,849
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds balance sheet. This is the amount of long-term obligations reported on the statement of net position:	
Other post-employment benefits	(943,373)
Deferred inflows of resources related to pensions and OPEB are not due and payable in the current period and, therefore are not reported in these funds.	(570,252)
Total Net Position - Governmental Activities	\$ 3,949,222

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2021**

	<u>General Fund</u>
<u>REVENUES</u>	
Ad valorem taxes	\$ 959,288
Revenue sharing	\$ 26,142
Charges for services:	
Informational services	1,925
Interest income	<u>24,949</u>
Total Revenues	1,012,304
 <u>EXPENDITURES</u>	
General government:	
Salaries and related benefits	641,751
Operating	60,120
Professional services	120,139
Travel and education	3,051
Capital outlay	<u>47,253</u>
Total Expenditures	<u>872,314</u>
Excess (Deficiency) of Revenues over Expenditures	139,990
 OTHER FINANCING SOURCES (USES)	
Purchase of long-term certificates of deposit	(24,563)
Net Change in Fund Balances	115,427
Fund Balances, beginning	<u>2,790,178</u>
Fund Balances, ending	<u><u>\$ 2,905,605</u></u>

The accompanying notes are an integral part of this statement.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2021**

Net Change in Fund Balances - Total Governmental Funds \$ 115,427

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

Purchases of long-term investments uses current financial resources
in the governmental funds, but increases non-current assets in the
Statement of Net Position. 24,563

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 as
depreciation expense. This is the amount by which
depreciation charged differed from capital outlay in the
current period. 23,074

Each year, some revenues are collected more than sixty days
after year end and, therefore, are not available to pay for
current period expenditures in the governmental funds. This is
the change in both ad valorem tax and revenue sharing
recorded on the Fund Financial Statements versus the prior
year. 1,368

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

Pension expense	106,478
OPEB expense	(63,446)

Change in Net Position - Governmental Activities \$ 207,464

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
INDEX TO NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

<u>Note No.</u>	<u>Description</u>	<u>Page No.</u>
	Introduction.....	21
1	Summary of Significant Accounting Policies.....	21
2	Cash and Cash Equivalents.....	25
3	Investments	26
4	Receivables	26
5	Capital Assets	27
6	Payables	27
7	Pension Plan.....	27
8	Other Post Employment Benefits	31
9	Levied Taxes.....	34
10	On-Behalf Payments.....	34
11	Leases	34
12	Deferred Compensation Plan.....	34
13	Related Party Transactions	34
14	Litigation.....	34
15	Subsequent Events	34

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the West Feliciana Parish Assessor (the Assessor) is elected by the voters of the parish and serves a term of four years, beginning January 1 following the year in which elected. The Assessor assesses all real and movable property in the parish subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The Assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is responsible for the actions of his deputies.

The office is headquartered in the West Feliciana Parish Courthouse in St. Francisville, Louisiana. It is funded primarily through ad valorem taxes.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting practice of the West Feliciana Parish Assessor conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

Financial Reporting Entity: As required by GASB Statement No. 61, *The Financial Reporting Entity – an amendment of GASB Statements No.14 and No. 34*, the Assessor is considered a related organization of the West Feliciana Parish Council. The accompanying financial statements present only the transactions of the West Feliciana Parish Assessor.

Government-wide Accounting: In accordance with Government Accounting Standards Boards Statement No. 34, the Assessor has presented a statement of net position and statement of activities for the Assessor as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

Policies specific to the government-wide statements are as follows:

Eliminating Internal Activity

Interfund receivables and payable are eliminated in the statement of net position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

Capitalizing Assets

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net position.

Program Revenues

The Statement of Activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Assessor. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use.

Indirect Expenses

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Assessor has chosen not to do so.

Operating/Non-Operating Revenues

Proprietary funds separately report operating and non-operating revenues.

Restricted Net position

Restricted net position represents those resources for which a constraint has been imposed either externally or by law. The Assessor recognizes the use of restricted resources for expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted resources are used.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

Fund Types and Major Funds: The Assessor uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate entity with a self-balancing set of accounts. Funds of the Assessor are classified under one category: Governmental. This category, in turn, is divided into separate fund types. The Assessor has two fund types: General and Capital Projects.

Governmental Funds: Governmental funds account for all or most of the Assessor's general activities, including the collection and disbursement of specific or legally reserved monies, and the acquisition or construction of general fixed assets. Governmental funds include:

1. General – accounts for all activities not required to be reported in another fund;

Basis of Accounting/Measurement Focus: In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles. The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental and business-type activities are included in the statement of net position. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

Budgets and Budgetary Accounting: The Assessor adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. The proposed budget is made available for public inspection no later than fifteen days prior to the beginning of the budgeted

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

year, in accordance with Louisiana R.S. 47:1908, the Assessor carries forward into subsequent years any unused appropriations. There were no amendments made to the budget during the year ended December 31, 2021.

Cash and Cash Equivalents: Cash includes amounts in interest bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Assessor may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Investments: Investments are limited by Louisiana Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

Inventory: Inventory of the Assessor includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

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

Long-Term Obligations: In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net position. In the fund financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid.

Net Position/Fund Balances: In the statements of net position, the difference between a government's assets and liabilities is recorded as net position. The three components of net position are as follows:

Invested in Capital Assets, Net of Related Debt

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

Restricted

Balances reserved by external sources, such as banks or by law, are reported separately as restricted net position. When assets are required to be retained in perpetuity, this non-expendable net position is recorded separately from expendable net position. These are components of restricted net position.

Unrestricted

This category represents net position not appropriable for expenditures or legally segregated for a specific future use.

In the balance sheet of governmental funds, fund balances are segregated as follows:

Nonspendable

These resources are either inherently nonspendable because they are not cash, or legal or contractual provisions require that they be maintained intact.

Restricted

This category represents that portion of equity subject to externally enforceable legal restrictions.

Committed

These resources are constrained by limitations that the government imposes upon itself at the highest level of decision making and that remain binding unless removed in the same manner.

Assigned

This category represents the government's intended use of resources.

Unassigned

These resources represent the excess of what is properly categorized in each of the above four categories.

Interfund Transactions: All interfund transactions except quasi-external transactions are reported as operating transfers. These are eliminated in the government-wide statements.

NOTE 2 – CASH AND CASH EQUIVALENTS

At December 31, 2021, the Assessor had cash and cash equivalents (book balances) totaling \$975,043 in interest-bearing demand deposits.

These deposits are stated at cost, which approximates market. Under state law, they 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.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

Even though the pledged securities are considered uncollateralized under the provision of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 – INVESTMENTS

Investments at December 31, 2021, are as follows:

<u>Type of Investment</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Carrying Amount</u>
Certificates of deposit	\$ 1,938,195	\$ 1,938,195	\$ 1,938,195
LAMP	<u>1,358,728</u>	<u>1,358,728</u>	<u>1,358,728</u>
Total	<u>3,196,923</u>	<u>3,196,923</u>	<u>3,196,923</u>

The certificates of deposit include original maturities of between seven months and five years and are secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The remaining investments are in a local government investment pool that is administered by a non-profit corporation, LAMP, Inc. This corporation was organized under the laws of the State of Louisiana, and its purpose is to provide a safe environment for the placement of public funds in short-term, high-quality investments. Investments included in its portfolio, that is restricted to those issued, guaranteed or backed by the U.S. Treasury, the U.S. Government or one of its assigns, include only those with maturities of ninety days or less. This design allows participants immediate access to their funds.

NOTE 3 – RECEIVABLES

The following is a summary of accounts receivable:

Class of receivable	
Ad valorem taxes	\$ 280,794
State revenue sharing	<u>30,146</u>
Total	<u>\$ 310,940</u>

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2021, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Capital Assets, being depreciated				
Furniture and equipment	\$ 585,037	\$ 47,253	-	\$ 585,037
Less: accumulated depreciation	(546,093)	(24,179)	-	(546,093)
Net Furniture and Equipment	<u>38,944</u>	<u>23,074</u>	-	<u>62,018</u>
Net Capital Assets, being depreciated	<u>38,944</u>	<u>11,619</u>	-	<u>62,018</u>

NOTE 5 – PAYABLES

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

Trade payables	\$ 2,035
Payroll withholdings/related payables	<u>7,142</u>
Total	\$ <u>9,177</u>

NOTE 6 – PENSION PLAN

General Information about the Pension Plan

Plan Description

All full-time employees of the West Feliciana Parish Assessor participate in the Louisiana Assessors' Retirement Fund, a multiple-employer cost sharing defined benefit pension plan, controlled and administered by a separate board of trustees.

All full-time employees of the Assessor's office are required to participate in the Fund. Employees who were hired before October 1, 2013, will be eligible for pension benefits once they have either reached the age of 55 and have at least 12 years of credited service or at any age with at least 30 years of credited service. Employees who were hired after October 1, 2013 will be entitled to pension benefits once they have either reached the age of 60 and have at least 12 years of service or have reached the age of 55 and have at least 30 years of service. Benefits are payable monthly for life equal to three and a third percent of their average final compensation based on the 60 consecutive months of highest pay, multiplied by their total years of service, not to exceed 100% of final compensation.

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.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

The fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to the Louisiana Assessors' Retirement Fund, Post Office Box 14699, Baton Rouge, Louisiana 70898, and is also found on the Louisiana Legislative Auditor's website, www.lla.la.gov.

Funding Policy

Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the West Feliciana Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 8 percent of annual covered payroll. Contributions to the Fund also include one fourth of one percent (one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the West Feliciana Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the previous fiscal year. In accordance with Act 818 of the 1999 legislative session, the West Feliciana Parish Assessor has elected to pay the employee contribution into the retirement system in addition to the employer portion. The West Feliciana Parish Assessor's combined contributions to the Fund for the years December 31, 2021, 2020, and 2019 were \$65,164, \$59,998, and \$64,772, respectively. These amounts are equal to the required contributions for the year. Contributions from non-employer contributing entities were \$128,474.

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

At December 31, 2021, the Assessor reported a net pension liability (asset) of \$(282,771) for its proportionate share of the net pension liability (asset) of the Fund. The net pension liability (asset) was measured as of September 30, 2021 and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of that date. The assessor's portion of the net pension liability (asset) was based on a projection of the Assessor's long term share of the contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At September, 30, 2021, the Assessor's portion was 0.860110%, which was a decrease of 0.033863% from its proportion measured as of September 30, 2020. For the year ended December 31, 2021, the Assessor recognized pension expense of \$87,160, representing its proportionate share of the Fund's net expense, including amortization of deferred amounts.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

Annuitant and Beneficiary Mortality	Pub-2012 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Active Member Mortality	Pub-2012 Public Retirement Plans Mortality Table for General Employees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Disabled Annuitant Mortality	Pub-2012 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

Actuarial Methods and Assumptions

Per the Fund’s audited report, the long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by target asset allocation percentage and by adding expected inflation of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.37% as of September 30, 2021.

Best estimates of real arithmetic real rates of return for each major asset class included in the pension plan’s target asset allocation as of September 30, 2021, are summarized in the following table:

Asset Class	Long-term Expected 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 Investments	5.87%

The projection of cash flow 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 methods as specified in the 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.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

Sensitivity of Employer's Proportionate Share of Net Pension Liability to Changes in the Discount Rate

The following table presents the Assessor's proportionate share of the net pension liability (asset) using the discount rate of the Fund as well as what the Assessor's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate used by the Fund:

	1.0% Decrease (4.50%)	Current Discount Rate (5.50%)	1.0% Increase (6.50%)
Employer's proportionate share of the net pension liability	\$ 216,848	\$ (282,771)	\$ (706,968)

NOTE 8 – OTHER POST EMPLOYMENT BENEFITS

Plan description – The West Feliciana Parish Assessor (the Assessor) provides certain continuing health care and life insurance benefits for its retired employees. The West Feliciana Parish Assessor's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Assessor. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Assessor. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

Benefits Provided – Medical, dental, vision and life benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: Attainment of age 55 and 12 years of service; or, any age and 30 years of service; employees hired on and after October 1, 2013 are not able to retire or enter DROP until age 60 with 12 years of service; or, age 55 with 30 years of service. The retiree must also have 20 years of service for the retiree to receive employer contributions.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 50% of the original amount at age 70 or at retirement.

Employees covered by benefit terms – At December 31, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	4
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	5
	<u>9</u>

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

Total OPEB Liability

The Assessor's total OPEB liability of \$943,373 was measured as of December 31, 2021 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs – The total OPEB liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.0%
Salary increases	3.0%, annually
Discount rate	2.12% annually (Beginning of Year to Determine ADC) 2.06%, annually (As of End of Year Measurement Date)
Healthcare cost trend rates	5.5% annually until the year 2030, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2021, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2021 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2021.

Changes in the Total OPEB Liability

Balance at December 31, 2019	<u>\$ 908,318</u>
Changes for the year:	
Service cost	38,582
Interest	19,665
Differences between expected and actual experience	(12,980)
Changes in assumptions	10,368
Benefit payments and net transfers	<u>(20,580)</u>
Net changes	<u>35,055</u>
Balance at December 31, 2021	<u><u>\$ 943,373</u></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 (1.12%) or 1-percentage-point higher (3.12%) than the current discount rate:

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

	1.0% Decrease (1.06%)	Current Discount Rate (2.06%)	1.0% Increase (3.06%)
Total OPEB liability	\$ 1,152,575	\$ 943,373	\$ 783,967

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 (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
Total OPEB liability	\$ 785,122	\$ 943,373	\$ 1,162,309

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

For the year ended December 31, 2021, the Assessor recognized OPEB expense of \$84,026. At December 31, 2021, 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	\$ 156,091	\$ (11,992)
Changes in assumptions	149,271	(32,432)
Total	\$ 305,362	\$ (44,424)

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:	
2022	25,779
2023	25,779
2024	25,779
2025	25,779
2026	25,779
Thereafter	132,043

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 9 – LEVIED TAXES

During 1990, Louisiana R.S. 47:1925.1 and 1925.2(a) were amended and reenacted to create an assessment district in West Feliciana Parish to fund the office of the Assessor. This law provides for funding by levying a millage determined by the Legislative Auditor to yield tax revenues in an amount equal to monies currently received from pro rata deductions of all ad valorem taxes collected in the parish. For the year 2021, taxes were levied at 2.25 mills.

NOTE 10 – ON-BEHALF PAYMENTS

The Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana R.S. 33:4713, is paid by the West Feliciana Parish Police Jury. These expenses are not included in the accompanying financial statements.

NOTE 11 – LEASES

Operating Leases. There are no operating leases reported in the accompanying financial statements.

Capital Leases. The Assessor has no capital leases.

NOTE 12 – DEFERRED COMPENSATION PLAN

The Assessor's office offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Assessor employees, permits them to defer a portion of their salary until future years. The Assessor matched employee contributions up to 100% of the employees' deferral. This matching contribution for the year ended December 31, 2021, was \$9,210.

NOTE 13 – RELATED PARTY TRANSACTIONS

There were no related party transactions that require disclosure in the accompanying basic financial statements.

NOTE 14 – LITIGATION

There was no litigation that would require disclosure in the accompanying basic financial statements.

NOTE 15 – SUBSEQUENT EVENTS

There were no events between the close of the year through June 22, 2021, the date that the accompanying financial statements were available for issuance that would materially impact these basic financial statements.

REQUIRED SUPPLEMENTARY INFORMATION
(PART 2 OF 2)

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED DECEMBER 31, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance
	<u>Original</u>	<u>Final</u>		Favorable (Unfavorable)
<u>REVENUES</u>				
Ad valorem taxes	\$ 1,220,000	\$ 1,220,000	\$ 959,288	\$ (260,712)
State revenue sharing	29,000	29,000	26,142	(2,858)
Map sales	1,300	1,300	1,925	625
Interest income	10,000	10,000	24,949	14,949
Total Revenues	1,260,300	1,260,300	1,012,304	(247,996)
<u>EXPENDITURES</u>				
Salaries and related benefits	668,400	668,400	641,751	26,649
Operating	78,600	78,600	60,120	18,480
Professional services	115,550	115,550	120,139	(4,589)
Travel and education	17,000	17,000	3,051	13,949
Capital outlay	-	-	47,253	(47,253)
Total Expenditures	879,550	879,550	872,314	7,236
Excess of Revenues over Expenditures	380,750	380,750	139,990	(240,760)
OTHER FINANCING SOURCES (USES)				
Disposition of long-term investments	-	-	(24,563)	
Net Change in Fund Balances	380,750	380,750	115,427	
Fund Balances, beginning	2,790,178	2,790,178	2,790,178	
Fund Balances, ending	3,551,678	3,551,678	2,905,605	

**WEST FELICIANA PARISH ASSESSOR
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2021**

**Schedule of Employer's Share of Net Pension Liability (Asset)
For the Seven Years Ended December 31, 2021**

	2021	2020	2019	2018	2017
Employer's Proportion of the Net Pension Liability (Asset)	0.86011%	0.86397%	0.83380%	0.82149%	0.80356%
Employer's Proportionate Share of the Net Pension	\$ (282,771)	\$ 131,994	\$ 220,995	\$ 159,701	\$ 141,002
Employer's Covered-Employee Payroll	\$ 400,538	\$ 412,487	\$ 374,663	\$ 364,387	\$ 354,960
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	-71%	32%	59%	44%	40%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	106%	97%	94%	95%	96%

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

**WEST FELICIANA PARISH ASSESSOR
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2021**

**Schedule of Employer's Share of Net Pension Liability
For the Seven Years Ended December 31, 2021**

	2016	2015
Employer's Proportion of the Net Pension Liability (Asset)	0.78717%	0.78654%
Employer's Proportionate Share of the Net Pension	\$ 277,766	\$ 411,613
Employer's Covered-Employee Payroll^A	\$ 346,164	\$ 330,496
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	80%	125%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability^B	91%	86%

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

**WEST FELICIANA PARISH ASSESSOR
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2021**

**Schedule of Employer Contributions
For the Seven Years Ended December 31, 2021**

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
2021	32,043	32,043	-	400,538	8.0%
2020	31,773	31,773	-	412,487	7.7%
2019	29,973	29,973	-	374,663	8.0%
2018	28,968	28,968	-	364,387	7.9%
2017	35,496	35,496	-	354,960	10.0%
2016	46,543	46,543	-	346,164	13.4%
2015	44,617	44,617	-	330,496	13.5%

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

West Feliciana Parish Tax Assessor
Schedule of Changes in Net OPEB Liability and Related Ratios for the
For the Year Ended December 31, 2021

	2019	2020	2021
Total OPEB Liability			
Service cost	\$ 11,362	\$ 31,036	\$ 38,582
Interest	20,733	17,933	19,665
Changes of benefit terms	-	-	-
Differences between expected and actual experience	13,253	173,080	(12,980)
Changes of assumptions	114,451	66,808	10,368
Benefit payments	(20,844)	(19,507)	(20,580)
Net change in total OPEB liability	<u>138,956</u>	<u>269,350</u>	<u>35,055</u>
Total OPEB liability - beginning	<u>500,012</u>	<u>638,968</u>	<u>908,318</u>
Total OPEB liability - ending (a)	<u><u>\$ 638,968</u></u>	<u><u>\$ 908,318</u></u>	<u><u>\$ 943,373</u></u>
Covered-employee payroll	\$ 380,916	\$ 364,976	\$ 375,925
Net OPEB liability as a percentage of covered-employee payroll	167.75%	248.87%	250.95%
Notes to Schedule:			
<i>Benefit Changes:</i>	None	None	None
<i>Changes of Assumptions:</i>			
<i>Discount Rate:</i>	2.74%	2.12%	2.06%
<i>Mortality:</i>	RP-2000	RP-2014	RP-2014
<i>Trend:</i>	5.5%	Variable	Variable

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

SUPPLEMENTARY INFORMATION

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
FOR THE YEAR ENDED DECEMBER 31, 2021**

AGENCY HEAD NAME: Richard Kendrick, Assessor

PURPOSE	AMOUNT
Salary	\$ 154,427
Benefits - Insurance	25,994
Benefits - Retirement	18,847
Benefits - Deferred Compensation	1,200
Total	<u>\$ 200,468</u>

John L. McKowen
Certified Public Accountant

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

The Honorable Thomas R. Kendrick
West Feliciana Parish Assessor
P.O. Box 279
St. Francisville, Louisiana 70775

I have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the West Feliciana Parish Assessor, a component unit of the West Feliciana Parish Council, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the West Feliciana Parish Assessor's basic financial statements, and have issued my report thereon dated June 22, 2022.

Report on Internal Control over Financial Reporting

In planning and performing my audit of the financial statements, I considered the West Feliciana Parish Assessor'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 my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the West Feliciana Parish Assessor's internal control. Accordingly, I do not express an opinion on the effectiveness of the West Feliciana Parish Assessor's internal control.

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

My 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 my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Member

American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the West Feliciana Parish Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2021-001.

West Feliciana Parish Assessor Response to Findings

The West Feliciana Parish Assessor's response to the finding identified in my audit is described previously. The Assessor's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of my 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 conducted 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.



John L. McKowen, CPA
June 22, 2022

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2021**

I have audited the financial statements of the West Feliciana Parish Assessor as of and for the year ended December 31, 2021 and have issued my report thereon June 22, 2021. I conducted my 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. My audit of the financial statements as of December 31, 2021 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

1. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control	Material Weakness	<input type="checkbox"/> No
	Control Deficiency(ies)	<input type="checkbox"/> No
Compliance	Compliance Material to F/S	<input type="checkbox"/> No
	Control Deficiency(ies)	<input type="checkbox"/> Yes

2021-001 Noncompliance with Budget Act

CONDITION: The Assessor did not comply with the provisions of La R.S. 39-1311 with respect to the General Fund. Total revenue failed to meet budgeted amounts by almost 20% or \$247,996.

CRITERIA: La R.S. 39-1311 states that when total actual revenues and other sources or expenditures and other uses plus projected actual revenues and other sources or expenditures and other uses for the remainder of the year are failing to meet or are exceeding the total budgeted amounts by five percent or more, the budget must be amended.

CAUSE: The Assessor did not properly monitor revenue in the General Fund.

EFFECT: The Assessor was not in compliance with the state budget law.

RECOMMENDATION: The Assessor should periodically compare actual activity to budgeted amounts and adopt budgetary amendments as necessary to ensure compliance with state statutes.

MANAGEMENT'S RESPONSE AND CORRECTIVE ACTION PLAN: We agree with the finding. In the future, we will monitor financial activity and make budget amendments as necessary in accordance with La R.S. 39-1311.

2. Federal Awards

N/A

Section II Financial Statement Findings

None

Section III Federal Award Findings and Questioned Costs

N/A

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
YEAR ENDED DECEMBER 31, 2021**

Section I Internal Control and Compliance Material to the Financial Statements

None

Section II Internal Control and Compliance Material to Federal Awards

N/A

Section III Management Letter

None

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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the West Feliciana Parish Assessor and the Louisiana Legislative Auditor:

I 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 through December 31, 2021. The West Feliciana Parish Assessor is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe 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
The Assessor's written policies and procedures address budgeting.
 - 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.
The Assessor's written policies and procedures address purchasing.
 - c) ***Disbursements***, including processing, reviewing, and approving.
The Assessor's written policies and procedures address disbursements.

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

The Assessor does not have written policies and procedures that address receipts/collections.

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

The Assessor's written policies and procedures address payroll/personnel.

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

The Assessor's written policies and procedures address contracting.

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

The Assessor's written policies and procedures address credit cards.

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

- i) *The Assessor's written policies and procedures address travel and expense reimbursement.*

- j) **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.

The Assessor's written policies and procedures address ethics.

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

The Assessor's written policies and procedures address debt service.

- l) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application

of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

The Assessor does not have written policies and procedures that address information technology disaster recovery/business continuity.

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

The Assessor's written policies and procedures address sexual harassment

Board or Finance Committee

Not applicable, the Assessor is an elected official.

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.
 - 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, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Bank Reconciliations

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date.

- 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

Bank reconciliations do not include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

- 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.

One bank account has several checks that have been outstanding for more than 12 months.

Collections (excluding electronic funds transfers)

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

Management represents that there is one deposit site.

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

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

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

- 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.

Each employee responsible for collecting cash is not responsible for preparing/making bank deposits.

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

Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers.

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

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

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

A copy of the bond for theft covering all employees who have access to cash was obtained from management. The bond was in force during the fiscal period.

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

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

Not applicable, there was one cash receipt for \$45 during the year.

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

Related collection documentation was traced to the deposit slip.

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

The deposit slip total was traced to the actual deposit per the bank statement.

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

The deposit was less than \$100 and the cash is stored securely in a locked safe.

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

The actual deposit per the bank statement was traced to the general ledger.

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).

Management represents that there is one location that processes payments.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

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

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

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.

- 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 official responsible for signing checks gives the signed checks to an employee to mail who is not responsible for processing payments.

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

- a) Observe that the disbursement matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

The disbursements matched the related original itemized invoice and supporting documentation indicated that deliverables included on the invoice were received by the entity.

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

The disbursement documentation included evidence of segregation of duties.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

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

The listing was obtained.

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

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

There is evidence that the combined statement and supporting documentation (was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.

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

There were no finance charges assessed on the selected combined statement.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

The itemized receipts described above were obtained along with acceptable supporting documentation.

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, observe 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).

Not applicable, there were no reimbursements using a per diem.

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

The reimbursements were supported by original itemized receipts that identified precisely what was purchased.

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

Each reimbursement was supported by documentation of the business/public purpose and other documentation required by written policy.

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

Each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

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

None of the contracts observed required bids in accordance with the Louisiana Public Bid Law.

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

Not applicable, the Assessor is elected.

- c) If the contract was amended (e.g. change order), observe 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 was approval documented).

There were no contract amendments.

- 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.

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

Payroll and Personnel

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

Paid salaries agreed to authorized salaries/pay rates in the personnel files.

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

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

All employees other than the Assessor document their daily attendance and leave.

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

Supervisors approved the attendance and leave of the selected employees.

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

Leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

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

The rate paid to the employees and officials agree to the authorized salary/pay rate found within the personnel file.

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

rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Management represents that there were no termination payments paid during the year.

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

Management represents that employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines.

Ethics

20. Using the 5 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.

Documentation demonstrating that each employee/official completed one hour of ethics training during the fiscal period was observed.

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

Not applicable, no changes identified.

Debt Service

Not applicable, the Assessor has no debt.

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

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

Fraud Notice

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.

Not applicable, there were no misappropriations of assets.

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

The 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.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- a. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

I performed the procedure and discussed the results with management.

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

I performed the procedure and discussed the results with management.

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

I performed the procedure and discussed the results with management.

Sexual Harassment

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

Documentation for the 5 individuals demonstrates that each employee/official completed at least one hour of sexual harassment training during the calendar year.

27. Observe 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).

The entity has not posted its sexual harassment policy and complaint procedure on its website.

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

The entity did not prepare the report for the current fiscal period.

- a. Number and percentage of public servants in the agency who have completed the training requirements;
- b. Number of sexual harassment complaints received by the agency;
- c. Number of complaints which resulted in a finding that sexual harassment occurred;
- d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e. Amount of time it took to resolve each complaint.

I was engaged by the West Feliciana Parish Assessor to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of the West Feliciana Parish Assessor and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my 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.



John L. McKowen, CPA
Baton Rouge, Louisiana
June 22, 2022



WEST FELICIANA
PARISH ASSESSOR'S OFFICE

John L. McKowen, CPA
2178 Myrtle Avenue
Baton Rouge, Louisiana 70806

Dear John:

Below are our responses to the exceptions noted in the Assessor's statewide agree-upon procedures report for the year ended December 31, 2021.

Written Policies and Procedures

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).

Management's Response:

We will include additional written policies and procedures to address receipts/collections.

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.

Management's Response:

We will include additional written policies and procedures to address information technology disaster recovery/business continuity.

Bank Reconciliations

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).

Management's Response:

In the future, the Assessor will initial all bank reconciliations as evidence that they have been reviewed.

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

Management's Response:

We will research reconciling items that have been outstanding for more than 12 months from the statement closing date.



WEST FELICIANA
PARISH ASSESSOR'S OFFICE

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

For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that 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.

Management's Response:

In the future, the Assessor will periodically review and approve all changes to vendor files.

Sexual Harassment

Observe 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).

Management's Response:

We will post our sexual harassment policy and complaint procedure on our website.

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

Management's Response:

While there was no sexual harassment reported during the period, we will, in the future, prepare an annual sexual harassment report dated prior to February 1, to include the applicable requirements of R.S. 42:344.

Sincerely,

Thomas R. Kendrick
West Feliciana Parish Assessor