

CADDO PARISH TAX ASSESSOR

SHREVEPORT, LOUISIANA

DECEMBER 31, 2021

CADDO PARISH TAX ASSESSOR

SHREVEPORT, LOUISIANA

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MANAGEMENT'S DISCUSSION AND ANALYSIS

CADDO PARISH TAX ASSESSOR

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

This section presents readers of the financial statements of the Caddo Parish Tax Assessor's Office with a narrative overview and analysis of its financial activities for the fiscal year ended December 31, 2021. It is intended to serve as an introduction to the basic financial statements of the Caddo Parish Tax Assessor, which statements consist of government-wide financial statements, fund financial statements, notes thereto, and other financial information.

Financial Highlights

The financial statements of the Assessor present the financial transactions of the Assessor's office. The Assessor assesses all real and movable property in the parish subject to ad valorem taxation. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

Total assets and deferred outflows increased by \$1,306,794 or 8.93%. This is due mainly to an increase in deferred outflows related to OPEB and the net pension asset. Total liabilities and deferred inflows decreased by \$1,495,717 or 6.66%. This was due to changes in the net pension liability, deferred inflows of resources and in the OPEB obligation for 2021.

Revenues for the current year exceeded prior year's revenues by \$305,382, which is due to an increase in assessment revenue. Expenditures increased by \$7,162 from the prior year. This is due mainly to changes in the net pension liability.

Capital assets had an increase of \$16,171, which is additional assets purchased during the year, and decreases in the amount of \$34,997. This was due to depreciation expense of \$34,997.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on Pages 8 and 9) provide information about the activities of the Assessor as a whole. Fund financial statements start on Page 10. For governmental activities, these statements tell how these services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Assessor's operations in more detail than the government-wide statements by providing information about the Assessor's most significant funds. The Assessor is a component unit of the Parish of Caddo, Louisiana. The accompanying financial statements present information only on the funds maintained by the Assessor.

Reporting the Funds Maintained by the Assessor as a Whole

The Statement of Net Assets and the Statement of Activities

Our analysis of the funds maintained by the Assessor as a whole begins on Page 8. The Statement of Net Position and the Statement of Activities report information about the funds maintained by the Assessor as a whole and about its activities. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of

the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Assessor's *net position* and changes in it. The Assessor's net position – the difference between assets and deferred outflows and liabilities and deferred inflows – is one way to measure the Assessor's financial health, or *financial position*. Over time, *increases or decreases* in the Assessor's net position is one indicator of whether its financial health is improving or deteriorating.

In the Statement of Net Position and the Statement of Activities, we record the funds maintained by the Assessor as governmental activities.

THE FUNDS MAINTAINED BY THE ASSESSOR AS A WHOLE

A comparative analysis of the funds maintained by the Assessor is presented below.

Table 1
Net Position

	Government-Wide Activities 2021	Government-Wide Activities 2020
	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	3,577,932	2,486,859
Investments	5,602,093	5,681,958
Accrued interest receivable	328	328
Accounts receivable	41,419	39,654
Capital assets, net of accumulated depreciation	86,592	105,416
Net pension asset	1,297,328	-
Deferred outflow of resources	5,329,776	6,314,459
Total assets and deferred outflows of resources	<u>15,935,468</u>	<u>14,628,674</u>
Total liabilities	20,961,608	20,403,686
Deferred inflows of resources	3,066,233	2,053,639
Total liabilities and deferred inflows of resources	<u>24,027,841</u>	<u>22,457,325</u>
Net position:		
Invested in capital assets, net of related debt	86,592	105,416
Unrestricted (deficit)	(8,178,965)	(7,934,067)
Total net position (deficit)	<u>(8,092,373)</u>	<u>(7,828,651)</u>

Net position of the funds maintained by the Assessor decreased by \$263,772 or 3.37%. Deferred outflows of resources decreased by \$984,683. Deferred inflows of resources increased by \$1,012,594. OPEB liability is included in total liabilities and increased by \$1,144,015. The changes in deferred outflows and inflows of resources and the OPEB and pension liabilities are due to changes in actuarial valuations, number of participants and contributions made to each plan.

**Table 2
Change in Net Position**

	Government-Wide Activities 2021	Government-Wide Activities 2020
Revenues		
Caddo Assessment District	4,493,214	4,210,068
State revenue sharing	96,457	94,245
Other	<u>756,466</u>	<u>736,442</u>
Total revenues	5,346,137	5,040,755
Expenses		
General governmental	<u>5,609,859</u>	<u>5,602,697</u>
Increase (decrease) in net position	(263,722)	(561,942)
Beginning net position (deficit)	<u>(7,828,651)</u>	<u>(7,266,709)</u>
Ending net position (deficit)	<u><u>(8,092,373)</u></u>	<u><u>(7,828,651)</u></u>

For the funds maintained by the Assessor, total revenues increased \$305,382 in 2021, from total revenues in 2020 of \$5,040,755. The increase was the result of an increase assessment revenue.

CAPITAL ASSETS

During 2004, the Assessor adopted the provisions of Governmental Accounting Standards Board Statement No. 34 as pertaining to capital assets and depreciation. This resulted in a change in the format and content of the basic financial statements. At the end of 2021, the Assessor had invested \$1,226,634 in capital assets with a net book value of \$86,592. At the end of 2020, the Assessor had invested \$1,210,463 in capital assets with a net book value of \$105,416.

Table 3
Capital Assets At Year End

	Government-Wide Activities 2021	Government-Wide Activities 2020
Furniture, office equipment and GIS equipment	271,583	265,268
Computer Equipment	955,051	945,195
	1,226,634	1,210,463
<u>Less</u> - accumulated depreciation	(1,140,042)	(1,105,048)
Capital assets, net	<u>86,592</u>	<u>105,415</u>
Major additions included:		
Computer equipment	9,856	35,903
Furniture, office equipment and GIS equipment	6,315	7,328
Total	<u>16,171</u>	<u>43,231</u>

Expectations for Future Operations

The Assessor expects that the financial status will continue to be favorable in the future. Management will replace computer equipment as necessary.

Management will continue to monitor the economic uncertainties of COVID-19 and the impact on available financial resources.

Requests for Information

This financial report is designed to provide a general overview of the Caddo Parish Tax Assessor's finances for all those with an interest in the Assessor's financial operations. Questions concerning any of the information provided in this report, or requests for additional information, should be addressed to the Caddo Parish Tax Assessor, 501 Texas Street, Room 102, Shreveport, Louisiana, 71101.



REGIONS TOWER
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101
318.429.1525 (P) | 318.429.2124 (F)

June 15, 2022

Mr. Charles R. Henington, Jr.
Caddo Parish Tax Assessor
Shreveport, Louisiana

Independent Auditor's Report

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of the Caddo Parish Tax Assessor as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Caddo Parish Tax Assessor's basic financial statements as listed in the table of contents.

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

Basis for Opinion

We conducted our 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 (Government Auditing Standards)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Caddo Parish Tax Assessor, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Management's Responsibility 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.

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 Caddo Parish Tax 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 Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. 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 an error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

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

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison, schedule of proportional share of the net pension liability

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

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Caddo Parish Tax Assessor's basic financial statements. The accompanying other financial information consisting of the schedule of compensation, reimbursements, benefits, and other payments to agency head is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, reimbursements, benefits, and other payments to agency head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2022 on our consideration of the Caddo Parish Tax Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of 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 Caddo Parish Tax Assessor's internal control over financial reporting and compliance.

Heard, McElroy & Vestal, LLC

Shreveport, Louisiana

CADDO PARISH TAX ASSESSOR

STATEMENT OF NET POSITION

DECEMBER 31, 2021

<u>ASSETS</u>	<u>Governmental Activities</u>
Cash and cash equivalents	3,577,932
Investments, at cost	5,602,093
Accrued interest receivable	328
Accounts receivable	41,419
Furniture, office equipment and GIS equipment, net of accumulated depreciation	19,292
Computer equipment, net of accumulated depreciation	67,300
Net pension asset	1,297,328
Total assets	<u>10,605,692</u>
 <u>DEFERRED OUTFLOWS OF RESOURCES</u> 	
Deferred outflows of resources - OPEB	3,841,600
Deferred outflows of resources - pension	1,488,176
Total deferred outflows of resources	<u>5,329,776</u>
 Total assets and deferred outflows of resources	 <u>15,935,468</u>
 <u>LIABILITIES</u> 	
Accounts payable and accrued expenses	92
Long-term liabilities-net OPEB obligation	20,961,516
Total liabilities	<u>20,961,608</u>
 <u>DEFERRED INFLOWS OF RESOURCES</u> 	
Deferred inflows of resources - OPEB	625,650
Deferred inflows of resources - pension	2,440,583
Total deferred inflows of resources	<u>3,066,233</u>
 Total liabilities and deferred inflows of resources	 <u>24,027,841</u>
 <u>NET POSITION</u> 	
Investment in capital assets, net of related debt	86,592
Unrestricted (deficit)	(8,178,965)
Total net position (deficit)	<u>(8,092,373)</u>
 Total liabilities, deferred inflows of resources and net position	 <u>15,935,468</u>

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

CADDO PARISH TAX ASSESSOR

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Governmental Activities</u>
<u>Expenses:</u>	
Insurance	907,942
General office expense	99,671
Professional fees	157,750
Equipment maintenance	211,324
Postage	36,039
Education and travel	64,306
Automobile	67,978
Office forms	3,211
Office supplies	18,482
Salaries and benefits	2,015,938
Retirement fund expense, net of pension liability adjustments	186,653
Depreciation	34,997
Loss on disposal of fixed assets	-
OPEB obligation	<u>1,805,568</u>
Total expenses	5,609,859
<u>Program revenue:</u>	
Charges for services	<u>105,957</u>
Net (expense)	(5,503,902)
<u>General revenue:</u>	
Caddo Assessment District	4,493,214
State revenue sharing	96,457
Interest income	61,053
Miscellaneous income	27
Non-employer pension contributions	<u>589,429</u>
	<u>5,240,180</u>
Change in net position	(263,722)
Net position (deficit)-beginning of year	<u>(7,828,651)</u>
Net position (deficit)-end of year	<u><u>(8,092,373)</u></u>

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

CADDO PARISH TAX ASSESSOR

BALANCE SHEET-GOVERNMENTAL FUND TYPE

DECEMBER 31, 2021

	<u>Governmental Fund Type</u>
<u>ASSETS</u>	<u>Salary and Expense Fund</u>
Cash and cash equivalents	3,577,932
Investments, at cost	5,602,093
Accrued interest receivable	328
Accounts receivable	<u>41,419</u>
Total assets	<u><u>9,221,772</u></u>
<u>LIABILITIES AND FUND EQUITY</u>	
<u>Liabilities:</u>	
Accounts payable and accrued expenses	<u>92</u>
Total liabilities	92
<u>Fund balance</u> - unassigned	<u>9,221,680</u>
Total liabilities and fund equity	<u><u>9,221,772</u></u>

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

CADDO PARISH TAX ASSESSOR

RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE

GOVERNMENT-WIDE FINANCIAL STATEMENT OF NET POSITION

DECEMBER 31, 2021

Total fund balance for the governmental fund	9,221,680
Cost of capital assets, less accumulated depreciation	86,592
Retirement payments are reported as expenditures in the governmental funds. In the government-wide statements the payments represent net deferred outflow of resources	2,263,543
Long-term liabilities-net OPEB obligation	(20,961,516)
Long-term asset-net pension asset	<u>1,297,328</u>
Total net position (deficit) of governmental activities	<u><u>(8,092,373)</u></u>

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

CADDO PARISH TAX ASSESSOR

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-

GOVERNMENTAL FUND TYPE

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Governmental Fund Type</u> <u>Salary and Expense Fund</u>
<u>Revenues:</u>	
Caddo Assessment District	4,493,214
State revenue sharing	96,457
Charges for services	105,957
Interest income	61,053
Miscellaneous	27
Total revenues	<u>4,756,708</u>
<u>Expenditures:</u>	
Insurance	907,942
General office expense	99,673
Professional fees	157,750
Equipment maintenance and purchases	227,495
Postage	36,039
Education and travel	64,306
Automobile	67,978
Office forms	3,211
Office supplies	18,482
Salaries- assessor	168,427
Salaries- deputies	1,793,788
Salaires- other	53,723
Retirement fund expense	144,941
Total expenditures	<u>3,743,755</u>
<u>Excess of revenue over expenditures</u>	1,012,953
<u>Beginning fund balance</u>	<u>8,208,727</u>
<u>Ending fund balance</u>	<u><u>9,221,680</u></u>

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

CADDO PARISH TAX ASSESSOR

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,

AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND TO THE

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2021

Net change in fund balance- governmental fund	1,012,953
OPEB obligation expense	(1,805,568)
Retirement expenditures paid	(41,710)
Non-employer pension retirement contributions	589,429
Equipment purchases	16,171
Depreciation expense	<u>(34,997)</u>
Change in net position of governmental activities	<u><u>(263,722)</u></u>

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

CADDO PARISH TAX ASSESSOR

STATEMENT OF FIDUCIARY NET ASSETS

DECEMBER 31, 2021

ASSETS

Investment in deferred compensation	<u>1,246,290</u>
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NET ASSETS

Net assets	<u>1,246,290</u>
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The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSESSOR

STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2021

Balance beginning of year		1,164,730
<u>Increases:</u>		
Contributions	32,964	
Gains on investments	102,919	
Transfers in	<u>-</u>	
		135,883
<u>Decreases:</u>		
Withdrawals	49,775	
Administrative fees	<u>4,548</u>	
		<u>54,323</u>
Balance end of year		<u><u>1,246,290</u></u>

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

CADDO PARISH TAX ASSESSOR

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

Introduction

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies. The Assessor is a component unit of the Caddo Parish Commission, as it meets all applicable criteria established by GASB standards.

The Assessor's office is located in the Caddo Parish Courthouse in Shreveport, Louisiana. The Assessor employs 52 employees, including 39 deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2021, there were 137,503 real property and movable property assessments totaling \$1,698,702,802 and \$499,074,340, respectively. This represents an increase of 577 assessments with an increase totaling \$22,070,249 in value over the prior year. The increase in the number of assessments is due to more subdivisions being on the tax roll. The increase in value is due to an increase in the value of real estate.

Basis of Presentation

The accompanying financial statements of the Caddo Parish Tax Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing government accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999, and GASB 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, issued in February 2009.

The financial statements include:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Assessor's overall financial position and results of operations.
- Government-Wide Financial Statements
- Fund Financial Statements

1. Summary of Significant Accounting Policies (Continued)

Government-Wide and Fund Financial Statements

The government-wide financial statements (GWFS) (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

The statement of net position presents information on all of the Assessor's assets and liabilities using the accrual basis of accounting, as well as the deferred outflows and inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Assessor is improving or deteriorating.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Depreciation expense is identified by function and is included in the direct expense of each function. Program revenues include 1) fees, fines, and charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate fund financial statements (FFS) are provided for governmental funds. Major individual governmental funds are reported as separate columns in the FFS.

Fund Accounting

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.

Governmental Funds

Governmental funds account for all or most of the Assessor's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Assessor.

The Salary and Expense Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the Assessor and accounts for the operation of the Assessor's office. Compensation received from the various taxing bodies prescribed by formula in Louisiana Revised Statutes 47:1907-08 is accounted for in this fund. General operating expenditures are paid from this fund.

1. Summary of Significant Accounting Policies (Continued)

Fiduciary Funds

Fiduciary funds account for resources that do not belong to the Assessor, but rather are subject to the claims of others.

The Pension Trust Fund, which is a fiduciary fund type, accounts for assets held which are for employees who defer a portion of their compensation. Fiduciary funds are custodial funds (assets equal liabilities and net assets); therefore, they do not involve measurement of operations. There are two deferred compensation plans available to the employees. One is administered by the National Association of Counties, and the other is administered by Security Benefit Group of Companies. All assets of the plan are reported at fair market value. Plan assets remain the property of the Assessor until paid or made available to participants.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Salary and Expense Fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement of the Salary and Expense Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the Salary and Expense Fund. The Salary and Expense Fund uses the following practices in recording revenues and expenditures:

Revenues

Revenues are recognized when they become measurable and available as net current assets. The period of time used to define when resources become available is one year.

Expenditures

Expenditures are recognized when the related fund liability is incurred.

Equity Classifications

In 2018, the Assessor implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. To implement this change, the beginning net position was restated.

Budgets and Budgetary Accounting

The Caddo Parish Tax Assessor follows these procedures in establishing the budgetary data reflected in these financial statements:

1. The Caddo Parish Tax Assessor prepares a proposed budget and holds a public hearing no later than fifteen days prior to the beginning of each fiscal year.
2. The budget is adopted at the public hearing.
3. All budgetary appropriations lapse at the end of each fiscal year.

1. **Summary of Significant Accounting Policies** (Continued)

Cash and Cash Equivalents and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. 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.

Under state law, the Assessor may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost, except for investments in the deferred compensation fiduciary fund, which are reported at market.

Capital Assets

The Assessor has adopted the provisions of Governmental Accounting Standards Board Statement No. 34 as pertaining to capital assets and depreciation.

Capital assets are capitalized at historical cost. Donated assets are recorded as capital assets at their acquisition value at the date of donation. The Assessor maintains a threshold level of \$300 or more for capitalizing capital assets.

The purchase or acquisition of capital assets is recorded in the Statement of Net Position and Statement of Revenues, Expenditures, and Changes in Fund Balance. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives.

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	7 - 10 years
Computer and office equipment	5 - 7 years

Vacation and Sick Leave

The Assessor has a written formal policy relating to vacation and sick leave, based on length of service. The policy does not provide for the accumulation of vacation leave. The policy provides for accumulation of sick leave that may be used for major illnesses. It does not provide for compensation for this sick leave upon termination.

Risk Management

The Assessor is subject to normal business and liability risk, including risk of loss of assets. These risks are managed through the purchase of insurance policies.

2. Levied Taxes

The Caddo Assessment District levies a tax on the assessed valuation of all taxable property appearing on the previous year's tax roll. The millage to be assessed is determined and certified by the legislative auditor by dividing the net tax roll as of January 1 of the year of implementation into the salary and expense account and salary and personal expense allowance of the Assessor for the current year. The millage adopted remains in effect in subsequent years unless changed as provided by law.

However, the total amount of ad valorem taxes received by the district is never less than that received by the district in the initial year. Taxes are due December 31.

Of the total taxes assessed by the Caddo Assessment District, \$4,363,604 were due to the Assessor for the year ended December 31, 2021. The taxes remitted to the Assessor in 2021 were primarily for the 2020 assessment year. For 2021, total taxes of \$4,493,214 were collected, of which \$4,282,410 relates to assessed taxes for the 2020 assessment year, \$210,804 relates to taxes assessed for other periods.

Approximately 98% of the taxes assessed were collected for 2020 and the Assessor believes that the remaining 2%, \$81,194, will never be collected, mainly as a result of bankruptcies and protested taxes.

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

	<u>Authorized Millage</u>	<u>Levied Millage</u>
Caddo Assessment District	2.37	2.37

The following are the principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Type of Business</u>	2021 <u>Assessed Valuation</u>	Percentage of Total <u>Assessed Valuation</u>
SWEPSCO/AEP	Utility	173,994,590	7.92%
Chesapeake Operating, Inc.	Natural Gas	30,530,110	1.39%
Union Pacific Railroad Co.	Railroad	16,837,660	0.77%
Calumet Shreveport	Refinery	14,548,651	0.66%
BPX Operating Company	Natural Gas	13,093,700	0.60%
Ternium, USA	Steel	11,720,960	0.53%
Kansas City Southern Railway	Railroad	11,630,610	0.53%
Centerpoint Energy Arkla	Utility	11,457,790	0.52%
Walmart	Retail	11,432,390	0.52%
Comstock Oil & Gas	Natural Gas	11,272,570	0.51%
		<u>306,519,031</u>	<u>13.95%</u>

3. Cash and Cash Equivalents

At December 31, 2021, the Assessor has cash and cash equivalents as follows:

	<u>Salary and Expense Fund</u>
Commercial interest checking accounts	<u>3,577,932</u>
Total cash and cash equivalents	<u><u>3,577,932</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits 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 or exceed the amount on deposit with the fiscal agent. These accounts were held at one institution and secured by \$250,000 in federal deposit insurance. In addition, the market value of securities pledged on these accounts was \$6,150,000 as of December 31, 2021.

4. Investments

The investments of all funds consisted of certificates of deposit and the LAMP Fund. A schedule of investments is presented below:

	<u>Rate of Interest</u>	<u>Salary and Expense Fund</u>
Home Federal Savings & Loan	1.51%	416,597
Home Federal Savings & Loan	1.51%	416,428
Home Federal Savings & Loan	1.51%	416,870
Home Federal Savings & Loan	1.51%	417,297
Home Federal Savings & Loan	1.51%	416,699
Home Federal Savings & Loan	1.51%	414,235
Home Federal Savings & Loan	1.51%	414,659
Home Federal Savings & Loan	1.51%	415,352
Red River Bank	0.35%	253,161
Red River Bank	0.35%	253,639
Red River Bank	0.35%	253,467
Red River Bank	0.10%	253,630
Cross Keys	2.35%	260,777
LAMP Investments		<u>999,282</u>
		<u><u>5,602,093</u></u>

The investments are in the name of the Assessor and are held at the financial institutions. The certificates of deposit are either fully insured or collateralized by securities held in the Assessor's name. The market value of securities and one letter of credit pledged on these accounts was \$7,565,493 as of December 31, 2021.

4. Investments (Continued)

The Louisiana Asset Management Pool, Inc. (LAMP) issues separate audited financial statements that can be obtained by accessing their website at www.lamppool.com or by calling (504) 525-5267.

In accordance with GASB Codification Section I50.126, the investment in LAMP is not categorized in the three risk categories provided by GASB Codification Section I50.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA – R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 60 days and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. LAMP is rated AAAM by Standard & Poor's.

5. Changes in Capital Assets

A summary of changes in capital assets and accumulated depreciation for the year ended December 31, 2021, is as follows:

	Furniture, Office Equipment and GIS Equipment	Computer Equipment	Total
Balance January 1, 2021	265,268	945,195	1,210,463
Additions	6,315	9,856	16,171
Balance December 31, 2021	271,583	955,051	1,226,634
Less - accumulated depreciation	(252,291)	(887,751)	(1,140,042)
Capital assets, net	19,292	67,300	86,592

6. Pension Plan

Substantially all employees of the Caddo Parish Tax Assessor's office are members of the Louisiana Assessors Retirement Fund, a cost-sharing multiple-employer defined benefit pension plan that is controlled and administered by a separate board of trustees.

All full-time employees are required to participate in the Fund. Employees hired before October 1, 2013, can retire at age 55 with 12 years of experience or 30 years of credited service and are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary.

For employees who were employed prior to October 1, 2006, final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. For employees hired on or after October 1, 2006, the final salary is the employee's average over 60 consecutive or joined months that produces the highest average.

For employees who were hired on or after October 1, 2013 the benefit is equal to 3 percent of their final average salary over the 60 consecutive or joined months that produce the highest average.

These employees may receive a retirement benefit of 3 1/3 percent if they retire with 30 years of service or more; otherwise it is 3 percent. These employees must be 55 years old with 30 years or more of service or 60 years old with 12 years of service.

Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 or age 60 depending on when hired and receive the benefit accrued to their date of termination. The Fund also provides death and disability benefits. Benefits are established by state statute.

All retirement benefits may be reduced by taking any one of the retirement options that are provided for, such as joint benefit for surviving spouse or back drop options.

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, P. O. Box 14699, Baton Rouge, Louisiana 70898-4699, or on the Louisiana Legislative Auditor's website, www.lia.la.gov.

6. Pension Plan (Continued)

Contributions to the Fund include one-fourth of one per cent of the taxes shown to be collectible by the tax rolls of each parish including the homestead exemption plus revenue sharing funds appropriated by the legislature. State statute requires plan members to contribute 8% of their annual covered salaries to the Fund. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. For 2021, the rate was 8%. The Caddo Parish Tax Assessor's contributions to the Fund for the year ending December 31, 2021 was \$144,941, equal to the required employer contribution. The employee portion for the year ending December 31, 2021 was \$144,941, which is included in salaries and benefits expense.

Actuarially determined amounts regarding the net pension liability are subject to continual revision as actual results are compared to past expectations, and new estimates are made about the future. Key information on the actuarial valuation and assumptions is as follows:

Valuation Date	September 30, 2021
Actuarial Cost Method	Entry age normal.
Investment Rate of Return (discount rate)	5.50%, net of pension plan investment expense, including inflation.
Inflation Rate	2.10%
Salary Increases	5.25%
Annuitant and beneficiary mortality	Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Active members mortality	Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 120% with full generational projections using the appropriate MP-2019 improvement scale.
Disabled Annuitant Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

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 expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.37% as of September 30, 2021.

6. Pension Caddo Plan (Continued)

Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation as of September 30, 2021, are summarized as follows:

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

The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially-determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on these assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability (asset).

The effects of certain other changes in the net pension liability (asset) are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period. The Expected Remaining Service Lives (ERSL) for 2021 is 6 years.

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

6. Pension Plan (Continued)

	1% Decrease <u>(4.50%)</u>	Current Discount Rate (5.50%)	1% Increase <u>(6.50%)</u>
Assessor's proportionate share of the net pension liability (asset)	<u>994,881</u>	<u>(1,297,328)</u>	<u>(3,243,515)</u>

Actuarial date and measurement date: September 30, 2021

Projected required contribution	146,139
Employer allocation percentage	3.946116%
Net pension liability (asset)	(1,297,328)

Deferred Outflows

Differences between expected and actual experience	103,770
Changes in assumptions	1,346,363
Changes in proportion	9,010
Employer contributions subsequent to measurement date	<u>29,033</u>
Total Deferred Outflows	<u>1,488,176</u>

Deferred Inflows

Differences between expected and actual experience	345,011
Net differences between projected and actual earnings	2,066,700
Changes in proportion	<u>28,872</u>
Total Deferred Inflows	<u>2,440,583</u>

Pension Expense

Proportionate share of plan pension expense	199,782
Net amortization of deferred amounts from changes in proportion	<u>(17,755)</u>
Total Employer Pension Expense	<u>182,027</u>

Proportionate Share

Employer contributions	147,013
Non-employer contributions	589,429

Schedule of Net Pension Liability Sensitivity to Change in Discount Rate

Employer's proportionate share	(1,297,328)
1% Decrease	994,881
1% Increase	(3,243,515)

6. Pension Plan (Continued)

Amortization Schedule

2022	(204,110)
2023	(218,445)
2024	(379,261)
2025	(277,651)
2026	98,025
Total	<u>(981,442)</u>

7. Other Postemployment Benefits

Plan Description. The Caddo Parish Tax Assessor contributes to a single-employer defined benefit healthcare plan (“the Retiree Health Plan”). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Assessor’s group health insurance plan, which covers both active and retired members. Benefit provisions are established by the Caddo Parish Tax Assessor.

Effective with the year ended December 31, 2018, the Caddo Parish Tax Assessor implemented Government Accounting Standards Board Statement Number 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (GASB 75). In accordance with GASB 75, the beginning OPEB liability was restated to reflect the full obligation of the Assessor.

Funding Policy. The Assessor pays 100% of retirees’ medical and life insurance premiums and 50% of the retirees’ dependent medical coverage. The eligibility requirement is that the former employee must have met the requirements of the retirement system. These requirements are at least twelve years of coverage service and at least fifty-five years of age or thirty years of service. The number of participants currently eligible to receive benefits is thirty-three. For the year ended December 31, 2021, the Assessor contributed \$373,023 to the plan.

Total OPEB Liability. The Assessor’s total OPEB liability of \$20,961,516 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	2.2%
Salary increases	3.0%, including inflation
Discount rate	2.06% annually

The healthcare cost trend rate was calculated with a valuation date of January 1, 2020, assuming an implied inflation rate of 2.2% per year, and actual premiums. The short-term trend rate for Pre-65 retirees starts off at 6.4%, and at 5.4% for Post-65 retirees and does not reflect the ACA Excise Tax effective 2022.

7. Other Postemployment Benefits (Continued)

The discount rate was based on the average of the Bond Buyer General Obligation 20-Bond Municipal index.

Mortality rates were based on the sex-distinct Pub-2010 General Mortality Table, projected generationally using scale MP-2021.

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, 2020	19,817,501
Changes for the year:	
Service cost	805,478
Interest	433,234
Effect of economic/demographic gains or losses	-
Changes in assumptions	282,057
Benefit payments and net transfers	<u>(376,754)</u>
Net changes	<u>1,144,015</u>
Balance at December 31, 2021	<u><u>20,961,516</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 (1.06%) or 1-percentage-point higher (3.06%) than the current discount rate:

	1% Decrease (1.06%)	Current Discount Rate (2.06%)	1% Increase (3.06%)
Total OPEB liability	<u>25,043,279</u>	<u>20,961,516</u>	<u>17,756,634</u>

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

	1% Decrease	Current Trend Rate	1% Increase
Total OPEB liability	<u>17,373,631</u>	<u>20,961,516</u>	<u>25,746,169</u>

7. Other Postemployment Benefits (Continued)

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 \$1,805,568. 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	777,295	-
Changes in assumptions	3,064,305	(625,650)
Total	<u>3,841,600</u>	<u>(625,650)</u>

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	943,610
2023	1,169,059
2024	875,956
2025	211,358
2026	15,967
Thereafter	-

8. Leases

The Caddo Parish Tax Assessor has four operating lease agreements for automobiles and office equipment. The leases range in terms from 36 to 60 months. During 2021, total payments under these leases were \$29,683.

The following is a schedule of future minimum rental payments required under the operating leases as of December 31, 2021:

2022	30,472
2023	28,070
2024	21,601
2025	19,153
2026	-
	<u>99,296</u>

9. Litigation

At the balance sheet date, there was pending litigation against the Assessor which involved suits seeking either refund of taxes for prior years or reassessment of property values. As the Tax Assessor only assesses property and does not collect taxes, there should be no monetary loss to the Assessor because of this litigation.

10. Deferred Compensation

The Tax Assessor offers employees a deferred compensation plan created in accordance with Section 457 of the Internal Revenue Code of 1986. The assets of the plan are held in trust as described in IRC Section 457(g) for the exclusive benefit of the participants and their beneficiaries. The custodian thereof for the exclusive benefit of the participants holds the custodial account for the beneficiaries of this plan, and the assets may not be diverted to any other use. The administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account, and all other matters. In accordance with provisions of GASB Statement No. 32, plan balances and activities are reflected in separate statements of fiduciary net assets and changes in fiduciary net assets in the Tax Assessor's financial statements.

11. Subsequent Event

The Assessor evaluated its December 31, 2021 financial statements for subsequent events through June 15, 2022, the date for which the financial statements were available for distribution, for potential recognition and disclosure and noted no such events.

REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)

CADDO PARISH TAX ASSESSOR

BUDGETARY COMPARISON SCHEDULE

FOR THE YEAR ENDED DECEMBER 31, 2021

(Unaudited)

	<u>Government Fund Type</u>		Variance Favorable (Unfavorable)
	<u>Salary and Expense Fund</u>		
	<u>Actual</u>	<u>Budget</u>	
<u>Revenues:</u>			
Caddo Assessment District	4,493,214	4,411,968	81,246
State revenue sharing	96,457	94,500	1,957
Interest income	61,053	70,000	(8,947)
Other revenues	105,984	103,700	2,284
Total revenues	<u>4,756,708</u>	<u>4,680,168</u>	76,540
<u>Prior year surplus</u>	8,208,727	8,208,727	-
<u>Expenditures:</u>			
Insurance	907,942	1,188,150	280,208
General office expense	99,673	142,790	43,117
Professional fees	157,750	218,525	60,775
Equipment maintenance and purchases	227,495	612,795	385,300
Mapping	-	600	600
Postage	36,039	59,350	23,311
Education and travel	64,306	91,200	26,894
Automobile	67,978	95,800	27,822
Office forms	3,211	15,165	11,954
Office supplies	18,482	65,202	46,720
Salaries	2,015,938	2,500,000	484,062
Retirement fund expense	144,941	300,000	155,059
Total expenditures	<u>3,743,755</u>	<u>5,289,577</u>	<u>1,545,822</u>
<u>Fund balance:</u>			
December 31, 2021	<u>9,221,680</u>	<u>7,599,318</u>	<u>1,622,362</u>

CADDO PARISH TAX ASSESSOR

NOTES TO BUDGETARY COMPARISON SCHEDULE

FOR THE YEAR ENDED DECEMBER 31, 2021

(Unaudited)

1. Budget

Refer to Note 1 of the financial statements for details regarding the budget process. The budget presented on Page 31 is the original budget with no amendments to the budget during the year.

OTHER FINANCIAL INFORMATION

CADDO PARISH TAX ASSESSOR

SCHEDULE OF PROPORTIONAL SHARE OF THE NET PENSION

LIABILITY AND RELATED RATIOS

FOR THE YEAR ENDED DECEMBER 31, 2021

(Unaudited)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Assessor's proportion of the net pension liability	3.946116%	3.836416%	3.981114%	4.124069%	4.262904%	4.140160%	4.393390%
Assessor's proportionate share of the net pension liability (asset)	(1,297,328)	586,113	1,050,146	801,734	748,016	1,460,936	2,299,161
Nonemployer's proportionate share of net pension liability	-	-	-	-	-	-	-
Total	<u>(1,297,328)</u>	<u>586,113</u>	<u>1,050,146</u>	<u>801,734</u>	<u>748,016</u>	<u>1,460,936</u>	<u>2,299,161</u>
Assessor's covered employee payroll	1,811,759	1,756,234	1,746,804	1,791,896	1,861,608	1,799,814	1,827,804
Assessor's proportionate share of the net pension liability as a percentage of its covered employee payroll	-71.61%	33.37%	60.12%	44.74%	40.18%	81.17%	125.79%
Plan fiduciary net position as a percentage of the the total pension liability	106.48%	96.79%	94.12%	95.46%	95.61%	90.68%	85.57%

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

CADDO PARISH TAX ASSESSOR

SCHEDULE OF REQUIRED CONTRIBUTIONS

FOR THE YEAR ENDED DECEMBER 31, 2021

(Unaudited)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	144,941	141,086	141,692	145,426	192,279	227,317	246,754
Contributions in relation to the contractually required contribution	144,941	141,086	141,692	145,426	192,279	227,317	246,754
Contribution deficiency (excess)	-	-	-	-	-	-	-
Assessor's covered-employee payroll	1,811,759	1,756,234	1,746,804	1,791,896	1,861,608	1,799,814	1,827,804
Contributions as a percentage of covered-employee payroll	8.00%	8.03%	8.11%	8.12%	10.33%	10.00% *	13.50% *

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

*Contribution rate was 13.50% until October 2016, at which point it decreased to 10.00%. The contribution rate decreased again to 8.00% effective October 2017.

CADDO PARISH TAX ASSESSOR

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS

FOR THE YEAR ENDED DECEMBER 31, 2021

(Unaudited)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability				
Service cost	805,478	670,825	348,940	467,233
Interest	433,234	458,391	488,184	462,637
Effect of economic/demographic gains or (losses)	-	1,088,424	-	384,157
Effect of assumption changes or inputs	282,057	1,705,406	3,990,625	(2,413,214)
Benefit payments	<u>(376,754)</u>	<u>(326,416)</u>	<u>(326,416)</u>	<u>(322,886)</u>
Net change in total OPEB liability	1,144,015	3,596,630	4,501,333	(1,422,073)
Total OPEB liability - beginning	<u>19,817,501</u>	<u>16,220,871</u>	<u>11,719,538</u>	<u>13,141,611</u>
Total OPEB liability - ending	<u>20,961,516</u>	<u>19,817,501</u>	<u>16,220,871</u>	<u>11,719,538</u>
Covered-employee payroll	1,881,995	1,852,496	1,892,819	1,791,895
Net OPEB liability as a percentage of covered-employee payroll	1113.79%	1069.77%	856.97%	654.03%

Notes to Schedule:

Benefit Changes. There were no changes of benefit terms for the year ended December 31, 2020.

Changes of Assumptions. The discount rate changed as follows: 2018 - 4.10%; 2019 - 2.74%; 2020 - 2.12%; 2021 - 2.06%.

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

CADDO PARISH TAX ASSESSOR

SCHEDULE OF EMPLOYER CONTRIBUTIONS - OPEB

FOR THE YEAR ENDED DECEMBER 31, 2021

(Unaudited)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Actuarially determined contribution	144,941	141,086	141,692	145,426
Contributions in relation to the actuarially determined contribution				
Employer contributions to trust	<u>144,941</u>	<u>141,086</u>	<u>141,692</u>	<u>145,426</u>
Contribution deficiency (excess)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Covered annual payroll	1,881,995	1,852,496	1,892,819	1,791,895
Contributions as a percentage of covered employee payroll	7.70%	7.62%	7.49%	8.12%

Notes to Schedule:

Valuation date 1/1/2020

Actuarially determined contributions are calculated as of the last day of the fiscal year in which contributions are reported.

Actuarial cost method Entry Age Normal

Amortization method Level dollar, open

Amortization period 30 years

Asset valuation method Market value

Inflation 2.2% annually

Healthcare trend 5.4% to 6.4% annually

Salary increases 3.0% annually

Discount rate 2.06% annually

Retirement age 30 years of service at any age; 12 years of service at age 55

Mortality Sex-distinct Pub-2010 General Mortality projected generationally using scale MP-2021

Turnover Age specific table with an average of 12% when applied to the active census

Decline Rate 0%

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

CADDO PARISH TAX ASSESSOR

SCHEDULE OF COMPENSATION, REIMBURSEMENTS, BENEFITS,

AND OTHER PAYMENTS TO AGENCY HEAD

FOR THE YEAR ENDED DECEMBER 31, 2021

Agency Head: Charles R. Hennington, Jr.

Salary and expense amount	172,515
Benefits - insurance	19,356
Benefits - retirement	23,917
Car allowance	6,469
Vehicle provided by government	10,700
Travel	4,889
Registration fees	1,195
Conference travel	2,926
Continuing professional education fees	3,025

OTHER REPORTS



REGIONS TOWER
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101
318.429.1525 (P) | 318.429.2124 (F)

June 15, 2022

Mr. Charles R. Henington, Jr.
Caddo Parish Tax Assessor
Shreveport, Louisiana

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*

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Caddo Parish Tax Assessor, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Caddo Parish Tax Assessor's basic financial statements, and have issued our report thereon dated June 15, 2022.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Assessor's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Assessor's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Assessor's internal control over financial reporting.

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Heard, McElroy & Vestal, LLC

Shreveport, Louisiana

CADDO PARISH TAX ASSESSOR

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED DECEMBER 31, 2021

We have audited the financial statements of Caddo Parish Tax Assessor as of and for the year ended December 31, 2021, and have issued our report thereon dated June 15, 2022. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2021 resulted in an unmodified opinion.

Section I - Summary of Auditor's Reports

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

Internal Control - No material weakness was noted; no management letter was issued.

Compliance - No material noncompliance was noted.

b. Federal Awards – Not applicable.

Section II - Financial Statement Findings

No matters were reported.

CADDO PARISH TAX ASSESSOR
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2021

No prior year findings were reported.



REGIONS TOWER
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101
318.429.1525 (P) | 318.429.2124 (F)
June 30, 2022

Mr. Charles Henington, Jr.
Caddo Parish Tax Assessor
Caddo Parish Courthouse
501 Texas Street
Shreveport, Louisiana 71101

Louisiana Legislative Auditor
Baton Rouge, Louisiana

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2021

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

CPTA has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the SAUPs. 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.
 - 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.

- c) **Disbursements**, including processing, reviewing, and approving.
- 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).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employees rate of pay or approval and maintenance of pay rate schedules.
- 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.
- 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)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Findings

No exceptions were identified in the performance of the procedures listed above.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.
 - 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.

Findings

According to the bylaws, the Caddo Parish Tax Assessor is not required to have board/finance committee meetings.

Bank Reconciliations

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

Findings

No exceptions were identified in the performance of the procedures listed above.

Collections

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).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees responsible for cash collections do not share cash drawers/registers.
 - 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.
 - 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.
 - 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.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
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.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Findings

No exceptions were identified in the performance of the procedures listed above.

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).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Findings

No exceptions were identified in the performance of the procedures listed above.

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.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.

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

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe 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.

Findings

No exceptions were identified in the performance of the procedures listed above.

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 the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration.
- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Findings

No exceptions were identified in the performance of the procedures listed above.

Contracts

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

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

Findings

No exceptions were identified in the performance of the procedures listed above.

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.
17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or 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's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

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.

Findings

No exceptions were identified in the performance of the procedures listed above.

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

Findings

No exceptions were identified in the performance of the procedures listed above.

Debt Service

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

Findings

The Caddo Parish Tax Assessor does not have any bonds/notes or other debt instruments. These procedures are not applicable.

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

Findings

No exceptions were identified in the performance of the procedures listed above.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures:

- 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.
- 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.
- 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.

Findings

We performed the procedures 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 the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
 - a) Number and percentage of public servants in the agency who have completed the training requirements;
 - 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.

Findings

No exceptions were identified in the performance of the procedures listed above.

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

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

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

Heard, McElroy & Vestal, LLC

Shreveport, Louisiana