

**AVOYELLES PARISH ASSESSOR**  
**Marksville, Louisiana**

**Financial Report**  
**For the Year Ended December 31, 2022**

# AVOYELLES PARISH ASSESSOR

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## INDEPENDENT AUDITOR'S REPORT

The Honorable Heath Pastor  
Avoyelles Parish Assessor  
Marksville, Louisiana

### Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund information of the Avoyelles Parish Assessor (Assessor), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Assessor, as of December 31, 2022, 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 Opinions

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

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, 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 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 opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and

*Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the 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.
- Consider whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Assessor's ability to continue as a going concern for a reasonable period of time.

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

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that certain information, as listed in the table of contents, 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 the 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 inquires 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 budgetary comparison schedule, schedule of employer's share of net pension liability/asset, schedule of employer pension contributions, schedule of changes in total OPEB liability and related ratios, and notes to required supplementary information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Assessor has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 28, 2023, on our consideration of the Assessor's internal control over financial reporting and on our tests of its compliance with certain provision of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Avoyelles Parish Assessor's internal control over financial reporting.

This report is intended for the information of the Avoyelles Parish Assessor and the Legislative Auditor of the State of Louisiana and is not intended to be, and should not be, used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*DUCOTE & COMPANY*  
Marksville, Louisiana  
June 27, 2023

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**AVOUELLES PARISH ASSESSOR**  
**Marksville, Louisiana**

**Statement of Net Position**  
**December 31, 2022**

ASSETS		
Cash and interest-bearing deposits		\$ 973,213
Investments		1,455,126
Receivables		
Ad valorem tax, net		778,100
State revenue sharing		36,645
Prepaid Items		30,000
Capital assets, net		<u>26,843</u>
Total Assets		<u>3,299,927</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows related to -		
Net pension liability		611,554
OPEB liability		<u>999,431</u>
Total deferred outflows of resources		<u>1,610,985</u>
LIABILITIES		
Accounts and other payables		-
Long-term liabilities -		
Net pension liability		542,337
OPEB liability		<u>2,653,697</u>
Total liabilities		<u>3,196,034</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows related to -		
Net pension liability		60,906
OPEB liability		<u>1,524,178</u>
Total deferred inflows of resources		<u>1,585,084</u>
NET POSITION		
Net investment in capital assets		26,843
Restricted for prepaid items		30,000
Unrestricted		<u>72,951</u>
Total net position		<u>\$ 129,794</u>

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

**AVOUELLES PARISH ASSESSOR  
Marksville, Louisiana**

**Statement of Activities  
For the Year Ended December 31, 2022**

Activities	Expenses	<u>Program Revenues</u> Charges for Services	Net (Expense) Revenues and Changes in Net Position
Governmental activities:			
General government	\$ 1,224,651	8,262	\$ (1,216,389)
	General revenues		
	Ad valorem tax		943,727
	State revenue sharing		55,158
	Federal revenues sharing		3,181
	Non-employer pension contribution		122,839
	Interest and investment earnings		30,262
	Total general revenues		<u>1,155,166</u>
	Change in net position		(61,223)
	Net position, beginning		<u>191,017</u>
	Net position, ending		<u>\$ 129,794</u>

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

**FUND FINANCIAL STATEMENTS**

**AVOUELLES PARISH ASSESSOR  
Marksville, Louisiana**

**Balance Sheet  
Governmental Fund - General Fund  
December 31, 2022**

ASSETS	
Cash and interest-bearing deposits	\$ 973,213
Investments	1,455,126
Receivables	
Ad valorem tax, net	778,100
State revenue sharing	36,645
Prepaid Items	<u>30,000</u>
Total Assets	<u><u>\$ 3,273,084</u></u>
LIABILITIES AND FUND BALANCE	
Liabilities	
Accounts Payable	\$ -
Fund balance:	
Nonspendable-prepaid items	30,000
Unassigned	<u>3,243,084</u>
Total fund balance	<u><u>3,273,084</u></u>
Total liabilities and fund balance	<u><u>\$ 3,273,084</u></u>

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

**AVOYELLES PARISH ASSESSOR**  
**Marksville, Louisiana**

**Reconciliation of the Governmental Fund Balance Sheet  
to the Statement of Net Position  
December 31, 2022**

Total fund balance for the governmental fund		\$ 3,273,084
Cost of capital assets	337,174	
Less: accumulated depreciation	<u>(310,331)</u>	26,843
Deferred outflows of resources related to -		
Net pension liability	611,554	
Net OPEB liability	<u>999,431</u>	1,610,985
Long-term Liabilities		
Net pension liability	(542,337)	
Net OPEB liability	<u>(2,653,697)</u>	(3,196,034)
Deferred inflows of resources related to -		
Net pension liability	(60,906)	
Net OPEB liability	<u>(1,524,178)</u>	<u>(1,585,084)</u>
Net position at December 31, 2022		<u>\$ 129,794</u>

**AVOUELLES PARISH ASSESSOR**  
**Marksville, Louisiana**

**Statement of Revenues, Expenditures, and Change in Fund Balance -  
Governmental Fund - General Fund  
For the Year Ended December 31, 2022**

<b>Revenues:</b>	
Ad valorem tax	\$ 943,727
<b>Intergovernmental Revenues</b>	
State revenue sharing	55,158
Federal revenue sharing	3,181
Tax roll Fees	7,532
Informational services	730
Interest on deposits	30,262
Total revenues	<u>1,040,589</u>
<b>Expenditures:</b>	
Current -	
Personnel services and related benefits	619,695
Operating services	140,523
Materials and supplies	17,134
Travel and other charges	26,752
Capital outlay	896
Total expenditures	<u>804,999</u>
Change in fund balance	235,590
Fund balance, beginning	<u>3,037,494</u>
Fund balance, ending	<u><u>\$ 3,273,084</u></u>

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

**AVOUELLES PARISH ASSESSOR**  
**Marksville, Louisiana**

**Reconciliation of the Statement of Revenues, Expenditures, and  
Change in Fund Balance of Governmental Fund  
to the Statement of Activities  
For the Year Ended December 31, 2022**

Total net change in fund balance per the statement of revenues, expenditures and change in fund balance		\$ 235,590
Capital assets, net		
Capital outlay	896	
Depreciation Expense	<u>(27,174)</u>	(26,278)
Effect of change in net pension liability, and total OPEB liability and the related deferred outflows/inflows of resources:		
Change in net OPEB expense	(211,860)	
Change in pension expense	(181,514)	
Nonemployer pension contribution revenues recognized	<u>122,839</u>	<u>(270,535)</u>
Total changes in net position per statement of activities		<u><u>\$ (61,223)</u></u>

## AVOYELLES PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

#### 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 term of four years. The Assessor assesses property, prepares tax rolls and submits the rolls to the Louisiana Tax Commission as prescribed by law.

The accompanying financial statements of the Avoyelles Parish Assessor (Assessor) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

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

##### A. BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE STATEMENTS

The statement of net position and statement of activities display information about the reporting government as a whole. They include the fund of the reporting entity, which is considered to be a governmental activity. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, as amended.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the statement of activities. Program revenues include (a) fees, fines and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

##### B. BASIC FINANCIAL STATEMENTS – FUND FINANCIAL STATEMENTS

The accounts of the Assessor are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The fund of the Assessor is classified as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

- a. Total assets and deferred outflows, liabilities and deferred inflows, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets and deferred outflows, liabilities and deferred inflows, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the Assessor is described below:

**Governmental Fund –**

Governmental funds are those through which most governmental functions are financed. The acquisition, use, and balances of the Assessor’s expendable financial resources and the related liabilities (except those account for in proprietary funds) are accounted for through governmental funds.

**General Fund –**

The General Fund is the principal fund of the Assessor and is used to account for the operations of the Assessor's office. The various fees and charges due to the Assessor's office are accounted for in this fund. General operating expenditures are paid from this fund.

**C. REPORTING ENTITY**

This report includes all funds which are controlled by the Assessor as an independently elected parish official. Control by or dependence on the Assessor was determined on the basis of general oversight responsibility. The Assessor's office is located in the Courthouse and the upkeep and maintenance of the courthouse is paid by the Police Jury and certain operating expenditures of the Assessor’s office are paid by the Police Jury.

As an independently elected official, the Assessor is solely responsible for the operations of his office, which includes the hiring or retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds.

**D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENTS PRESENTATION**

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

**a. Measurement Focus**

On the government-wide statement of net position and the statement of activities, governmental

## AVOYELLES PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position. In the fund financial statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

#### **b. Basis of Accounting**

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

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

#### **c. Program revenues**

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

#### **d. Revenues**

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied in June and billed to the taxpayers by the Avoyelles Parish Sheriff in November. Billed taxes are due by December 31, becoming delinquent on January 1 of the following year. The taxes are based on assessed values determined by the Avoyelles Parish Assessor and are collected by the Sheriff.

**AVOYELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

**e. Use of Restricted Resources**

When both restricted and unrestricted resources are available for use, it is the Assessor's policy to use restricted resources first, then unrestricted resources as they are needed.

**E. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS & EQUITY**

**a. Cash and interest-bearing deposits**

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Assessor.

**b. Investments**

Under state law, the Assessor may deposit funds with a fiscal agent organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The Assessor may invest in United States bonds, treasury notes and bills, government backed securities, or certificates and time deposits of state banks organized under Louisiana law as well as national banks having principal offices in Louisiana. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool (LAMP), a nonprofit corporation formed by the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool.

**c. Receivables**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include ad valorem taxes and state revenue sharing. Ad valorem taxes are reported net of an allowance for uncollectible taxes. At December 31, 2022, an allowance for ad valorem taxes was considered unnecessary due to immateriality.

**d. Prepaid Items**

Payments made to vendors for services that will benefit periods beyond December 31, 2022, are recorded as prepaids. At December 31, 2022, the Assessors prepaid assets of \$30,000 consisted of rent paid in advance on a ten-year rental agreement with the Avoyelles Parish Police Jury for additional office space in their building. The agreement ends in December 2026.

**e. Capital Assets**

Capital assets, which include property, plant, and equipment, are reported in the governmental activities' column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded

**AVOYELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of \$750 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Furniture, fixtures, and equipment	5-20 years
Vehicles	5 years

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

**f. Compensated Absences**

Employees of the Assessor's office earn from 5 to 10 days of vacation leave each year (depending on length of service) and 12 days of sick leave each year. Vacation leave does not accumulate and is not payable upon termination or retirement. Sick leave may be accumulated, however, at termination or retirement, unused sick leave is forfeited. At December 31, 2022, there are no accumulated or vested benefits relating to vacation or sick leave that are required to be accrued or reported.

**g. Deferred Outflows of Resources and Deferred Inflows of Resources**

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

**h. Equity Classifications**

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

1. Net investment in capital assets consists of net capital assets (including restricted capital assets), net of accumulated depreciation and reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.

**AVOYELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

2. Restricted net position consists of net position with constraints placed on the use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or law through constitutional provisions or enabling legislation. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.
3. Unrestricted net position consists of all other assets, deferred outflows of resources, liabilities, and deferred inflows of resources that does not meet the definition of "restricted" or "net investment in capital assets."

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balances of the governmental funds are reported in classifications that comprise a hierarchy based primarily upon the extent to which the Assessor is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The categories and their purposes are:

1. Non-spendable includes fund balance amounts that cannot be spent either because they are not in spendable form or because of legal or contractual constraints requiring they remain intact.
2. Restricted includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as grantors, donors, creditors, or amounts constrained due to constitutional provisions or enabling legislation.
3. Committed includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal decision of the Assessor, which is the highest level of decision-making authority for the Avoyelles Parish Assessor.
4. Assigned includes fund balance amounts that are constrained by the Assessor's intent to be used for specific purposes, that are neither restricted nor committed. Under the Assessor's adopted policy, only the Assessor may assign amounts for specified purposes.
5. Unassigned includes fund balance amounts which have not been classified within the above-mentioned categories.

When an expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available, the Assessor considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Assessor considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Assessor has provided otherwise in his commitment or assignment actions.

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

**F. USE OF ESTIMATES**

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

**G. PENSIONS**

The net pension liability, deferred outflows of resources, and deferred inflows of resources related to pensions, and pension expense, (described in more detail in Note 6), has been determined using the flow of economic resources measurement focus and full accrual basis of accounting. Non-employer contributions are recognized as revenues in the government-wide and proprietary fund financial statements. In the governmental fund financial statements contributions are recognized as expenditures when due.

**H. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)**

The total OPEB liability, deferred outflows of resources, and deferred inflows of resources related to OPEB, and OPEB expense, (described in more detail in Note 8), has been determined using the flow of economic resources measurement focus and full accrual basis of accounting. In the governmental fund financial statements contributions are recognized as expenditures when due.

**NOTE 2. CASH AND INTEREST-BEARING DEPOSITS**

Under state law, the Assessor may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Assessor may invest in certificates and time deposits of the state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2022, the Assessor has cash and interest-bearing deposits (book balances) totaling \$973,213.

These deposits are stated at cost, which approximates market. Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Assessor's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. The Assessor does not have a policy for custodial credit risk; however, under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance, or the pledge of securities owned by the pledging financial institution. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the financial institution. These securities are held in the name of the pledging financial institution in a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) are as follows:

**AVOYELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

Bank Balances	<u>\$ 979,160</u>
Insured	<u>\$ 1,000,000</u>

**NOTE 3. LOUISIANA ASSET MANAGEMENT POOL**

The Assessor participates in the Louisiana Asset Management Pool (LAMP). LAMP is administered by LAMP, Inc., a non-profit 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 LA – R.S. 33:2955.

GASB Statement No. 40. Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor’s.
- Custodial credit risk: LAMP participants’ investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity’s investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP’s total investments is (NUMBER- days) (from LAMP’s monthly Portfolio Holdings) as of (DATE – month-end).
- Foreign currency risk: Not applicable.

The investments in LAMP are stated at fair value. 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 net asset value of the pool shares. At December 31, 2022, the Assessor had \$1,455,126 invested in LAMP. These monies are presented in the financial statements as cash and interest-bearing deposits.

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.

**AVOYELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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**Fair Value Measurements**

To the extent available, the Assessor's investments are recorded at fair value as of December 31, 2022. GASB Statement No. 72, *Fair Value Measurements and Application*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The Assessor measures and records its investments using fair value guidelines established by GASB 72, which recognizes a three-tiered value hierarchy as follows:

- Level 1 – quoted prices for identical investments in active markets
- Level 2 – observable inputs other than quoted market prices
- Level 3 – unobservable inputs

The Assessor's investments in LAMP are measured using observable inputs other than quoted market prices (Level 2 inputs). The investments in LAMP are valued using quoted market prices of underlying investment of Lamp on a weekly basis and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

**NOTE 4. AD VALOREM TAXES**

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

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

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

Ad valorem taxes are budget and record in the year levied and billed. For the year ended December 31, 2022, taxes were levied at the rate of 5.500 mills, on property with assessed valuations totaling \$171,586,690.

Total taxes levied during 2022 were \$943,727.

**NOTE 5. CAPITAL ASSETS**

Capital asset balances and activity were as follows:

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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	<b>Balance 12/31/2021</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance 12/31/2022</b>
Furniture, Fixtures and Equipment	298,700	896	0	299,596
Vehicles	37,578	0	0	37,578
Total Capital Assets	336,278	896	0	337,174
Less Accum Depr	(283,157)	(27,174)	\$0	(310,331)
Net Capital Assets	\$53,121			\$26,843

Depreciation expense of \$27,714 was charged to the general government function.

**NOTE 6. PENSION PLAN**

The Louisiana Assessors' Retirement Fund (Fund) was created by Act 91 Section 1 of the 1950 regular Legislature Session. The Fund is a cost sharing, multiple-employer, qualified governmental defined benefit pension plan covering assessors and their deputies employed by any parish of the State of Louisiana, under the provisions of Louisiana Revises Statutes 11:1401 through 1494. The plan is a qualified plan as defined by the Internal Revenue Code Section 401(a), effective January 1, 1998.

Membership in the Louisiana Assessors' Retirement Fund is a condition of employment for Assessors and their full-time employees.

*Eligibility Requirements*

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

*Retirement Benefits*

Members whose first employment making them eligible for membership began prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 36 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation.

Members whose first employment making them eligible for membership began on or after October 1, 2006 but before October 1, 2013, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation.

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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Members whose first employment making them eligible for membership on or after October 1, 2013 but who have less than thirty years of service are entitled to annual pension benefits equal to three percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly final average compensation. Members whose first employment making them eligible on or after October 1, 2013 and have thirty or more years of service, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service not to exceed 100% of monthly average final compensation. Members may elect to receive their pension benefits in the form a join and survivor annuity.

If members terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity. Members may elect to receive the actuarial equivalent of their retirement allowance in a reduced retirement payable throughout life with the following options:

1. If the member dies before he has received in retirement payments purchased by his contributions the amount he had contributed to the fund before his retirement, the balance shall be paid to his legal representatives or to such person as he shall nominate by written designation.
2. Upon the member's death, his reduced retirement allowance shall be continued throughout the life of and paid to his surviving spouse.
3. Upon the member's death, one-half of his reduced retirement allowance shall be continued throughout the life of and paid to his surviving spouse.
4. The member may elect to receive some other board-approved benefit or benefits that together with the reduced retirement allowance shall be of equivalent actuarial value to his retirement allowance.

*Survivor Benefits*

The Fund provides benefits for surviving spouses and minor children under certain conditions which are outlined in the Louisiana Revised Statutes.

*Disability Benefits*

The Board of Trustees shall award disability benefits to eligible members who have been officially certified as disabled by the State Medical Disability Board. The disability benefit shall be the lesser of (1) or (2) as set forth below:

- A sum equal to the greater of forty-five percent (45%) of final average compensation or the member's accrued retirement benefit at the time of termination of employment due to disability; or

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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- The retirement benefit which would be payable assuming accrued creditable service plus additional accrued service, if any, to the earliest normal retirement age based on final average compensation at the time of termination of employment due to disability.

Upon approval for disability benefits, the member shall exercise an optional retirement allowance as provided in R.S. 11:1423 and no change in the option selected shall be permitted after it has been filed with the board. The retirement option factors shall be the same as those utilized for regular retirement based on the age of the retiree and that of the spouse, had the retiree continued inactive service until the earliest normal retirement date.

*Back-deferred Retirement Option Plan (Back-DROP)*

In lieu of receiving a normal retirement benefit pursuant to R.S. 11:1421 through 1423, an eligible member of the Fund may elect to retire and have their benefits structured, calculated, and paid as provided in R.S. 11:1456.1.

An active, contributing member of the Fund shall be eligible for Back-DROP only if all the following apply:

1. The member has accrued more service credit than the minimum required for eligibility for a normal retirement benefit.
2. The member has attained an age that is greater than the minimum requires for eligibility for a normal retirement benefit, if applicable.
3. The member has revoked their participation, if any, in the Deferred Retirement Option Plan pursuant to R.S. 11:1456.2.

At the time of retirement, a member who elects to receive a Back-DROP benefit shall select Back-DROP period to be specified in whole months. The duration of the Back-DROP period shall not exceed the lesser of thirty-six months or the number of months of creditable service accrued after the member first attained eligibility for normal retirement. The Back-DROP period shall be comprised of the most recent calendar days corresponding to the member's employment for which service credit in the Fund accrued.

The Back-DROP benefit shall have two portions: a lump-sum portion and a monthly benefit portion. The member's Back-DROP monthly benefit shall be calculated pursuant to the provisions applicable for service retirement set forth in R.S. 11:1421 through 1423, subject to the following conditions:

1. Creditable service shall not include service credit reciprocally recognized pursuant to R.S. 11:142.
2. Accrued service at retirement shall be reduced by the Back-DROP.

## AVOUELLES PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

3. Final average compensation shall be calculated by excluding all earnings during the Back-DROP period.
  4. Contributions received by the Fund during the Back-DROP period and any interest that has accrued on employer and employee contributions received during the period shall remain with the Fund and shall not be refunded to the employee or to the employer.
  5. The member's Back-DROP monthly benefit shall be calculated based upon the member's age and service and the Fund provisions in effect on the last day of creditable service before the Back-DROP period.
  6. At retirement, the member's maximum monthly retirement benefit payable as a life annuity shall be equal to the Back-DROP monthly benefit.
7. The member may elect to receive a reduced monthly benefit in accordance with the options provided in R.S. 11:1423 based upon the member's age and the age of the member's beneficiary as of the actual effective date of retirement. No change in the option selected of beneficiary shall be permitted after the option is filed with the Board of Trustees.

In addition to the monthly benefit received, the member shall be paid a lump-sum benefit equal to the Back-DROP maximum monthly retirement benefit multiplied by the number of months selected as the Back-DROP period. Cost-of-living adjustments shall not be payable on the member's Back-DROP lump sum.

Upon death of a member who selected the maximum option pursuant to R.S. 11:1423, the member's named beneficiary or, if none, the member's estate shall receive the deceased member's remaining contributions, less the Back-DROP benefit amount. Upon the death of a member who selected Option I pursuant to R.S. 11:1423, the member's named beneficiary or, if none, the member's estate, shall receive the member's annuity savings fund balance as of the member's date of retirement reduced by the portion of the Back-DROP account balance and previously paid retirement benefits that are attributable to the member's annuity payments as provided by the annuity savings fund.

#### *Excess Benefit Plan*

Under the provisions of this excess benefit plan, a member may receive a benefit equal to the amount by which the member's monthly benefit from the Fund has been reduced because of the limitations of Section 415 of the Internal Revenue Code.

#### *Contributions*

Contributions for all members are established by statute at 8.0% of earned compensation. The contributions are deducted from the member's salary and remitted by the participating agency.

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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Administrative costs of the Fund are financed through employer contributions. According to state statute, contributions for all employers are actuarially determined each year. The actuarially determined employer rate was 2.11% for the year ended September 30, 2022. The actual employer contribution rate was 5.00% of members' earnings for the year ended September 30, 2022.

The Fund also receives one-fourth of one percent of the property taxes assessed in each parish of the state, except for Orleans Parish, which is one percent, as well as a state revenue sharing appropriation. According to state statute, in the event that contributions for ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contribution, the employer is required to make direct contributions as determined by the Public Retirement System's Actuarial Committee. During the year ended December 31, 2022, the Assessor recognized revenues as a result of support received from non-employer contributing entities of \$122,839 for its participation in the System.

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

At December 31, 2022, the Assessor reported a liability in its financial statements of \$542,337 for its proportionate share of the net pension liability of the Fund. The net pension liability was measured as of September 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension liability was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employer's, actuarially determined. At September 30, 2022, the Assessor's proportional share of the fund was .82%, which was an increase of .01% from its proportion measured as of September 30, 2021.

For the year ended December 31, 2022, the Assessor recognized pension expense of \$181,514 in its activities.

At December 31, 2022, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 17,221	\$ 58,190
Change of assumptions	185,942	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	1,713	2,716
Net differences between projected and actual earnings on plan investments	403,231	-
Contributions subsequent to the measurement date	3,447	-
Total	<u>\$ 611,554</u>	<u>\$ 60,906</u>

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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Deferred outflows of resources of \$3,447 resulting from the Assessor’s contributions subsequent to the measurement date will be recognized as an increase of the net pension liability/asset in the following fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended <u>December 31</u>	
2023	133,877
2024	98,901
2025	119,893
2026	197,610
2027	<u>(3,080)</u>
	<u>\$ 547,201</u>

**Actuarial Methods and Assumptions:** The net pension liability/asset was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees’ past period of service, less the amount of the pensions plan’s fiduciary net position.

The current year actuarial assumptions utilized for this report are based on the assumptions used in the September 30, 2022, actuarial funding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period October 1, 2014 – September 30, 2019. All assumptions selected were determined to be reasonable and represent expectations of future experience for the Fund.

Additional information on the actuarial methods and assumptions used as of September 30, 2022 actuarial valuation follows:

Actuarial Cost Method	Entry Age Normal
Investment Rate of Return (discount rate)	5.50, net of pension plan investments expense, including inflation
Inflation Rate	2.10%
Salary Increases	5.25%
Annuitant and Beneficiary Mortality	Pub-2010 Public Retirement Plan 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 Plan Mortality Table for General Employees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Disabled Lives Mortality	Pub-2010 Public Retirement Plan Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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*Discount Rate*

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, 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, 2022.

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, 2022, are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
Domestic equity	7.50%
International equity	8.50%
Domestic bonds	2.50%
International bonds	3.50%
Real estate	4.50%
Alternative 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 the participating employers will be made at the made at actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on these assumptions, the Fund’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity to Changes in Discount Rate*

The following presents the net pension liability of the participating employers calculated using the discount rate of 5.50%, as well as what the net pension liability of the participating employers would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease 4.50%	Current Discount 5.50%	1% Increase 6.50%
Net Pension Liability	\$ 1,027,287	\$ 542,337	\$ 130,394

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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*Pension Plan Fiduciary Net Position*

The Louisiana Assessors' Retirement Fund and Subsidiary has issued a stand-alone audit report on their financial statements for the year ended September 30, 2022. Access to the report can be found on the Louisiana Legislative Auditor's website, [www.lja.la.gov](http://www.lja.la.gov), or by contacting the Louisiana Assessors' Retirement Fund, Post Office Box 14699, Baton Rouge, Louisiana 70898.

**NOTE 7. DEFERRED COMPENSATION PLAN**

The Avoyelles Parish Assessor offers its employees participation in the State of Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. Complete disclosures relating to the plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana, 70804- 9397.

**NOTE 8. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

*Plan Description*

The Assessor provides certain continuing health care and life insurance benefits for its retired employees. The Assessor's OPEB Plan is a single employer defined benefit OPEB plan administered by the Assessor. The authority to establish and/or amend the obligation of the employer, employees and retirees, rests with the Assessor. No assets are accumulated in a trust that meets the criteria paragraph 4 of Statement 75.

*Benefits Provided*

Medical, dental and life benefits are provided through comprehensive plans and are made available to employee upon actual retirement. Employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: Attainment of age 55 and 12 years of service; or any age and 30 years of service. Employees hired on or after October 1, 2013 provisions are as follows: Attainment of age 60 and 12 years of service; or, age 55 with 30 years of service.

*Employees covered by benefit terms.*

At January 1, 2022, the following employees were covered by the benefit terms:

Actives	6
Retirees	4
Spouses of Retirees	<u>1</u>
Total	<u>11</u>

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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The Assessor's total OPEB liability of \$2,653,697 was measured as of December 31, 2022 and was determined by an actuarial valuation as of January 1, 2022.

*Actuarial assumptions and other inputs*

The total OPEB liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.30% per year
Salary Increases, including inflation:	3.00% per annum, compounded annually
Discount Rate:	3.72% per annum, compounded annually
Health Care Cost Trend Rates:	
Medical	Initially 5.90%, decreasing to ultimate rate of 4.10%
Dental	4.00%

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index. The discount rate was based on the Bond Buyers' 20 Year Obligation municipal bond index as of December 31, 2022, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2022, valuation was based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2022.

Balance as of December 31, 2021	\$ 4,214,976
Changes for the year	
Service Cost	126,136
Interest on net OPEB liability	88,890
Effect of economic/demographic gains or losses	(145,162)
Effect of assumptions changes or inputs	
Changes due to Claims Costs Update	(709,963)
Changes due to Trand Update	133,599
Changes due to Discount Rate update	(1,002,414)
Total assumption changes	(1,578,778)
Benefits payments	(52,365)
Balance as of December 31, 2022	<u>\$ 2,653,697</u>

***Sensitivity of the total OPEB liability to changes in the discount rate.***

The following presents the total OPEB liability of the Assessor, calculated using a discount rate of 3.72%, as well as the Assessor's total OPEB liability would be if it were calculated using the discount rate that is 1 percentage point lower (2.72%) or 1 percentage point higher (4.72%) than the current discount rate.

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
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	1% Decrease <u>2.72%</u>	Discount Rate <u>3.72%</u>	1% Increase <u>4.72%</u>
Total OPEB liability	<u>\$ 3,204,014</u>	<u>\$ 2,653,697</u>	<u>\$ 2,227,347</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, calculated using the current healthcare cost trend rates as well as what the Assessor's total OPEB liability would be if it were calculated using trend rates that are 1-percentage point lower or 1 percentage point higher than the current trend rates.

	1% Decrease <u></u>	Trend Rate <u></u>	1% Increase <u></u>
Total OPEB liability	<u>\$ 2,231,270</u>	<u>\$ 2,653,697</u>	<u>\$ 3,217,213</u>

For the year ended December 31, 2022, the Assessor recognized an OPEB expense of \$211,860. At December 31, 2022, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experiences	\$ 128,341	\$ (169,221)
Changes of assumptions	<u>1,395,837</u>	<u>(830,210)</u>
Total	<u>\$ 1,524,178</u>	<u>\$ (999,431)</u>

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

<u>Year Ended December 31,</u>	
2023	\$ (49,499)
2024	(49,499)
2025	(49,499)
2026	17,819
2027	135,452
Thereafter	<u>519,973</u>
	<u>\$ 524,747</u>

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

**NOTE 9. NET POSITION**

Net position is presented as net investment in capital assets and unrestricted on the Assessor's government-wide statement of net position. A component of the Assessor's net position is significantly affected by transactions that resulted in the recognition of deferred outflow of resources and deferred inflow of resources and the balance of the related asset or liability is significant. As discussed in Notes 6 and 8, the Assessor's recognition of net pension asset in accordance with GASBS No. 68 and OPEB obligations in accordance with GASBS No. 75 significantly affected the Assessor's unrestricted portion of net position as of December 31, 2022.

**NOTE 10. EXPENDITURES OF THE ASSESSOR PAID BY THE AVOUELLES PARISH POLICY JURY**

The Avoyelles Parish Police Jury provided the office space and utilities for the Assessor's office for the year ended December 31, 2022. These expenditures are not reflected in the accompanying financial statements.

**NOTE 11. COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO ASSESSOR**

A detail of compensation, benefits, and other payments paid to the Assessor, Heath Pastor, were as follows:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 144,976
Benefits- Insurance	15,714
Benefits- Retirement	18,303
Benefits- Deferred Compensation	8,699
Conference Travel Expense	1,542
	<u>\$ 189,234</u>

**NOTE 12. RISK MANAGEMENT**

The Assessor is exposed to risks of loss in the areas of auto and property liability and surety bonds. All these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year, nor have settlements exceeded coverage for the past three years.

**NOTE 13. LITIGATION**

There is no litigation pending against the Assessor at December 31, 2022.

**AVOUELLES PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022**

**NOTE 14. NEW ACCOUNTING PRONOUNCEMENTS**

The following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the Assessor's financial report:

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. This Statement requires that public-private and public-public partnerships (PPPs) that meet the definition of a lease apply the guidance in Statement No. 87, *Leases*, as amended, if existing assets of the transferor that are not required to be improved by the operator as part of the PPP arrangement are the only underlying PPP assets and the PPP does not meet the definition of an SCA. This Statement provides accounting and financial reporting requirements for all other PPPs: those that either (1) meet the definition of an SCA or (2) are not within the scope of Statement 87, as amended (as clarified by this Statement). The provisions of GASB Statement No. 94 are effective for fiscal years beginning after June 15, 2022. The effect of implementation on the Assessor's financial statements have not been determined.

GASB Statement No. 96, *Subscription-Based Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based technology arrangements (SBITAs) for government end users (governments). This statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset – an intangible asset – and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including subscription costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended. The provisions of GASB No. 96 are effective for fiscal years beginning after June 15, 2022. The effect of implementation on the Assessor's financial statements has not yet been determined.

**REQUIRED SUPPLEMENTARY INFORMATION**

**AVOUELLES PARISH ASSESSOR**  
**Marksville, Louisiana**

**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended December 31, 2022**

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
Ad valorem tax	\$ 875,325	\$ 943,727	\$ 943,727	\$ (0)
Intergovernmental revenues-				
State revenue sharing	55,539	55,014	55,158	144
Federal revenue sharing	3,208	3,181	3,181	(0)
Tax roll fees	5,610	5,597	7,532	1,935
Informational services	645	768	730	(38)
Interest on deposits	16,500	16,384	30,262	13,878
Total revenues	<u>956,827</u>	<u>1,024,671</u>	<u>1,040,589</u>	<u>15,918</u>
<b>Expenditures:</b>				
Current-				
Personnel services and related benefits	587,281	624,762	619,695	(5,067)
Operating services	183,744	150,684	140,523	(10,161)
Materials and supplies	22,404	18,373	17,134	(1,239)
Travel and other charges	34,980	28,686	26,752	(1,934)
Capital outlay	15,505	-	-	-
Total expenditures	<u>843,913</u>	<u>822,504</u>	<u>804,103</u>	<u>(18,401)</u>
Change in fund balance	112,914	202,167	236,486	34,319
Fund balance, beginning	<u>3,037,494</u>	<u>3,037,494</u>	<u>3,037,494</u>	<u>-</u>
Fund balance, ending	<u>\$ 3,150,408</u>	<u>\$ 3,239,661</u>	<u>\$ 3,273,980</u>	<u>\$ 34,319</u>

See independent auditors' report and the related notes to the financial statements.

**AVOYELLES PARISH ASSESSOR**  
**Marksville, Louisiana**

**Schedule of Changes in Total OPEB Liability and Related Ratios**  
**For the Year Ended December 31, 2022**

	2018	2019	2020	2021	2022
Changes for the year:					
Service Cost	\$ 79,661	\$ 62,473	\$ 97,953	\$ 118,776	\$ 126,136
Interest on total OPEB liability	62,601	101,885	91,816	86,645	88,890
Changes of benefit terms	-	-	-	-	-
Effect of economic/demographic gains (losses)	124,376	-	200,763	-	(145,165)
Effect of assumptions, changes, or inputs	481,479	723,688	379,715	67,289	(1,578,778)
Benefit payments	(74,268)	(57,089)	(58,002)	(51,752)	(52,365)
Net change in total OPEB liability	673,849	830,957	712,245	220,958	(1,561,282)
Total OPEB liability, beginning	1,776,967	2,450,816	3,281,773	3,994,018	4,214,976
Total OPEB liability, ending*	\$ 2,450,816	\$ 3,281,773	\$ 3,994,018	\$ 4,214,976	\$ 2,653,694
Covered Payroll	390,904	350,677	365,034	380,427	394,397
Total OPEB liability as % of covered payroll	626.96%	935.84%	1094.15%	1107.96%	672.85%

\*equal to net OPEB liability

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

See independent auditor's report and the related notes to the financial statements.

A VOYELLES PARISH ASSESSOR  
Marksville, Louisiana

Schedule of Employer's Share of Net Pension Liability  
For the Year Ended December 31, 2022

* Year Ended December 31,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.816735%	\$ 427,416	\$ 336,200	127.1%	85.57%
2016	0.849657%	\$ 299,818	\$ 337,139	88.9%	90.68%
2017	0.802310%	\$ 140,782	\$ 383,396	36.7%	95.61%
2018	0.830650%	\$ 161,481	\$ 390,904	41.3%	95.46%
2019	0.805512%	\$ 212,480	\$ 350,677	60.6%	94.12%
2020	0.790000%	\$ 120,034	\$ 365,034	32.9%	96.79%
2021	0.812613%	\$ (267,155)	\$ 380,427	-70.2%	106.48%
2022	0.818705%	\$ 542,337	\$ 394,397	137.5%	87.25%

\*The amounts presented have a measurement date of the fiscal year ending September 30.

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

See independent auditors' report and the related notes to the financial statements.

A VOYELLES PARISH ASSESSOR  
Marksville, Louisiana

Schedule of Employer Contributions  
For the Year Ended December 31, 2022

Year Ended December 31,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contributions	Contribution Deficiency (Excess)	Employers Covered Payroll	Contributions as a % of Covered Payroll
2015	\$ 45,514	\$ 45,514	\$ -	\$ 336,200	13.54%
2016	\$ 48,266	\$ 48,266	\$ -	\$ 337,139	14.32%
2017	\$ 31,763	\$ 31,763	\$ -	\$ 383,396	8.28%
2018	\$ 30,401	\$ 30,401	\$ -	\$ 390,904	7.78%
2019	\$ 28,054	\$ 28,054	\$ -	\$ 350,677	8.00%
2020	\$ 29,174	\$ 29,174	\$ -	\$ 365,034	7.99%
2021	\$ 30,094	\$ 30,094	\$ -	\$ 380,427	7.91%
2022	\$ 19,545	\$ 19,545	\$ -	\$ 394,397	4.96%

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

See independent auditors' report and the related notes to the financial statements.

A VOYELLES PARISH ASSESSOR  
Marksville, Louisiana

Notes to the Required Supplementary Information  
For the Year Ended December 31, 2022

(I) Budgets and Budgetary Accounting

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

1. A proposed budget is prepared and submitted to the Assessor for the fiscal year no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published, and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted or as finally amended by the Assessor.

(2) OPEB

Benefit changes -

There were no changes of benefit terms.

Changes of assumptions -

The discount rate for the Assessor was increased by 1.66% as of the valuation date of January 1, 2022.

A VOYELLES PARISH ASSESSOR  
Marksville, Louisiana

Notes to the Required Supplementary Information  
For the Year Ended December 31, 2022

(3) Pension Plan

Changes of Benefit Terms -

There were no changes of benefit terms.

Changes of assumptions -

Year Ended December 31,	Discount Rate	Investment Rate of Return	Inflation Rate	Expecting Remaining Service Lines	Projected Salary Increases
2015	7.00%	7.00%	2.50%	6	5.75%
2016	7.00%	7.00%	2.50%	6	5.75%
2017	6.75%	6.75%	2.50%	6	5.75%
2018	6.25%	6.25%	2.20%	6	5.75%
2019	6.00%	6.00%	2.20%	6	5.75%
2020	5.75%	5.75%	2.10%	6	5.25%
2021	8.37%	8.37%	2.10%	6	5.25%
2022	8.37%	8.37%	2.10%	6	5.25%

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

See independent auditors' report and the related notes to the financial statements.

**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

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

The Honorable Heath Pastor  
Avoyelles Parish Assessor  
Marksville, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller of the United States, the financial statements of governmental activities and the major fund information of the Avoyelles Parish Assessor (hereinafter "Assessor"), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements, and have issued our report thereon dated June 27, 2023.

**Report on Internal Control over Financial Reporting**

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

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

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

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Avoyelles Parish Assessor's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with these 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*.

## **Avoyelles Parish Assessor's Response to Findings**

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

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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 purposes. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

## **DUCOTE & COMPANY**

Marksville, Louisiana

June 27, 2023

AVOYELLES PARISH ASSESSOR  
Marksville, Louisiana

Schedule of Audit Results, Findings, and Questioned Costs  
For the Year Ended December 31, 2022

**Section I – Summary of Auditors’ Results**

Type of auditors’ report issues:

Internal control over financial reporting:

Material weakness(es) identified? \_\_\_\_\_yes   x  no

Reportable condition(s) identified not  
Considered to be material weakness(es) \_\_\_\_\_yes   x  no

Noncompliance material to financial statements noted? \_\_\_\_\_yes   x  no

**Section II – Summary of Current Year Audit Findings**

There are no current year audit findings.

AVOYELLES PARISH ASSESSOR  
Marksville, Louisiana

Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2022

**Section I – Internal Control and Compliance Material to the Financial Statements**

There are no current year compliance findings.

**Section II – Management Letter Comments**

There are no current year management letter comments.

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

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Heath Pastor  
Avoyelles Parish Assessor  
Louisiana Legislative Auditor

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

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

The procedures and associated findings are as follows:

### ***Written Policies and Procedures***

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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  
*Written policies and procedures were obtained and address the subcategory noted above.*
  - 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.  
*Written policies and procedures were obtained and address the subcategory noted above.*
  - c) ***Disbursements***, including processing, reviewing, and approving  
*Written policies and procedures were obtained and address the subcategory noted above.*
  - 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).  
*Written policies and procedures were obtained and address the subcategory noted above.*

- 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 employee(s) rate of pay or approval and maintenance of pay rate schedules.

*Written policies and procedures were obtained and address the subcategory noted above.*

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

*Written policies and procedures were obtained and address the subcategory noted above.*

- h) **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)

*Written policies and procedures were obtained and address the subcategory noted above.*

- 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.

*Written policies and procedures were obtained and address the subcategory noted above.*

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

*The Assessor has no outstanding debt. Written policies and procedures were obtained and state that policies related to debt service will be determined should the need arise/*

- 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.

*Written policies and procedures were obtained and address the subcategory noted above.*

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

*Written policies and procedures were obtained and address the subcategory noted above.*

### **Board or Finance Committee**

*The Assessor does not have a board or finance committee, as the Assessor is an independently elected parish official responsible for all oversight of the entity. Accordingly, these procedures were not applicable.*

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- d) Observe whether they board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

### ***Bank Reconciliations***

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- 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:

*Obtained a listing of bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the main operating account. No other accounts are used for daily operations. Randomly selected one (1) month from the fiscal period and obtained and inspected bank statement and reconciliation.*

- 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);

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

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

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

- 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.

*Not applicable*

### ***Collections (excluding EFTs)***

---

- 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).

*Obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money orders (cash) are prepared and management's representation that the listing is complete. Selected the Assessor's one (1) deposit site.*

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

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

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

- 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.

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

- 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.

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

- 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 verifies the reconciliation.

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

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.

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

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

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

*Not applicable due to the nature of the cash collections*

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

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

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

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

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

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

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

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

**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).

*Obtained a listing of locations that process payments and management's representation that the listing is complete. Selected the Assessor's one (1) location.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedures #3a, randomly select 5 non-payroll related electronic disbursement (or all electronic disbursement if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse

funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

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

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

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12. 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.

*Obtained from management a listing of all active credit cards, bank debit cards, fuel cards and P- cards, including the cards numbers, the names of the persons who maintained possession of the cards, and management's representation that the listing is complete.*

13. 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:

*Selected the Assessor's two (2) active cards, randomly selected one (1) monthly statement for each and obtained supporting documentation.*

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

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

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

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

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

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

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

---

15. 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:

*Obtained a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing is complete. Randomly selected five (5) reimbursements.*

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

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

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

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

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

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

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

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

### ***Contracts***

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16. 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

*Obtained a listing of all agreements/contracts for professional services, material and supplies, leases, and construction activities that were initiated or renewed during the fiscal period and management's representation that the listing is complete.*

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

*The Louisiana Public Bid Law did not apply to agreement/contracts tested.*

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

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

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

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

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

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

## ***Payroll and Personnel***

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

*Obtained a listing of all employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly selected five (5) employees or officials and agreed paid salaries to authorized salaries/pay rates in personnel files with no exceptions.*

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

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

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

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

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

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

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

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

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

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

*Management represented that there were no terminated employees and no paid termination benefits during the fiscal period.*

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

*Obtained management's representation that all amount have been paid, and any associated forms have been filed, by required deadlines.*

## ***Ethics***

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

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

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

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

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

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

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

### ***Debt Service***

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

*Obtained management's representation that no bonds/notes or other debt instruments were issued during the fiscal period.*

24. 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).

*Obtained management's representation that no bond/notes or other debt instruments were outstanding at the end of the fiscal year.*

### ***Fraud Notice***

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25. 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.

*Obtained management's representation that there were no misappropriations of public funds and assets during the fiscal period.*

26. 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.

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

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

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27. 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 (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

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

- 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.

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

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

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

- 28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*As per procedure #19, management represented that there were no terminated employees*

### ***Prevention of Sexual Harassment***

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- 29. 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.

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

- 30. 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).

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

- 31. 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;

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

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

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

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

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

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

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

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

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

***Management's Response:***

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N/A – no exceptions were identified requiring a response from management.

We were engaged by the Avoyelles Parish Assessor to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*, issued by the United States Comptroller General. 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 the Avoyelles Parish Assessor and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement related to our agreed-upon procedures engagement.

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

**DUCOTE & COMPANY**

Marksville, Louisiana

June 27, 2023