

**CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana**

**Basic Financial Statements  
With Accountant's Review Report  
and Agreed-Upon Procedures Report  
As of and for the Year Ended  
December 31, 2020**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Basic Financial Statements  
With Accountant's Review Report  
and Agreed-Upon Procedures Report  
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Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

### **Independent Accountant's Review Report**

#### **CATAHOULA PARISH ASSESSOR**

Harrisonburg, Louisiana

I have reviewed the accompanying financial statements of the governmental activities and the major fund of the Catahoula Parish Assessor, a component unit of the Catahoula Parish Police Jury, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Catahoula Parish Assessor's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

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

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

#### **Accountant's Responsibility**

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AIPCA and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General and the *Louisiana Governmental Audit Guide*. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my report.

#### **Accountant's Conclusion**

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

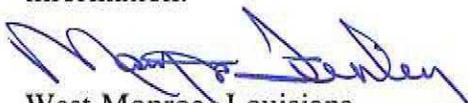
CATAHOULA PARISH ASSESSOR  
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December 31, 2020

**Supplementary Information**

The accompanying schedule of compensation, benefits, and other payments to agency head on page 42 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the supplementary information and, accordingly, do not express an opinion on such information.

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion, analysis, budgetary comparison information, the schedule of funding process for the retiree health plan, the schedule of the Assessors' proportionate share of the net pension liability, and the schedule of employer contributions, as listed in the table of contents, are presented to supplement the basic financial statements. Such information, although not 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the information, and accordingly, do not express an opinion on such information.

  
West Monroe, Louisiana  
April 19, 2021

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

**Management's Discussion and Analysis**  
December 31, 2020

As management of the Catahoula Parish Assessor, I offer readers of the Catahoula Parish Assessor's financial statements this narrative overview and analysis of the financial activities of the Catahoula Parish Assessor for the fiscal year ended December 31, 2020. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

This Management Discussion and Analysis document introduces the Assessor's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the Assessor's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the Catahoula Parish Assessor's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Catahoula Parish Assessor's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Catahoula Parish Assessor is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Catahoula Parish Assessor, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Catahoula Parish Assessor are governmental funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Catahoula Parish Assessor adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

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

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Catahoula Parish Assessor's performance.

### Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, liabilities of the Catahoula Parish Assessor exceeded assets by \$154,836. Approximately 100% of the Catahoula Parish Assessor's net position reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending.

The balance in unrestricted net position is affected by two factors: 1) resources expended, over time, by the Catahoula Parish Assessor to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

#### STATEMENT OF NET POSITION Governmental Funds

	2020	2019
<b>ASSETS</b>		
Cash and cash equivalents	\$4,233	\$24,038
Receivables	319,156	254,751
Prepays	2,834	2,831
Capital assets (net of accumulated depreciation)	4,356	13,814
<b>TOTAL ASSETS</b>	<b>330,579</b>	<b>295,434</b>

**DEFERRED OUTFLOWS OF RESOURCES**

Pension and OPEB related	<u>\$282,820</u>	<u>\$218,354</u>
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**LIABILITIES**

Accounts payable	102	156
Net pension liability	70,129	125,113
Net OPEB obligation	<u>475,442</u>	<u>461,709</u>
<b>TOTAL LIABILITIES</b>	<b>545,673</b>	<b>586,978</b>

**DEFERRED INFLOWS OF RESOURCES**

Pension and OPEB related	222,562	119,345
--------------------------	---------	---------

**NET POSITION**

Invested in capital assets, net of related debt	4,356	13,814
Unrestricted	<u>(159,192)</u>	<u>(206,349)</u>
<b>TOTAL NET POSITION</b>	<b><u>(\$154,836)</u></b>	<b><u>(\$192,535)</u></b>

**STATEMENT OF ACTIVITIES**

Taxation:	<u>2020</u>	<u>2019</u>
Personal services	\$329,593	\$363,537
Operating services	36,047	40,004
Materials and supplies	8,403	7,825
Travel	15,739	14,498
Depreciation expense	<u>1,019</u>	<u>1,019</u>
<b>Total Program Expenses</b>	<b><u>390,801</u></b>	<b><u>426,883</u></b>
Program revenues -		
Charges for services - fees, charges and commissions	<u>2,075</u>	<u>2,639</u>
<b>Net Program Expenses</b>	<b><u>(388,726)</u></b>	<b><u>(424,244)</u></b>
General revenues		
Taxes - ad valorem	354,035	316,522
Intergovernmental revenues:		
Federal In Lieu of Taxes	1,581	969
State grant - state revenue sharing	14,954	16,029
Interest earnings	136	149
Other revenues	<u>67,319</u>	<u>65,878</u>
<b>Total general revenues</b>	<b>438,025</b>	<b>399,547</b>
Change in Net Position	49,299	(24,697)
Net Position - Beginning of year	<u>(204,135)</u>	<u>(167,838)</u>
Net Position - End of year	<b><u>(\$154,836)</u></b>	<b><u>(\$192,535)</u></b>

**Financial Analysis of the Government's Funds**

As noted earlier, the Catahoula Parish Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2020, the general fund's governmental fund balances of \$326,121 showed an increase of \$44,657 over December 31, 2019.

## **General Fund Budgetary Highlights**

The difference in revenues was due to an increase in ad valorem taxes, state revenue sharing, in lieu of taxes, and tax roll preparation. The differences in expenditures of the original budget and final budget were due to a decrease in travel and other charges and an increase in capital outlay.

## **Capital Asset and Debt Administration**

**Capital assets.** The Catahoula Parish Assessor's investment in capital assets for its governmental activities as of December 31, 2020, amounts to \$4,356 (net of accumulated depreciation). This investment includes equipment. There were increases of \$3,161 in capital assets and no decreases in capital assets for the year.

**Long-term debt.** The Catahoula Parish Assessor contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the assessor's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at December 31, 2020 is \$475,442. Net pension liability is \$70,129 at December 31, 2020.

## **Requests for Information**

This financial report is designed to provide a general overview of the Catahoula Parish Assessor's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Catahoula Parish Assessor, P.O. Box 570, Harrisonburg, LA 71340.

April 19, 2021

## **BASIC FINANCIAL STATEMENTS**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

STATEMENT OF NET POSITION  
December 31, 2020

<b>ASSETS</b>	
Cash and cash equivalents	\$4,233
Receivables	319,156
Prepays	2,834
Capital assets (net of accumulated depreciation)	<u>4,356</u>
TOTAL ASSETS	<u>330,579</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Pension and OPEB related	<u>282,820</u>
<b>LIABILITIES</b>	
Accounts payable	102
Net pension liability	70,129
Net OPEB obligation	<u>475,442</u>
TOTAL LIABILITIES	545,673
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension and OPEB related	222,562
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	4,356
Unrestricted	<u>(159,192)</u>
TOTAL NET POSITION	<u><u>(\$154,836)</u></u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

STATEMENT OF ACTIVITIES  
December 31, 2020

Taxation:	
Personal services	\$329,593
Operating services	36,047
Materials and supplies	8,403
Travel	15,739
Depreciation expense	1,019
Total Program Expenses	<u>390,801</u>
Program revenues -	
Charges for services - Fees, charges, and commissions for services	<u>2,075</u>
Net Program Expenses	<u>(388,726)</u>
General revenues:	
Taxes - ad valorem	354,035
Intergovernmental:	
In Lieu of Taxes	1,581
State Revenue Sharing	14,954
Interest earned	136
Other revenues	67,319
Total General Revenues	<u>438,025</u>
Change in Net Position	49,299
Net Position - Beginning of year as restated	<u>(204,135)</u>
Net Position - End of year	<u><u>(\$154,836)</u></u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, December 31, 2020

**ASSETS**

Cash and cash equivalents	\$4,233
Receivables	319,156
Prepays	<u>2,834</u>
TOTAL ASSETS	<u>\$326,223</u>

**LIABILITIES AND FUND EQUITY**

Liabilities - Accounts payable	\$102
Fund Equity - fund balances - unassigned	<u>326,121</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$326,223</u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Reconciliation of Governmental Funds  
Balance Sheet to the Statement of Net Position

For the Year Ended December 31, 2020

Total Fund Balances at December 31, 2020 - Governmental Funds (Statement C)		<u>\$326,121</u>
Deferred outflows of resources		282,820
Cost of capital assets at December 31, 2020	\$96,245	
Less: Accumulated depreciation as of December 31, 2020	<u>(91,889)</u>	4,356
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net pension liability		(70,129)
Net OPEB obligation		(475,442)
Deferred inflows of resources		<u>(222,562)</u>
Net Position at December 31, 2020 (Statement A)		<u><u>(\$154,836)</u></u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures,  
and Changes in Fund Balances

For the Year Ended December 31, 2020

**REVENUES**

Taxes - ad valorem	\$354,035
Intergovernmental revenues:	
Federal In Lieu of Taxes	1,581
State revenue sharing	14,954
Fees, charges, and commissions for services	2,075
Use of money and property - interest earnings	136
Other revenues	313
Total revenues	<u>373,094</u>

**EXPENDITURES**

Current:

General government - taxation:

Personal services	265,087
Operating services	36,047
Materials and supplies	8,403
Travel and other charges	15,739
Capital outlay	3,161
Total expenditures	<u>328,437</u>

**EXCESS OF REVENUES OVER EXPENDITURES** 44,657

**FUND BALANCES AT BEGINNING OF YEAR** 281,464

**FUND BALANCES AT END OF YEAR** \$326,121

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

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

For the Year Ended December 31, 2020

Total net change in fund balances - governmental funds (Statement D)	\$44,657
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	2,142
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	(30,043)
Non-employer contributions to cost-sharing pension plan	67,006
Pension expense	<u>(34,463)</u>
Change in net position of governmental activities (Statement B)	<u>\$49,299</u>

The accompanying notes are an integral part of this statement.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended December 31, 2020

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

At December 31, 2020, there are 9,710 real, movable, and public service assessment listings totaling \$59,723,841. The total taxable valuation increased by \$4,893,868.

The accompanying financial statements of the Catahoula Parish Assessor have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June, 1999.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Catahoula Parish Police Jury is the financial reporting entity for Catahoula Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

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

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

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

Because the police jury maintains and operates the parish courthouse in which the assessor's office is located and provides partial funding for equipment, furniture and supplies of the assessor's office, the assessor was determined to be a component unit of the Catahoula Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Catahoula Parish financial reporting entity.

**B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS**

The assessor's basic financial statements include both government-wide (reporting the assessor as a whole) and fund financial statements (reporting the assessor's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the assessor are classified as governmental.

The Statement of Net Position (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the assessor.

In the Statement of Net Position, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net position are reported in three parts; invested in capital assets, net of any related debt; restricted net position; and unrestricted net position. The assessor first uses restricted resources to finance qualifying activities.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

The government-wide financial statements are prepared using 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*.

**Program Revenues** - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the assessor's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the assessor's general revenues.

**Allocation of Indirect Expenses** - The assessor reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

### C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the assessor are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the assessor. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. The assessor's current operations require the use of only governmental funds. The governmental fund type used by the assessor is described as follows:

### **Governmental Fund Type**

**General Fund** - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the assessor and is used to account for the operations of the assessor's office. The various fees and charges due to the assessor's office are accounted for in this fund. General operating expenditures are paid from this fund.

### **D. BASIS OF ACCOUNTING**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

#### **1. Accrual:**

The governmental type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

#### **2. Modified Accrual:**

The governmental fund financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due when the tax roll is filed with the recorder of mortgages and become delinquent on December 31. Ad valorem taxes are generally collected in November and December of the current year and January and February of the ensuing year.

Compensation from taxing bodies is recorded in the year the ad valorem taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The compensation is generally collected in December of the current year and January of the ensuing year.

Fees for preparing tax rolls are recorded in the year prepared.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, compensation from taxing bodies, and fees for preparing tax rolls have been treated as susceptible to accrual.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**E. CASH AND CASH EQUIVALENTS**

Under state law, the assessor may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2020, the assessor has cash and cash equivalents (book balances) totaling \$4,233.

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the

CATAHOULA PARISH ASSESSOR  
 Harrisonburg, Louisiana  
 Notes to the Financial Statements (Continued)

pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Assessor’s name.

Cash (bank balances) at December 31, 2020, total \$15,886 and are fully secured by federal deposit insurance.

**F. CAPITAL ASSETS**

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

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the assessor, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

**G. ANNUAL AND SICK LEAVE**

All employees are granted two to three weeks of non-cumulative vacation leave each year, depending on length of service. Sick leave is granted on an individual basis with proper documentation of actual illness. At December 31, 2020, there are no accumulated and vested benefits relating to vacation and sick leave which require accrual or disclosure.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually taken.

**H. RISK MANAGEMENT**

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the assessor maintains commercial insurance policies covering his automobile, professional liability and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2020.

**I. PENSION PLANS**

The Catahoula Parish Tax Assessors's Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

**J. EQUITY CLASSIFICATIONS**

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

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

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

*Nonspendable* - represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

*Restricted* - represents balances where constraints have been established by parties outside the Assessor's office or imposed by law through constitutional provisions or enabling legislation.

*Committed* - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Assessor's highest level of decision-making authority.

*Assigned* - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

*Unassigned* - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of \$326,121. If applicable, the Assessor would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds. The Assessor considers restricted amounts have been spent when an expenditure has been incurred for the purpose for which both restricted and unrestricted fund balance is available.

CATAHOULA PARISH ASSESSOR  
 Harrisonburg, Louisiana  
 Notes to the Financial Statements (Continued)

**K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisitions of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

**L. ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**2. LEVIED TAXES**

The Assessor levied a millage of 7.81 for ad valorem taxes for 2020.

The following are the principal taxpayers for the parish and their 2020 assessed valuation (amounts expressed in thousands):

	<u>2020 Assessed Valuation</u>	<u>Per cent of Total Assessed Valuation</u>
Concordia Electric Coop, Inc	\$1,783	2.99%
Columbia Gulf Transmission	870	1.46%
Southern Heritage Bank	824	1.38%
Catahoula Correctional	765	1.28%
CLB The Community Bank	582	0.97%
Entergy Louisiana, LLC	559	0.94%
Tennessee Gas Pipeline Company	558	0.93%
Bunge North America, Inc.	468	0.78%
Bellsouth Telecommunications	443	0.74%
Nutrien Ag Solutions, Inc.	<u>409</u>	<u>0.68%</u>
Total	<u>\$7,261</u>	<u>12.16%</u>

CATAHOULA PARISH ASSESSOR  
 Harrisonburg, Louisiana  
 Notes to the Financial Statements (Continued)

**3. RECEIVABLES**

The General Fund receivables of \$319,156 at December 31, 2020, are as follows:

<u>Class of Receivables</u>	
Taxes - Ad valorem	\$302,462
Intergovernmental revenue - state revenue sharing (net)	14,954
Fees, charges and commissions for services	<u>1,740</u>
Total	<u><u>\$319,156</u></u>

**4. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, January 1, 2020	\$93,084
Additions	3,161
Deletions	<u>NONE</u>
Balance, December 31, 2020	96,245
Less accumulated depreciation	<u>(91,889)</u>
Net Capital Assets	<u><u>\$4,356</u></u>

Depreciation expense of \$1,019 was charged to the taxation function.

**5. NOTE DISCLOSURES AND REQUIRED SUPPLEMENTARY INFORMATION FOR A COST-SHARING EMPLOYER**

The Catahoula Parish Tax Assessor contributes to the Louisiana Assessor's Retirement Fund (fund) which is a cost-sharing, multiple employer, defined benefit pension plan. Substantially all employees participate in the Plan. The Fund was created by Act 91 Section 1 of the 1950 regular Legislature Session, and it functions under the provisions of Louisiana Revised Statute 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.

***Summary of Significant Accounting Policies.***

The Fund prepares its employer schedules in accordance with Governmental Accounting Statement No. 68 - *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of

CATAHOULA PARISH ASSESSOR  
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Notes to the Financial Statements (Continued)

resources, deferred inflows of resources and expenses/expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service. It also provides methods to calculate participating employer's proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows.

The Fund's employer schedules were prepared using the accrual basis of accounting. Employer contributions, on which the employer allocations are based, are recognized in the period in which the employee is compensated for services performed.

The preparation of schedules of employer allocations and pension amounts by employer in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions that affect the reported amounts of assets and liabilities. Accordingly, actual results may differ from estimated amounts.

***Plan Fiduciary Net Position***

Plan fiduciary net position is a significant component of the Fund's collective net pension liability. The Fund's plan fiduciary net position was determined using the accrual basis of accounting. The Fund's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates and assumptions primarily relate to actuarial evaluations or unsettled transactions and events as of the date of the financial statements and estimates in the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

***Plan Description.***

The Louisiana Assessors' Retirement and Relief Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. Title 11:1401 for eligible employees of the assessors' office. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

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

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

***Plan Benefits***

***Pension benefits***

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

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 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. Members whose first employment making them eligible for membership began 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 average final compensation. Members whose first employment making them eligible for membership began 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 of a joint 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. Employees may elect a reduced benefit or any of four options at retirement.

The Fund also provides death and disability benefits. Benefits are established or amended by state statute.

***Contributions***

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2020, the actual employer contribution rate was 8%, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Members are required by state statute to contribute 8% of their annual covered salary. The contributions are deducted from the member's salary and remitted by the participating agency. Administrative costs of the Fund are financed through employer

CATAHOULA PARISH ASSESSOR

Harrisonburg, Louisiana

Notes to the Financial Statements (Continued)

contributions. The fund also received one-fourth of one percent of the property taxes assessed in each parish of the state as well as a state revenue sharing appropriation. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. The Catahoula Parish Assessor's contributions to the Fund for the year ending December 31, 2020 were \$16,881. Non-employer contribution revenue for the year ended December 31, 2020 was \$56,967.

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

For the years ended December 31, 2020 and 2019, the Assessor reported a liability of \$70,129 and \$125,113, respectively, for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessors' proportion of the net pension liability was based on a projection of the Assessors' long-term share of contributions to the pension plan relative to the projected contributions of all participating assessors', actuarially determined. At September 30, 2020, the Assessors' proportion was 0.4590 percent, which was an increase of 0.0152 from its proportion measured as of September 30, 2019.

For the year ended December 31, 2020, the Assessor recognized pension expense of \$47,444 plus difference in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$(12,981). Total pension expense for the Assessor for the year ended December 31, 2020 was \$34,463.

At December 31, 2020, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$2,245	\$56,030
Changes in assumptions	155,692	
Net Difference between projected and actual earnings on pension plan		55,150
Changes in employer's proportion of beginning NPL		3,142
Differences between employer and proportionate share of contributions		3,777
Subsequent measurement contributions	4,220	
Total	\$162,157	\$118,099

CATAHOULA PARISH ASSESSOR  
 Harrisonburg, Louisiana  
 Notes to the Financial Statements (Continued)

\$4,220 reported as deferred outflows of resources related to pensions resulting from the Assessors' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. 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 December 31:	
2021	\$2,302
2022	16,863
2023	15,753
2024	(3,337)
2025	8,257

*Actuarial assumptions.* The total pension liability in the September 30, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	September 30, 2020
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment rate of return	5.75%, net of investment expense, including inflation
Inflation rate	2.10%
Salary increases	5.25%
Annuitant and beneficiary mortality	Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Active members mortality	Pub-2010 Public Retirement Plans Mortality Table for General Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Disabled lives mortality	Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.37% as of September 30, 2020.

CATAHOULA PARISH ASSESSOR  
 Harrisonburg, Louisiana  
 Notes to the Financial Statements (Continued)

*Sensitivity of the Assessors' proportionate share of the net pension liability to changes in the discount rate.*

The following presents the net pension liability of the fund calculated using the discount rate of 5.75%, as well as what the funds pension liability 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 (4.75%)	Current Discount Rate (5.75%)	1% Increase (6.75%)
Assessors' proportionate share of the net pension liability	\$318,340	\$70,129	(\$140,889)

**6. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

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

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

*Employees covered by the benefit terms* - At December 31, 2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	3
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	3
Total employees	<u><u>6</u></u>

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana  
Notes to the Financial Statements (Continued)

**Total OPEB Liability**

The Assessor’s total OPEB liability of \$475,442 was measured as of December 31, 2020 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* - The total OPEB liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.0%
Salary increases	3.0%, including inflation
Discount rate	2.74%, annually (Beginning of Year to Determine ADC) 2.12% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	5.5% annually until year 2030, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the average of the Bond Buyers’ 20 Year General Obligation municipal bond index as of December 31, 2020, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2020 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2020.

**Changes in the Total OPEB Liability**

Balance at December 31, 2019	\$461,709
Changes for the year:	
Service cost	28,126
Interest	13,036
Differences between expected and actual	(74,326)
Changes in assumptions	60,720
Benefit payments and net transfers	(13,823)
Net Changes	<u>13,733</u>
Balance at December 31, 2020	<u><u>\$475,442</u></u>

*Sensitivity of the total OPEB liability to changes in the discount rate* - The following presents the total OPEB liability of the Assessor, as well as what the Assessor’s total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.12%) or 1-percentage-point higher (3.12%) than the current discount rate:

CATAHOULA PARISH ASSESSOR  
 Harrisonburg, Louisiana  
 Notes to the Financial Statements (Continued)

	<b>1.0% Decrease (1.12%)</b>	<b>Current Discount Rate (2.12%)</b>	<b>1.0% Increase (3.12%)</b>
Total OPEB liability	\$562,835	\$475,442	\$405,168

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* - The following presents the total OPEB liability of the Assessor, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current discount rate:

	<b>1.0% Decrease (4.5%)</b>	<b>Current Discount Rate (5.5%)</b>	<b>1.0% Increase (6.5%)</b>
Total OPEB liability	\$415,080	\$475,442	\$553,526

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

For the year ended December 31, 2020, the Assessor recognized OPEB expense of \$43,865. At December 31, 2020, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual expenditures	\$7,917	(\$80,484)
Changes in assumptions	112,746	(23,979)
Total	<u>\$120,663</u>	<u>(\$104,463)</u>

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

Year ended December 31:	
2021	\$2,703
2022	2,703
2023	2,703
2024	2,703
2025	2,703
Thereafter	\$2,685

**7. LITIGATION AND CLAIMS**

The Catahoula Parish Assessor is not involved in any litigation at December 31, 2020, nor is he aware of any unasserted claims.

**8. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through April 19, 2021, which is the date the financial statements were available to be issued, and it has been determined that one significant event requires disclosure. The COVID-19 outbreak in the United States and Louisiana has caused business disruption through mandated and voluntary closings of businesses. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings and whether those closings will precipitate a wider economic recession. As a result, the related financial impact on the Catahoula Parish Assessor and the duration cannot be estimated at this time.

**9. RESTATEMENT OF FUND BALANCE**

For the year 2019, Catahoula Parish Assessor had included assets in capital outlay of \$11,600 in error. Current year fund balance was adjusted for this amount due this error.

The net effect to the liability is as follows:

Total Fund Balance before change	\$192,535
Change to Ad valorem tax receivable	<u>11,600</u>
Total Fund Balance after change	<u><u>\$204,135</u></u>

**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
For the Year Ended December 31, 2020

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Taxes - ad valorem	\$304,240	\$308,100	\$354,035	\$45,935
Intergovernmental revenues:				
Federal in lieu of taxes	1,000	1,582	1,581	(1)
State revenue sharing	15,000	16,030	14,954	(1,076)
Fees, charges, and commissions for services	2,000	2,616	2,075	(541)
Use of money and property -				
Interest earnings	120	150	136	(14)
Other revenues		200	313	113
Total revenues	<u>322,360</u>	<u>328,678</u>	<u>373,094</u>	<u>44,416</u>
<b>EXPENDITURES</b>				
Current:				
General government - taxation:				
Personal services and related benefits	276,923	276,923	265,087	11,836
Operating services	52,877	52,877	36,047	16,830
Materials and supplies	500	500	8,403	(7,903)
Travel and other charges	1,700		15,739	(15,739)
Capital outlay		3,236	3,161	75
Total expenditures	<u>332,000</u>	<u>333,536</u>	<u>328,437</u>	<u>5,099</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(9,640)	(4,858)	44,657	49,515
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>258,331</u>	<u>258,331</u>	<u>281,464</u>	<u>23,133</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$248,691</u>	<u>\$253,473</u>	<u>\$326,121</u>	<u>\$72,648</u>

See accompanying note to budgetary comparison schedule.

Catahoula Parish Assessor  
Harrisonburg, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the assessor.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and subsequent amendments.

Catahoula Parish Assessor  
 Schedule of Changes in Net OPEB Liability and Related Ratios  
 FYE December 31, 2020

<b>Total OPEB Liability</b>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Service cost	\$19,736	\$17,191	\$24,126
Interest	13,825	15,056	13,036
Changes of benefits terms	NONE	NONE	NONE
Differences between expected and actual experience	(19,414)	10,179	(74,326)
Changes of assumptions	(34,256)	74,698	60,720
Benefit payments	<u>(13,301)</u>	<u>(14,033)</u>	<u>(13,823)</u>
Net change in total OPEB liability	(33,410)	103,091	9,733
Total OPEB liability - beginning	<u>392,028</u>	<u>358,618</u>	<u>461,709</u>
Total OPEB liability - ending	<u>\$358,618</u>	<u>\$461,709</u>	<u>\$471,442</u>
Covered employee payroll	\$211,016	\$217,346	\$211,016
Net OPEB liability as a percentage of covered-employee payroll	169.95%	212.43%	223.42%
<i>Benefit Changes</i>	None	None	None
<i>Changes in Assumptions</i>			
<i>Discount Rate:</i>	4.10%	2.74%	2.12%
<i>Mortality:</i>	RP-2000	RP-2000	RP-2014
<i>Trend:</i>	5.5%	5.5%	Variable

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

See accountant's review report and the related notes to the financial statements.

**Catahoula Parish Assessor**  
**Schedule of Employer's Share of Net Pension Liability**  
**December 31, 2020**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.467064%	\$163,284	\$189,540	86.15%	89.98%
2015	0.498979%	\$261,127	\$209,666	124.54%	85.57%
2016	0.481476%	\$169,898	\$209,622	81.05%	90.68%
2017	0.480660%	\$84,342	\$211,016	39.97%	95.61%
2018	0.478720%	\$93,065	\$211,016	44.10%	95.46%
2019	0.474305%	\$125,113	\$211,016	59.29%	94.12%
2020	0.459031%	\$70,129	\$211,016	33.23%	96.79%

\* - Amounts presented were determined as of the measurement date (9/30/20).

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

See accountant's review report and the related notes to the financial statements.

**Schedule 4**

**Catahoula Parish Assessor  
Schedule of Employer Contributions  
December 31, 2020**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2014	\$25,588	\$25,588	\$0	\$189,540	13.50%
2015	\$28,305	\$28,305	\$0	\$209,666	13.50%
2016	\$28,299	\$28,299	\$0	\$209,622	13.50%
2017	\$21,102	\$21,102	\$0	\$211,016	10.00%
2018	\$16,881	\$16,881	\$0	\$211,016	8.00%
2019	\$16,881	\$16,881	\$0	\$211,016	8.00%
2020	\$16,881	\$16,881	\$0	\$211,016	8.00%

\* - Amounts presented were determined as of the measurement date (9/30/20).

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

See accountant's review report and the related notes to the financial statements.

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended December 31, 2020

MATT TAYLOR, ASSESSOR

PURPOSE	AMOUNT
Salary	\$130,479
Expense allowance	14,498
Benefits-insurance	19,035
Benefits-retirement	11,598
Benefits-medicare	4,204
Association dues	2,831
Other - surety bonds	100

See accountant's report.

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

The following independent accountant's report on applying agreed upon procedures is presented in compliance with the requirements of *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

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

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

I have performed the procedures enumerated below, which were agreed to by Catahoula Parish Assessor and the Louisiana Legislative Auditor, on the Assessor's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2020, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. Management of the Catahoula Parish Assessor is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, I make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

**Public Bid Law**

1. Obtain documentation for all expenditures made during the fiscal year for material and supplies exceeding \$30,000 and public works exceeding \$154,450. Compare the documentation for these expenditures to Louisiana Revised Statute(R.S.) 39:1551-39;1775 (the state procurement code) or RS 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no purchases for materials and supplies and public works made during the year within the above scope.

**Code of Ethics for Public Officials and Public Employees**

2. Obtain a list of the immediate family members of the Assessor as defined by LSA-RS 42:1101-1124 (the ethics law).

Management provided me with the requested information.

3. Obtain a list of all employees paid during the fiscal year.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Management provided me with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

5. Obtain a list of all disbursements made during the year, and a list of outside business interest of elected official, employees and elected officials' and employees' immediate families. Report whether vendors appear on both lists.

Management provided the requested information. None of the businesses of elected official, employees, and elected officials' and employees' immediate families appeared as vendors on the list of disbursements.

### **Budgeting**

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget and budget amendment.

7. Trace documentation for the adoption of the budgets and approval of any amendments to the minute book, and report whether there are any exceptions.

I traced the adoption of the original budget to documentation of the assessor on December 23, 2019. I traced the adoption of the amended budget to documentation of the assessor on December 30, 2020.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more and whether actual expenditures exceed budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceed budgeted amounts by 10% or more per category or 5% or more in total).

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Budgeted revenues for the year did not exceed actual revenues by more than 5%. Actual expenditures did not exceed budgeted expenditures by more than 5%.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

**Accounting and Reporting**

9. Obtain the list of all disbursements made during the fiscal year. Randomly select 6 disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- (a) report whether the 6 disbursements agree to the amount and payee in the supporting documentation;

Each of the 6 selected disbursements agreed with the amount and payee in the supporting documentation.

- (b) report whether the 6 disbursements are coded to the correct fund and general ledger account, and;

All of the 6 disbursements were properly coded to the correct fund and general ledger account.

- (c) report whether the 6 disbursements were approved in accordance with management's policies and procedures.

All 6 disbursements were approved by the Assessor.

**Meetings**

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by RS 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

I inquired of management whether agendas for meetings were posted at the meeting place at least twenty-four hours prior to the meeting. Management stated that agendas were posted and a copy is retained with the minutes. From examination of these notices I determined that the date and time of posting is written on the notice to indicate compliance.

**Debt**

11. Obtain bank deposit slips for the fiscal year and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission and report any exceptions.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

I scanned all bank deposit slips for the year and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

**Advances and Bonuses**

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advance, or gifts.

I scanned payroll disbursements for the fiscal year. I found no payments or approval for payments to employees that would constitute bonuses, advances or gifts.

**State Audit Law**

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The assessor's report was due by June 30, 2021, and was submitted April 19, 2021.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A.(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The assessor did not enter into any contracts during the test period.

**Prior Year Comments**

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

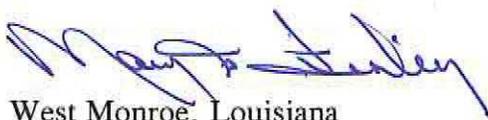
My prior year report, dated April 22, 2020, did include one recommendation, inadequate segregation of duties, which has not been resolved and is included in this years review.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Assessor's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion.

CATAHOULA PARISH ASSESSOR  
Harrisonburg, Louisiana

Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Assessor's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.



West Monroe, Louisiana  
April 19, 2021

## Louisiana Attestation Questionnaire

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the questionnaire.

Mary Jo Finley, CPA, Inc.  
116 Professional Drive  
West Monroe, LA 71291

Mary Jo Finley, CPA, Inc.,

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2020 and the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, I make the following representations to you.

These representations are based on information available to me as of April 19, 2021.

#### **PUBLIC BID LAW**

1. It is true that I have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [ X ] No [ ] N/A [ ]

#### **CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

2. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1124.

Yes [ X ] No [ ] N/A [ ]

3. It is true no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980 under circumstances which would constitute a violation of R.S. 42:1119.

Yes [ X ] No [ ] N/A [ ]

**BUDGETING**

- 4. I have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No  N/A

**ACCOUNTING AND REPORTING**

- 5. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No  N/A

- 6. I have filed my annual financial statements in accordance with R.S. 24:514, and 33:463 were applicable.

Yes  No  N/A

- 7. I have had my financial statements reviewed in accordance with R.S. 24:513.

Yes  No  N/A

- 8. I did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1A(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes  No  N/A

- 9. I have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes  No  N/A

**MEETINGS**

- 10. I have complied with the provisions of the Open Meetings Law, R.S. 42:11 through 42:28.

Yes  No  N/A

**DEBT**

11. It is true I have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have I entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60 - 1410:65.

Yes [ X ] No [ ] N/A [ ]

**ADVANCES AND BONUSES**

12. It is true I have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [ X ] No [ ] N/A [ ]

**PRIOR-YEAR COMMENTS**

13. I have resolved all prior-year recommendations and/or comments.

Yes [ X ] No [ ] N/A [ ]

**GENERAL**

14. I am responsible for my compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [ X ] No [ ] N/A [ ]

15. I have evaluated my compliance with these laws and regulations prior to making these representations.

Yes [ X ] No [ ] N/A [ ]

16. I have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes [ X ] No [ ] N/A [ ]

17. I have made available to you all records that I believe are relevant to the foregoing agreed-upon procedures.

Yes [ X ] No [ ] N/A [ ]

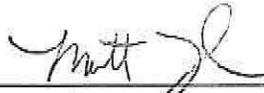
18. I have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible non compliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes [ X ] No [ ] N/A [ ]

19. I will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of my report.

Yes [ X ] No [ ] N/A [ ]

The previous responses have been made to the best of my belief and knowledge.

  
\_\_\_\_\_  
Assessor

April 19, 2021  
Date