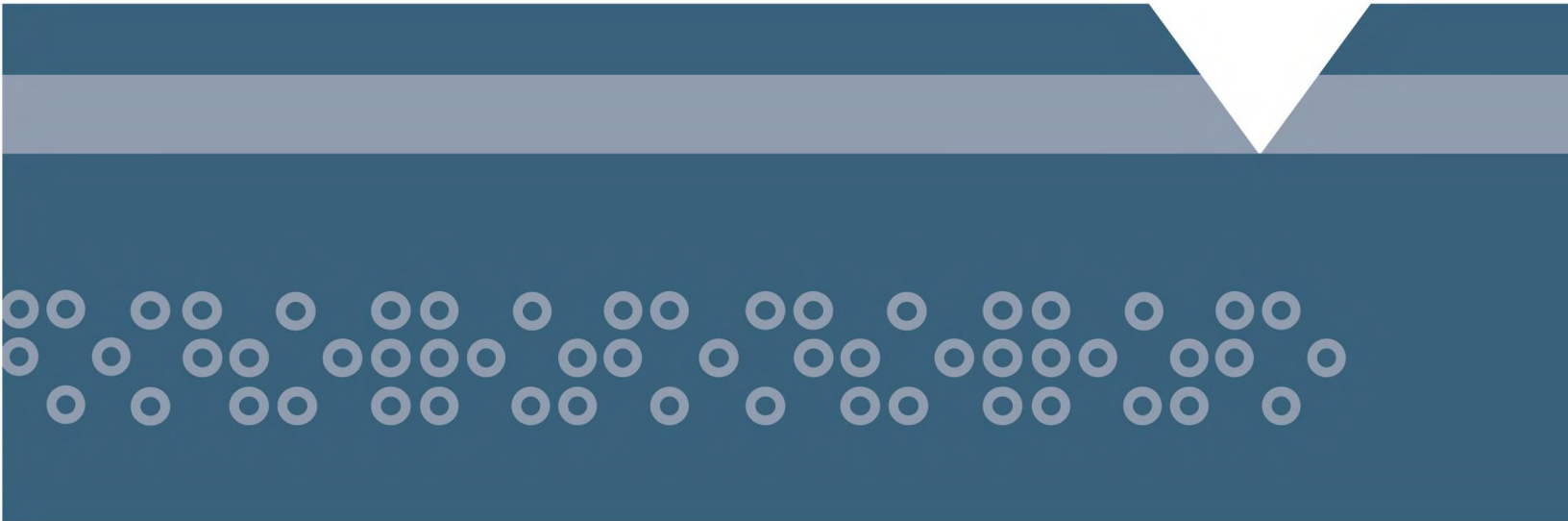


Caddo Parish Tax Assessor
Shreveport, Louisiana

December 31, 2022 and 2021



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SHREVEPORT, LOUISIANA
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MANAGEMENT'S DISCUSSION AND ANALYSIS

CADDO PARISH TAX ASSESSOR
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

This section presents readers of the financial statements of the Caddo Parish Tax Assessor's Office with a narrative overview and analysis of its financial activities for the fiscal year ended December 31, 2022. It is intended to serve as an introduction to the basic financial statements of the Caddo Parish Tax Assessor, which statements consist of government-wide financial statements, fund financial statements, notes thereto, and other financial information.

Financial Highlights

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

Total assets and deferred outflows decreased by \$212,680 or 1.33%. This is due mainly to an increase in deferred outflows related to OPEB and the net pension asset. Total liabilities and deferred inflows increased by \$2,264,492 or 10.80%. This was due to changes in the net pension liability, deferred inflows of resources and in the OPEB obligation for 2022.

Revenues for the current year were less than prior year's revenues by \$24,495, which is due to a decrease in interest income. Expenditures decreased by \$879,278 from the prior year. This is due mainly to changes in the net pension liability.

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

USING THIS ANNUAL REPORT

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

Reporting the Funds Maintained by the Assessor as a Whole

The Statement of Net Assets and the Statement of Activities

Our analysis of the funds maintained by the Assessor as a whole begins on Page 8. The Statement of Net Position and the Statement of Activities report information about the funds maintained by the Assessor as a whole and about its activities. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Assessor's *net position* and changes in it. The Assessor's net position – the difference between assets and deferred outflows and liabilities and deferred inflows – is one way to measure the Assessor's financial health, or *financial position*. Over time, *increases or decreases*

CADDO PARISH TAX ASSESSOR
MANAGEMENT’S DISCUSSION AND ANALYSIS (UNAUDITED)

in the Assessor's net position is one indicator of whether its financial health is improving or deteriorating. In the Statement of Net Position and the Statement of Activities, we record the funds maintained by the Assessor as governmental activities.

THE FUNDS MAINTAINED BY THE ASSESSOR AS A WHOLE

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

Table 1
Net Position

	Government-Wide Activities 2022	Government-Wide Activities 2021
	2022	2021
Cash and cash equivalents	\$ 2,933,135	\$ 3,577,932
Investments	7,353,223	5,602,093
Accrued interest receivable	327	328
Accounts receivable	52,734	41,419
Capital assets, net of accumulated depreciation	104,926	86,592
Right of use assets, net of accumulated amortization	65,236	-
Net pension asset	-	1,297,328
Deferred outflow of resources	5,213,207	5,329,776
Total assets and deferred outflows of resources	15,722,788	15,935,468
Total liabilities	17,875,668	20,961,608
Deferred inflows of resources	5,350,432	3,066,233
Total liabilities and deferred inflows of resources	23,226,100	24,027,841
Net position:		
Invested in capital assets, net of related debt	103,844	86,592
Unrestricted (deficit)	(7,607,156)	(8,178,965)
Total net position (deficit)	\$ (7,503,312)	\$ (8,092,373)

Net position of the funds maintained by the Assessor increased by \$589,061 or 7.28%. Deferred outflows of resources decreased by \$116,569. Deferred inflows of resources increased by \$2,284,199. OPEB liability is included in total liabilities and decreased by \$5,588,728. The changes in deferred outflows and inflows of resources and the OPEB and pension liabilities are due to changes in actuarial valuations, number of participants and contributions made to each plan.

**CADDO PARISH TAX ASSESSOR
MANAGEMENT’S DISCUSSION AND ANALYSIS (UNAUDITED)**

**Table 2
Change in Net Position**

	Government-Wide Activities 2022	Government-Wide Activities 2021
	<u>2022</u>	<u>2021</u>
Revenues		
Caddo Assessment District	\$ 4,523,484	\$ 4,493,214
State revenue sharing	93,541	96,457
Other	<u>702,617</u>	<u>756,466</u>
Total revenues	5,319,642	5,346,137
Expenses		
General governmental	<u>4,730,581</u>	<u>5,609,859</u>
Increase (decrease) in net position	589,061	(263,722)
Beginning net position (deficit)	<u>(8,092,373)</u>	<u>(7,828,651)</u>
Ending net position (deficit)	<u>\$ (7,503,312)</u>	<u>\$ (8,092,373)</u>

For the funds maintained by the Assessor, total revenues decreased \$26,495 in 2022, from total revenues in 2021 of \$5,346,137. The decrease was the result of a decrease in interest income.

CAPITAL ASSETS

The Assessor’s investment in capital assets as of December 31, 2022 amounts to \$170,162 (net of accumulated depreciation and amortization) compared to \$86,592 at December 31, 2021. This investment in capital assets includes furniture, equipment, and right of use assets. Due to a new accounting standard, the Assessor recognized \$93,856 of right of use assets which were offset by \$28,620 of current year amortization.

**CADDO PARISH TAX ASSESSOR
MANAGEMENT’S DISCUSSION AND ANALYSIS (UNAUDITED)**

**Table 3
Capital Assets At Year End**

	Government-Wide Activities 2022	Government-Wide Activities 2021
Furniture, office equipment and GIS equipment	\$ 281,325	\$ 271,583
Computer Equipment	966,179	955,051
	1,247,504	1,226,634
<u>Less</u> - accumulated depreciation	(1,142,578)	(1,140,042)
Capital assets, net	104,926	86,592
Right of use assets	93,856	-
<u>Less</u> - accumulated amortization	(28,620)	-
Right of use assets, net	65,236	-
 Major additions included:		
Computer equipment	35,329	9,856
Furniture, office equipment and GIS equipment	19,873	6,315
Total	\$ 55,202	\$ 16,171

Lease Obligations

Due to implementation of a new accounting standard, the Assessor recognized lease obligations totaling \$66,318 at December 31, 2022. The following table summarizes the lease obligations outstanding at December 31, 2022:

Balance 1/1/2022	Retirements or Payments	Balance 12/31/2022
\$ 93,856	\$ (27,539)	\$ 66,317

Economic Factors and Next Year’s Budget

In preparing the budget for the fiscal year 2023, historical data was used to estimate revenue projections and expenditures. Expenditures for operating activities for 2023 are expected to remain substantially the same as 2022. Management will replace computer equipment as necessary. Revenues are expected to remain substantially the same as 2022.

Requests for Information

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

AUDITED FINANCIAL STATEMENTS



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

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

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Opinion

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

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

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

Management's Responsibility for the Financial Statements

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

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

Auditor's Responsibility for the Audit of the Financial Statements

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

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

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

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison, schedule of proportional share of the net pension liability and related ratios, and the schedule of required contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic

financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 26, 2023 on our consideration of the Caddo Parish Tax Assessor’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Caddo Parish Tax Assessor’s internal control over financial reporting and compliance.

Heard, McElroy & Vestal, LLC

Shreveport, Louisiana
June 26, 2023

CADDO PARISH TAX ASSESSOR
STATEMENT OF NET POSITION
DECEMBER 31, 2022

<u>ASSETS</u>	<u>Governmental Activities</u>
Cash and cash equivalents	\$ 2,933,135
Investments, at cost	7,353,223
Accrued interest receivable	327
Accounts receivable	52,734
Furniture, office equipment and GIS equipment, net of accumulated depreciation	29,983
Computer equipment, net of accumulated depreciation	74,943
Lease right of use asset	65,236
Total assets	<u>10,509,581</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Deferred outflows of resources - OPEB	2,451,099
Deferred outflows of resources - pension	2,762,108
Total deferred outflows of resources	<u>5,213,207</u>
Total assets and deferred outflows of resources	<u>\$ 15,722,788</u>
<u>LIABILITIES</u>	
Lease obligations:	
Due within one year	\$ 26,070
Due in more than one year	40,248
Long-term liabilities-net OPEB obligation	15,372,788
Long-term liabilities-net pension liability	2,436,562
Total liabilities	<u>17,875,668</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Deferred inflows of resources - OPEB	5,070,007
Deferred inflows of resources - pension	280,425
Total deferred inflows of resources	<u>5,350,432</u>
Total liabilities and deferred inflows of resources	<u>23,226,100</u>
<u>NET POSITION</u>	
Investment in capital assets, net of related debt	103,844
Unrestricted (deficit)	(7,607,156)
Total net position (deficit)	<u>(7,503,312)</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 15,722,788</u>

The accompanying notes are integral part of these financial statements.

CADDO PARISH TAX ASSESSOR
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues- Charges for Services</u>	<u>Net (Expenses) Revenue and Changes in Net Assets</u>
Total governmental activities - assessments	\$ 4,727,421	\$ 117,403	
Interest expense and related charges	<u>3,160</u>	<u>-</u>	
Total expenses	4,730,581	117,403	\$ (4,613,178)
General revenues:			
Caddo Assessment District			4,523,484
State revenue sharing			93,541
Interest income			32,699
Miscellaneous income			634
Non-employer pension contributions			<u>551,881</u>
Total general revenues			<u>5,202,239</u>
Change in net position			589,061
Net position (deficit)-beginning of year			<u>(8,092,373)</u>
Net position (deficit)-end of year			<u><u>\$ (7,503,312)</u></u>

The accompanying notes are integral part of these financial statements.

CADDO PARISH TAX ASSESSOR
BALANCE SHEET-GOVERNMENTAL FUND TYPE
DECEMBER 31, 2022

	Governmental Fund Type
<u>ASSETS</u>	Salary and Expense Fund
Cash and cash equivalents	\$ 2,933,135
Investments, at cost	7,353,223
Accrued interest receivable	327
Accounts receivable	52,734
 Total assets	 \$ 10,339,419
<u>LIABILITIES AND FUND EQUITY</u>	
<u>Liabilities:</u>	
Accounts payable and accrued expenses	\$ -
 Total liabilities	 -
 <u>Fund balance - unassigned</u>	 10,339,419
 Total liabilities and fund equity	 \$ 10,339,419

The accompanying notes are integral part of these financial statements.

CADDO PARISH TAX ASSESSOR
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE
GOVERNMENT-WIDE FINANCIAL STATEMENT OF NET POSITION
DECEMBER 31, 2022

Total fund balance for the governmental fund	\$	10,339,419
Cost of capital assets, less accumulated depreciation		104,926
Lease right of use assets, less accumulated amortization		65,236
Retirement payments are reported as expenditures in the governmental funds. In the government-wide statements the payments represent net deferred outflow of resources		(137,225)
Lease obligations		(66,318)
Long-term liabilities-net OPEB obligation		(15,372,788)
Long-term liabilities-net pension liability		<u>(2,436,562)</u>
Total net position (deficit) of governmental activities	\$	<u><u>(7,503,312)</u></u>

The accompanying notes are integral part of these financial statements.

CADDO PARISH TAX ASSESSOR
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Governmental Fund Type</u> <u>Salary and Expense Fund</u>
<u>Revenues:</u>	
Caddo Assessment District	\$ 4,523,484
State revenue sharing	93,541
Charges for services	117,403
Interest income	32,699
Miscellaneous	634
Total revenues	4,767,761
<u>Expenditures:</u>	
Insurance	901,782
General office expense	110,162
Professional fees	156,586
Equipment maintenance and purchases	244,803
Postage	38,911
Education and travel	60,412
Automobile	49,652
Office forms	4,082
Office supplies	22,969
Salaries- assessor	168,730
Salaries- deputies	1,707,506
Salaires- other	64,837
Retirement fund expense	87,810
Debt service:	
Principal on lease obligation	28,620
Interest on lease obligation	3,160
Total expenditures	3,650,022
<u>Excess of revenue over expenditures</u>	1,117,739
<u>Beginning fund balance</u>	9,221,680
<u>Ending fund balance</u>	\$ 10,339,419

The accompanying notes are integral part of these financial statements.

CADDO PARISH TAX ASSESSOR
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND TO THE
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022

Net change in fund balance- governmental fund	\$ 1,117,739
OPEB obligation expense	(246,130)
Retirement expenditures paid	(851,681)
Non-employer pension retirement contributions	551,881
Equipment purchases	55,202
Interest on lease obligations	(1,082)
Depreciation expense	(36,177)
Gain/(loss) on disposal of fixed assets	<u>(691)</u>
Change in net position of governmental activities	<u>\$ 589,061</u>

The accompanying notes are integral part of these financial statements.

CADDO PARISH TAX ASSESSOR
STATEMENT OF FIDUCIARY NET ASSETS
DECEMBER 31, 2022

ASSETS

Investment in deferred compensation	\$ <u>1,116,156</u>
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NET ASSETS

Net assets	\$ <u>1,116,156</u>
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The accompanying notes are integral part of these financial statements.

CADDO PARISH TAX ASSESSOR
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

Balance beginning of year		\$ 1,246,290
<u>Increases:</u>		
Contributions	<u>\$ 36,000</u>	
		36,000
<u>Decreases:</u>		
Withdrawals	37,549	
Losses on investments	124,593	
Administrative fees	<u>3,992</u>	
		<u>166,134</u>
Balance end of year		<u><u>\$ 1,116,156</u></u>

The accompanying notes are integral part of these financial statements.

CADDO PARISH TAX ASSESSOR
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

1. Introduction

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

The Assessor's office is located in the Caddo Parish Courthouse in Shreveport, Louisiana. The Assessor employs 47 employees, including 37 deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2022, there were 138,009 real property and movable property assessments totaling \$1,755,541,713 and \$516,823,330, respectively. This represents an increase of 506 assessments with an increase totaling \$74,587,901 in value over the prior year. The increase in the number of assessments is due to more subdivisions being on the tax roll. The increase in value is due to an increase in the value of real estate.

Basis of Presentation

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

The financial statements include:

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

Government-Wide and Fund Financial Statements

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

CADDO PARISH TAX ASSESSOR
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

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

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

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

Fund Accounting

The Assessor uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

Governmental Funds

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

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

Fiduciary Funds

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

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

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Basis of Accounting

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

Revenues

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

Expenditures

Expenditures are recognized when the related fund liability is incurred.

Equity Classifications

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

Budgets and Budgetary Accounting

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

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

Cash and Cash Equivalents and Investments

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

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

Capital Assets

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

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

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

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

Vacation and Sick Leave

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

Risk Management

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

Leases

The Assessor adopted GASB Statement 87 in 2022, which outlines a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right of use asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The lease liability and lease receivable are initially measured at the present values of the respective lease payments at the inception of the lease or adoption of the lease standard over the remaining term of the lease and are reduced by the portion of the periodic lease payments that is not considered interest. The right of use asset is amortized to expense, and deferred inflow of resources is amortized to income. The interest component of lease payments made is recognized as interest expense, and the interest component of lease payments received is recognized in income.

2. Levied Taxes

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

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

Of the total taxes assessed by the Caddo Assessment District, \$4,411,969 were due to the Assessor for the year ended December 31, 2022. The taxes remitted to the Assessor in 2022 were primarily for the 2021 assessment year. For 2022, total taxes of \$4,523,484 were collected, of which \$4,236,070 relates to assessed taxes for the 2021 assessment year, \$288,035 relates to taxes assessed for other periods.

Approximately 96% of the taxes assessed were collected for 2021 and the Assessor believes that the remaining 4%, \$175,899, will never be collected, mainly as a result of bankruptcies and protested taxes.

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

	Authorized Millage	Levied Millage
Caddo Assessment District	2.37	2.37

The following are the principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2022 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
SWEPCO/AEP	Utility	\$ 201,554,590	8.87%
Chesapeake Operating, Inc.	Natural Gas	31,392,970	1.38%
Union Pacific Railroad Co.	Railroad	17,986,310	0.79%
Ternium, USA	Steel	17,246,130	0.76%
Calumet Shreveport	Refinery	15,341,451	0.68%
Kansas City Southern Railway	Railroad	12,955,350	0.57%
Centerpoint Energy Arkla	Utility	12,673,070	0.56%
Comstock Oil & Gas	Natural Gas	11,855,590	0.52%
BPX Operating Company	Natural Gas	11,462,790	0.50%
Aethon Energy Operating LLC	Utility	11,058,570	0.49%
		\$ 343,526,821	15.12%

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3. Cash and Cash Equivalents

At December 31, 2022, the Assessor has cash and cash equivalents as follows:

	<u>Salary and Expense Fund</u>
Commercial interest checking accounts	\$ 2,933,135
Total cash and cash equivalents	<u>\$ 2,933,135</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These accounts were held at one institution and secured by \$250,000 in federal deposit insurance. In addition, the market value of securities pledged on these accounts was \$7,350,000 as of December 31, 2022.

4. Investments

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

	<u>Rate of Interest</u>	<u>Salary and Expense Fund</u>
Home Federal Savings & Loan	0.25%	\$ 417,639
Home Federal Savings & Loan	0.25%	417,470
Home Federal Savings & Loan	0.25%	417,913
Home Federal Savings & Loan	0.25%	418,342
Home Federal Savings & Loan	0.25%	417,742
Home Federal Savings & Loan	0.25%	415,272
Home Federal Savings & Loan	0.25%	415,697
Home Federal Savings & Loan	0.25%	416,392
Red River Bank	0.10%	500,000
Red River Bank	0.15%	500,000
Red River Bank	0.15%	500,000
Red River Bank	0.15%	500,000
LAMP Investments		<u>2,016,756</u>
		<u>\$ 7,353,223</u>

The investments are in the name of the Assessor and are held at the financial institutions. The certificates of deposit are either fully insured or collateralized by securities held in the Assessor's name. The market value of securities and one letter of credit pledged on these accounts was \$5,044,167 as of December 31, 2022.

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

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In accordance with GASB Codification Section 150.126, the investment in LAMP is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

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

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

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

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

5. Changes in Capital Assets

A summary of changes in capital assets and accumulated depreciation for the year ended December 31, 2022, is as follows:

	Furniture, Office Equipment and GIS Equipment	Computer Equipment	Total
Balance January 1, 2022	\$ 271,583	\$ 955,051	\$ 1,226,634
Additions	19,873	35,329	55,202
Deletions	<u>(10,131)</u>	<u>(24,201)</u>	<u>(34,332)</u>
Balance December 31, 2022	281,325	966,179	1,247,504
Less - accumulated depreciation	<u>(251,342)</u>	<u>(891,236)</u>	<u>(1,142,578)</u>
Capital assets, net	<u>\$ 29,983</u>	<u>\$ 74,943</u>	<u>\$ 104,926</u>

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6. Pension Plan

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

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

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

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

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

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

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

The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to the Louisiana Assessors' Retirement Fund, P. O. Box 14699, Baton Rouge, Louisiana 70898-4699, or on the Louisiana Legislative Auditor's website, www.lla.la.gov.

Contributions to the Fund include one-fourth of one per cent of the taxes shown to be collectible by the tax rolls of each parish including the homestead exemption plus revenue sharing funds appropriated by the legislature. State statute requires plan members to contribute 8% of their annual covered salaries to the Fund. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. For 2022, the rate was 5%. The Caddo Parish Tax Assessor's contributions to the Fund for the year ending December 31, 2022 was \$86,854, equal to the required employer contribution. The employee portion for the year ending December 31, 2022 was \$149,508, which is included in salaries and benefits expense.

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

Valuation Date	September 30, 2022
Actuarial Cost Method	Entry age normal.
Investment Rate of Return (discount rate)	5.50%, net of pension plan investment expense, including inflation.
Inflation Rate	2.10%
Salary Increases	5.25%
Annuitant and beneficiary mortality	Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Active members mortality	Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 120% with full generational projections using the appropriate MP-2019 improvement scale.
Disabled Annuitant Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.37% as of September 30, 2022.

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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 as follows:

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

The effects of certain other changes in the net pension liability (asset) are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period. The Expected Remaining Service Lives (ERSL) for 2022 is 6 years.

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

	1% Decrease (4.50%)	Current Discount Rate (5.50%)	1% Increase (6.50%)
Assessor's proportionate share of the net pension liability	\$ 4,615,302	\$ 2,436,562	\$ 585,821

Actuarial date and measurement date: September 30, 2022

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Projected required contribution	\$ 87,810
Employer allocation percentage	3.678203%
Net pension liability (asset)	\$ 2,436,562
Deferred Outflows	
Net differences between projected and actual earnings	\$ 1,811,595
Differences between expected and actual experience	77,378
Changes in assumptions	835,394
Changes in proportion	22,719
Employer contributions subsequent to measurement date	15,022
Total Deferred Outflows	<u>\$ 2,762,108</u>
Deferred Inflows	
Differences between expected and actual experience	\$ 261,433
Net differences between projected and actual earnings	-
Changes in proportion	18,992
Total Deferred Inflows	<u>\$ 280,425</u>
Pension Expense	
Proportionate share of plan pension expense	\$ 926,634
Net amortization of deferred amounts from changes in proportion	(795)
Total Employer Pension Expense	<u>\$ 925,839</u>
Proportionate Share	
Employer contributions	\$ 88,172
Non-employer contributions	\$ 551,881
Schedule of Net Pension Liability Sensitivity to Change in Discount Rate	
Employer's proportionate share	\$ 2,436,562
1% Decrease	\$ 4,615,302
1% Increase	\$ 585,821
Amortization Schedule	
2023	\$ 596,255
2024	446,620
2025	541,520
2026	891,913
2027	(9,647)
Total	<u>\$ 2,466,661</u>

7. Other Postemployment Benefits

Plan Description. The Caddo Parish Tax Assessor contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for

CADDO PARISH TAX ASSESSOR
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eligible retirees and their spouses through the Assessor’s group health insurance plan, which covers both active and retired members. Benefit provisions are established by the Caddo Parish Tax Assessor.

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

Funding Policy. The Assessor pays 100% of retirees’ medical and life insurance premiums and 50% of the retirees’ dependent medical coverage. The eligibility requirement is that the former employee must have met the requirements of the retirement system. These requirements are at least twelve years of coverage service and at least fifty-five years of age or thirty years of service. The number of participants currently eligible to receive benefits is thirty-three. For the year ended December 31, 2022, the Assessor contributed \$380,917 to the plan.

Total OPEB Liability. The Assessor’s total OPEB liability of \$15,372,788 was measured as of December 31, 2022, and was determined by an actuarial valuation as of that date.

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	2.3%
Salary increases	3.0%, including inflation
Discount rate	3.72% annually

The healthcare cost trend rate was calculated with a valuation date of January 1, 2022, assuming an implied inflation rate of 2.3% per year, and actual premiums. The short-term trend rate for Pre-65 retirees starts off at 6.4%, and at 5.4% for Post-65 retirees and does not reflect the ACA Excise Tax effective 2022.

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

Mortality rates were based on the sex-distinct Pub-2010 General Mortality Table, projected generationally using scale MP-2022.

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

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Changes in the Total OPEB Liability

Balance at December 31, 2021	\$ 20,961,516
Changes for the year:	
Service cost	587,187
Interest	440,000
Effect of economic/demographic gains or losses	(396,149)
Changes in assumptions	(5,838,849)
Benefit payments and net transfers	<u>(380,917)</u>
Net changes	<u>(5,588,728)</u>
Balance at December 31, 2022	<u>\$ 15,372,788</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 (2.72%) or 1-percentage-point higher (4.72%) than the current discount rate:

	1% Decrease (2.72%)	Current Discount Rate (3.72%)	1% Increase (4.72%)
Total OPEB liability	<u>\$ 17,879,400</u>	<u>\$ 15,372,788</u>	<u>\$ 13,357,515</u>

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

	1% Decrease	Current Trend Rate	1% Increase
Total OPEB liability	<u>\$ 13,481,096</u>	<u>\$ 15,372,788</u>	<u>\$ 17,767,495</u>

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

For the year ended December 31, 2022, the Assessor recognized OPEB expense of \$246,130. At December 31, 2022, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 500,792	\$ (310,772)
Changes in assumptions	<u>1,950,307</u>	<u>(4,759,235)</u>
Total	<u>\$ 2,451,099</u>	<u>\$ (5,070,007)</u>

CADDO PARISH TAX ASSESSOR
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DECEMBER 31, 2022

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

Years ending December 31:	
2023	\$ 174,691
2024	467,794
2025	1,132,392
2026	844,031
2027	-
Thereafter	-

8. Leases

The Caddo Parish Tax Assessor has four operating lease agreements for automobiles and office equipment. The leases range in terms from 36 to 60 months. During 2022, total payments under these leases were \$29,683.

Following is a summary of leasing transactions during 2022:

	Balance 1/1/2022	Additions	Retirements or Payments	Balance 12/31/2022
Right of use asset	\$ 93,856	\$ -	\$ -	\$ 93,856
Accumulated amortization	-	(28,620)	-	(28,620)
Right of use asset, net	\$ 93,856	\$ (28,620)	\$ -	\$ 65,236
Lease obligation	\$ 93,856	\$ -	\$ (27,539)	\$ 66,317

Lease obligation principal and interest requirements to maturity are as follows:

Years ending December 31:	Principal	Interest	Total
2023	\$ 26,070	\$ 2,267	\$ 28,337
2024	20,232	1,369	21,601
2025	18,629	524	19,153
2026	1,386	5	1,391
	\$ 66,317	\$ 4,165	\$ 70,482

9. Litigation

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

10. Deferred Compensation

The Tax Assessor offers employees a deferred compensation plan created in accordance with Section 457 of the Internal Revenue Code of 1986. The assets of the plan are held in trust as described in IRC

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

11. Subsequent Event

The Assessor evaluated its December 31, 2022 financial statements for subsequent events through June 26, 2023, the date for which the financial statements were available for distribution, for potential recognition and disclosure and noted no such events.

REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)

CADDO PARISH TAX ASSESSOR
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED DECEMBER 31, 2022
(Unaudited)

	<u>Government Fund Type</u>		Variance Favorable (Unfavorable)
	<u>Salary and Expense Fund</u>		
	<u>Actual</u>	<u>Budget</u>	
<u>Revenues:</u>			
Caddo Assessment District	\$ 4,523,484	\$ 4,411,968	\$ 111,516
State revenue sharing	93,541	94,500	(959)
Interest income	32,699	70,000	(37,301)
Other revenues	118,037	103,700	14,337
Total revenues	<u>4,767,761</u>	<u>4,680,168</u>	87,593
<u>Prior year surplus</u>	9,221,680	9,221,680	-
<u>Expenditures:</u>			
Insurance	901,782	1,188,150	286,368
General office expense	110,162	142,790	32,628
Professional fees	156,586	218,525	61,939
Equipment maintenance and purchases	259,878	612,795	352,917
Mapping	-	600	600
Postage	38,911	59,350	20,439
Education and travel	60,412	91,200	30,788
Automobile	66,357	95,800	29,443
Office forms	4,082	15,165	11,083
Office supplies	22,969	65,202	42,233
Salaries	1,941,073	2,500,000	558,927
Retirement fund expense	87,810	300,000	212,190
Total expenditures	<u>3,650,022</u>	<u>5,289,577</u>	<u>1,639,555</u>
<u>Fund balance:</u>			
December 31, 2022	<u>\$ 10,339,419</u>	<u>\$ 8,612,271</u>	<u>\$ 1,727,148</u>

CADDO PARISH TAX ASSESSOR
NOTES TO BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED DECEMBER 31, 2022
(Unaudited)

1. Budget

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

CADDO PARISH TAX ASSESSOR
SCHEDULE OF PROPORTIONAL SHARE OF THE NET POSITION
LIABILITY AND RELATED RATIOS
FOR THE YEAR ENDED DECEMBER 31, 2022
(Unaudited)

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Assessor's proportion of the net pension liability	3.678203%	3.946116%	3.836416%	3.981114%	4.124069%	4.262904%	4.140160%	4.393390%
Assessor's proportionate share of the net pension liability (asset)	\$ 2,436,562	\$ (1,297,328)	\$ 586,113	\$ 1,050,146	\$ 801,734	\$ 748,016	\$ 1,460,936	\$ 2,299,161
Nonemployer's proportionate share of net pension liability	-	-	-	-	-	-	-	-
Total	<u>\$ 2,436,562</u>	<u>\$ (1,297,328)</u>	<u>\$ 586,113</u>	<u>\$ 1,050,146</u>	<u>\$ 801,734</u>	<u>\$ 748,016</u>	<u>\$ 1,460,936</u>	<u>\$ 2,299,161</u>
Assessor's covered employee payroll	\$ 1,737,071	\$ 1,811,759	\$ 1,756,234	\$ 1,746,804	\$ 1,791,896	\$ 1,861,608	\$ 1,799,814	\$ 1,827,804
Assessor's proportionate share of the net pension liability as a percentage of its covered employee payroll	140.27%	-71.61%	33.37%	60.12%	44.74%	40.18%	81.17%	125.79%
Plan fiduciary net position as a percentage of the the total pension liability	87.25%	106.48%	96.79%	94.12%	95.46%	95.61%	90.68%	85.57%

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

CADDO PARISH TAX ASSESSOR
SCHEDULE OF REQUIRED CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2022
(Unaudited)

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 86,854	\$ 144,941	\$ 141,086	\$ 141,692	\$ 145,426	\$ 192,279	\$ 227,317	\$ 246,754
Contributions in relation to the contractually required contribution	\$ 86,854	\$ 144,941	\$ 141,086	\$ 141,692	\$ 145,426	\$ 192,279	\$ 227,317	\$ 246,754
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessor's covered-employee payroll	\$ 1,737,071	\$ 1,811,759	\$ 1,756,234	\$ 1,746,804	\$ 1,791,896	\$ 1,861,608	\$ 1,799,814	\$ 1,827,804
Contributions as a percentage of covered-employee payroll	5.00%	8.00%	8.03%	8.11%	8.12%	10.33%	10.00% *	13.50% *

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

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

CADDO PARISH TAX ASSESSOR
SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
FOR THE YEAR ENDED DECEMBER 31, 2022
(Unaudited)

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability					
Service cost	\$ 587,187	\$ 805,478	\$ 670,825	\$ 348,940	\$ 467,233
Interest	440,000	433,234	458,391	488,184	462,637
Effect of economic/demographic gains or (losses)	(396,149)	-	1,088,424	-	384,157
Effect of assumption changes or inputs	(5,838,849)	282,057	1,705,406	3,990,625	(2,413,214)
Benefit payments	<u>(380,917)</u>	<u>(376,754)</u>	<u>(326,416)</u>	<u>(326,416)</u>	<u>(322,886)</u>
Net change in total OPEB liability	(5,588,728)	1,144,015	3,596,630	4,501,333	(1,422,073)
Total OPEB liability - beginning	<u>20,961,516</u>	<u>19,817,501</u>	<u>16,220,871</u>	<u>11,719,538</u>	<u>13,141,611</u>
Total OPEB liability - ending	<u>\$ 15,372,788</u>	<u>\$ 20,961,516</u>	<u>\$ 19,817,501</u>	<u>\$ 16,220,871</u>	<u>\$ 11,719,538</u>
Covered-employee payroll	\$ 1,629,736	\$ 1,881,995	\$ 1,852,496	\$ 1,892,819	\$ 1,791,895
Net OPEB liability as a percentage of covered-employee payroll	943.27%	1113.79%	1069.77%	856.97%	654.03%

Notes to Schedule:

Benefit Changes. There were no changes of benefit terms for the year ended December 31, 2022.

Changes of Assumptions. The discount rate changed as follows: 2018 - 4.10%; 2019 - 2.74%; 2020 - 2.12%; 2021 - 2.06%; 2022 - 3.72%

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

CADDO PARISH TAX ASSESSOR
SCHEDULE OF EMPLOYER CONTRIBUTIONS - OPEB
FOR THE YEAR ENDED DECEMBER 31, 2022
(Unaudited)

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Actuarially determined contribution	\$ 87,810	\$ 144,941	\$ 141,086	\$ 141,692	\$ 145,426
Contributions in relation to the actuarially determined contribution					
Employer contributions to trust	<u>87,810</u>	<u>144,941</u>	<u>141,086</u>	<u>141,692</u>	<u>145,426</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered annual payroll	\$ 1,737,071	\$ 1,881,995	\$ 1,852,496	\$ 1,892,819	\$ 1,791,895
Contributions as a percentage of covered employee payroll	5.06%	7.70%	7.62%	7.49%	8.12%

Notes to Schedule:

Valuation date	1/1/2022
Actuarially determined contributions are calculated as of the last day of the fiscal year in which contributions are reported.	
Actuarial cost method	Entry Age Normal
Amortization method	Level dollar, open
Amortization period	30 years
Asset valuation method	Market value
Inflation	2.3% annually
Healthcare trend	5.4% to 6.4% annually
Salary increases	3.0% annually
Discount rate	3.72% annually
Retirement age	30 years of service at any age; 12 years of service at age 55
Mortality	Sex-distinct Pub-2010 General Mortality projected generationally using scale MP-2021
Turnover	Age specific table with an average of 12% when applied to the active census
Decline Rate	0%

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

OTHER FINANCIAL INFORMATION

CADDO PARISH TAX ASSESSOR
SCHEDULE OF COMPENSATION, REIMBURSEMENTS, BENEFITS,
AND OTHER PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2022

Agency Head: Charles R. Hennington, Jr.

Salary and expense amount	\$ 172,515
Benefits - insurance	19,356
Benefits - retirement	27,053
Car allowance	25,877
Travel	4,809
Registration fees	1,255
Conference travel	4,173
Continuing professional education fees	815



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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Caddo Parish Tax Assessor, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Caddo Parish Tax Assessor's basic financial statements, and have issued our report thereon dated June 26, 2023.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of Caddo Parish Tax Assessor are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material

effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

Heard, McElroy + Vestal, LLC

Shreveport, Louisiana
June 26, 2023

CADDO PARISH TAX ASSESSOR
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED FOR THE YEAR ENDED DECEMBER 31, 2022

We have audited the financial statements of Caddo Parish Tax Assessor as of and for the year ended December 31, 2022, and have issued our report thereon dated June 26, 2023. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2022 resulted in an unmodified opinion.

Section I - Summary of Auditor's Reports

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

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

Compliance - No material noncompliance was noted.

b. Federal Awards – Not applicable.

Section II - Financial Statement Findings

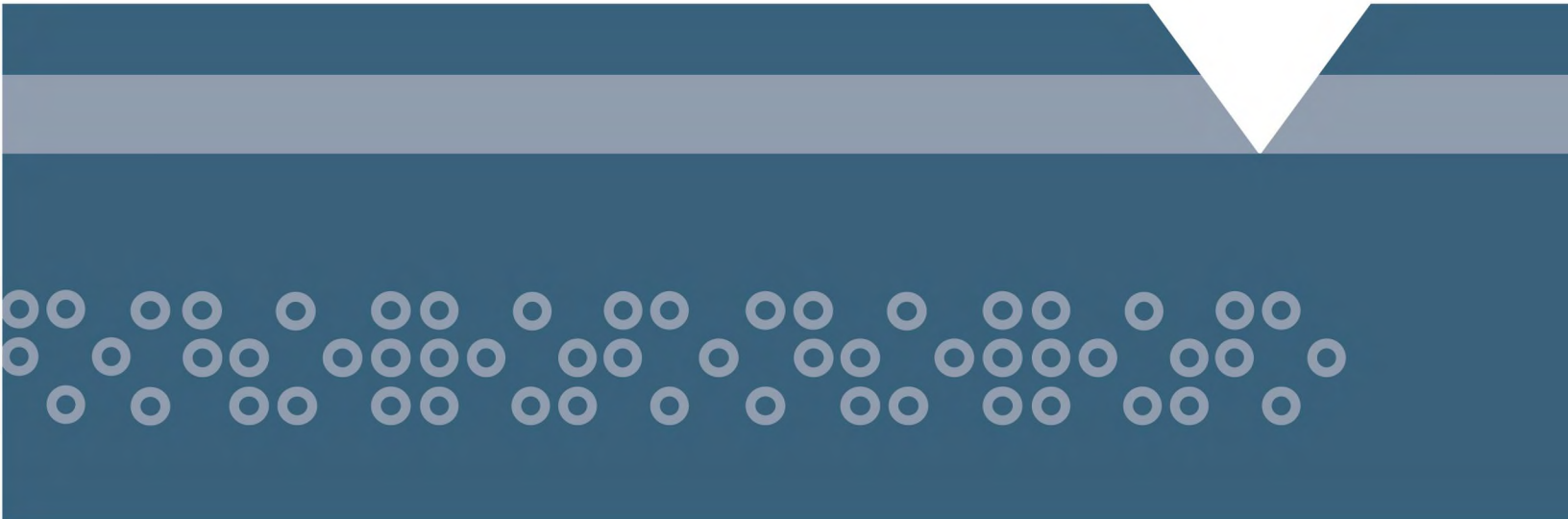
No matters were reported.

**CADDO PARISH TAX ASSESSOR
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2022**

No prior year findings were reported.

Caddo Parish Tax Assessor
Shreveport, Louisiana

Statewide Agreed-Upon Procedures Report 2022





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Caddo Parish Tax Assessor
Caddo Parish Courthouse
501 Texas Street
Shreveport, Louisiana 71101

Louisiana Legislative Auditor
Baton Rouge, Louisiana

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2022

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

CPTA has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the SAUPs. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

- c) **Disbursements**, including processing, reviewing, and approving.
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employees rate of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Findings

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

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds.
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
 - d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Findings

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

Bank Reconciliations

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

Findings

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

Collections

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Findings

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

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements 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.

Findings

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

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

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.
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:
 - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
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 it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Findings

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

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

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:
 - a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration.
 - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Findings

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

Contracts

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

Findings

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

Payroll and Personnel

17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Findings

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

Ethics

21. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above: obtain ethics documentation from management, and:
- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Findings

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

Debt Service

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

Findings

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

Fraud Notice

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.
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.

Findings

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

Information Technology Disaster Recovery/Business Continuity

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 occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
 - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
 - c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Findings

We performed the procedures and discussed the results with management.

Sexual Harassment

28. 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.
29. 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).
30. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
 - a) Number and percentage of public servants in the agency who have completed the training requirements;
 - b) Number of sexual harassment complaints received by the agency;
 - c) Number of complaints which resulted in a finding that sexual harassment occurred;
 - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - e) Amount of time it took to resolve each complaint.

Findings

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

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

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

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

Heard, McElroy + Vestal, LLC

Shreveport, Louisiana
June 26, 2023