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**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2023**

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**WEST BATON ROUGE PARISH ASSESSOR**

**PORT ALLEN, LOUISIANA**

**FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2023**

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## **INDEPENDENT AUDITORS' REPORT**

The Honorable Christopher P. Guerin  
West Baton Rouge Parish Assessor  
Port Allen, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and the major fund of the West Baton Rouge Parish Assessor (the "Assessor") as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Assessor, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Assessor and to meet our 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 opinions.

#### ***Responsibilities of Management for the Financial Statements***

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

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

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

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

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

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

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

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedule, the schedule of changes in net OPEB liability and related ratios, the schedule of proportionate share of the net pension liability, and the schedule of plan contributions on pages 4-9 and 35-38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

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 Assessor's basic financial statements. The schedule of Compensation, Benefits and Other Payments to Chief Executive Officer, is presented for the purposes of additional analysis and are not a required part of the basic financial statements. The schedule of Compensation, Benefits and Other Payments to Chief Executive Officer is the responsibility of management and was derived from and relate 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 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 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 30, 2024, on our consideration of the West Baton Rouge Parish 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 the Assessor's 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 West Baton Rouge Parish Assessor's internal control over financial reporting and compliance.



June 30, 2024  
Gonzales, Louisiana

**WEST BATON ROUGE PARISH ASSESSOR**  
**Port Allen, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2023**

The section of the West Baton Rouge Parish Assessor's financial report presents our discussion and analysis of the Assessor's financial performance during the year that ended on December 31, 2023. Please read it in conjunction with the Assessor's financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

Our financial statements provide these insights into the results of this year's operations:

- The Assessor's total net position increased by \$111,205 over the course of the year's operations.
- The Assessor's expenses were \$111,205 less than the \$1,158,692 generated by taxes and other revenues.
- Revenues decreased by 31.1 percent to \$1,158,692 while expenses for the year increased by 116.7 percent or \$564,017.
- The general fund reported a fund balance of \$3,002,997, an increase from December 31, 2023 of 10.3 percent.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This report consists of four parts –management's discussion and analysis (this section), the financial statements, required supplementary information, and supplementary information. The basic financial statements include two kinds of statements that present different views.

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Assessor's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Assessor's government, reporting the Assessor's operations in more detail than the government-wide statements.
  - The governmental funds statements tell how general government services were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Assessor's financial statements, including the portion of the Assessor's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**WEST BATON ROUGE PARISH ASSESSOR**  
**Port Allen, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2023**

Figure A-1

Major Features of the Assessor's Government-wide and Fund Financial Statements

	<b>Fund Statements</b>	
	<b>Government-wide Statements</b>	<b>Governmental Funds</b>
Scope	Entire Assessor government	The activities of the Assessor
Required financial statements	<ul style="list-style-type: none"> <li>• Statement of net position</li> <li>• Statement of activities</li> </ul>	<ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Statement of revenues, expenditures, and changes in fund balance</li> </ul>
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter



**WEST BATON ROUGE PARISH ASSESSOR**  
**Port Allen, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2023**

**Government-wide Statements**

The government-wide statements report information about the Assessor as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets, deferred outflows, liabilities, deferred inflows and liabilities. All of the current period's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

These two government-wide report the Assessor's net assets and how they have changed. Net position – the difference between the Assessor's assets plus deferred outflows and liabilities plus deferred inflows – is one way to measure the Assessor's financial health, or position.

- Over time, increases or decreases in the Assessor's net position are an indicator of whether its financial health is improving or deterioration, respectively.
- To assess overall health of the Assessor you need to consider additional non-financial factors such as changes in the Parish's ad valorem tax base.

The government-wide financial statements of the Assessor include:

- Governmental activities – most of the Assessor's basic services are reported here, which include the general administration of the annual assessment of property values within the Parish. Ad Valorem taxes finance the majority of these activities.

**Fund Financial Statements**

The fund financial statements provide more detailed information about the Assessor's most significant funds – not the Assessor as a whole. Funds are accounting devices that the Assessor uses to keep track of specific sources of funding and spending for particular purposes.

The Assessor has one type of fund.

- Governmental funds – All of the Assessor's basic services are included in the governmental fund, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Assessor's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information on the subsequent page that explains the relationship (or differences) between them.

**WEST BATON ROUGE PARISH ASSESSOR**  
**Port Allen, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2023**

**FINANCIAL ANALYSIS OF THE ASSESSOR AS A WHOLE**

The Statement of Net Position and the Statement of Activities reports have only one type of activity – governmental activities. Taxes collected from the public finance most of these activities.

Our analysis below focuses on the net position of the governmental-type activities:

**Table A-1**  
**Assessor's Net Position**

	Governmental Activities	
	<b>12/31/2023</b>	<b>12/31/2022</b>
Current and other assets	\$ 3,034,939	\$ 2,769,181
Capital assets	165,371	176,725
<b>Total assets</b>	<b>3,200,310</b>	<b>2,945,906</b>
Deferred outflows of resources	716,535	917,857
<b>Total assets and deferred outflows of resources</b>	<b>3,916,845</b>	<b>3,863,763</b>
Current liabilities	7,956	3,379
Long-term liabilities	2,073,785	2,009,442
<b>Total liabilities</b>	<b>2,081,741</b>	<b>2,012,821</b>
Deferred inflows of resources	495,135	622,178
<b>Total liabilities and deferred inflows of resources</b>	<b>2,576,876</b>	<b>2,634,999</b>
Net position		
Net investment in capital assets	165,371	176,725
Unrestricted	1,174,598	1,052,039
<b>Total net position</b>	<b>\$ 1,339,969</b>	<b>\$ 1,228,764</b>

Net position of the Assessor's governmental activities increased \$111,205 during the year. Unrestricted net position – the part of net position that can be used to finance day-to-day operations without constraints established by enabling legislation or other legal requirements changed from \$1,052,039 at December 31, 2022, to \$1,174,598 at the end of the current year end.

Changes in net position. The Assessor's total revenues decreased by 31.1 percent to \$1,158,692. (See Table A-2) Approximately 79 percent of the Assessor's revenue comes from ad valorem taxes.

The total cost of all expenses increased approximately \$564,017 or 116.7 percent. The Assessor's expenses cover all of the services performed by its office.

**WEST BATON ROUGE PARISH ASSESSOR**  
**Port Allen, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2023**

**Governmental Activities**

Revenues for the Assessor's governmental activities decreased 31.1 and expenses increased 116.7 percent for the current year. The revenue generated for 2023 and 2022 covered the total cost of operations for each year, as depicted in table A-2.

**Table A-2**  
**Changes in Assessor's Net Position**

	<b>Governmental Activities</b>	
	<b>12/31/2023</b>	<b>12/31/2022</b>
<b>Revenues:</b>		
General revenues:		
Ad valorem taxes	\$ 909,599	\$ 1,550,863
Intergovernmental	15,494	-
Interest	118,938	22,609
Miscellaneous	500	2,371
Contributions from non-employer contributing entity	114,161	104,701
<b>Total revenues</b>	<b>1,158,692</b>	<b>1,680,544</b>
<b>Function/Program expense:</b>		
General government	1,047,487	483,470
<b>Total expenses</b>	<b>1,047,487</b>	<b>483,470</b>
<b>Increase (decrease) in net position</b>	<b>\$ 111,205</b>	<b>\$ 1,197,074</b>

- The governmental activities revenues for the year decreased by 31.1 percent to \$1,158,692 primarily due to the Assessor authorized and levied a millage of 1.24 for 2023 tax year.
- The cost of all governmental activities for the year increased approximately 116.7 percent to \$1,047,487 primarily due to the net effect of pension related adjustments

**FINANCIAL ANALYSIS OF THE FUNDS**

As the Assessor completed the year, its governmental funds reported a fund balance of \$3,002,997, an increase from last year of \$281,342 or 10.3 percent.

**General Fund Budgetary Highlights**

Over the course of the year, there were amendments made to the general fund budget to reflect the decrease in ad valorem tax and an increase in state revenue sharing and interest revenues. Amendments to the general fund budgeted expenditures were made to increase materials and supplies and to decrease personnel services, operating services, travel and training, and capital outlay.

**WEST BATON ROUGE PARISH ASSESSOR**  
**Port Allen, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2023**

**CAPITAL ASSETS**

**Capital Assets**

At December 31, 2023, the Assessor had invested \$165,371 in capital assets. (See Table A-3)

**Table A-3**  
**Assessor's Capital Assets**  
**(net of depreciation)**

	<b>Governmental Activities</b>	
	<b><u>12/31/2023</u></b>	<b><u>12/31/2022</u></b>
Furniture, Equipment and Software	\$ 779,736	\$ 719,335
Accumulated Depreciation	(614,365)	(542,610)
<b>Net Capital Assets</b>	<b><u>\$ 165,371</u></b>	<b><u>\$ 176,725</u></b>

- Major additions of capital assets during the current fiscal year consisted mainly of software.

**LONG-TERM LIABILITIES**

Long-term liabilities consist of:

Other Post-Employment Benefits

At December 31, 2023, the Assessor reported a net OPEB obligation in the amount of \$1,726,384.

Net Pension Liability

At December 31, 2023, the Assessor reported a total NPL obligation in the amount of \$347,401.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Assessor is dependent on property tax collections in the Parish for 99 percent of its governmental fund revenues. The Assessor expects its revenues from ad valorem taxes for the 2024 fiscal year to increase from the 2023 fiscal year. The overall budgeted expenditures are expected to increase in the 2024 fiscal year.

**CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Assessor's finances and to demonstrate the Assessor's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Zach Weimer, 850 8<sup>th</sup> St., Courthouse Bldg., Room 11, Port Allen, LA 70767.

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2023**

**ASSETS**

Cash and cash equivalents	\$ 2,087,787
Intergovernmental receivables	921,849
Prepaid expenses	25,303
Capital assets, net of accumulated depreciation	<u>165,371</u>
 Total assets	 <u>3,200,310</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Pension related	290,679
Other post-employment benefit related	<u>425,856</u>
Total deferred outflows of resources	<u>716,535</u>
 Total assets and deferred outflows of resources	 <u>\$ 3,916,845</u>

**LIABILITIES**

Accounts payable and other liabilities	\$ 7,956
Long-term liabilities:	
Other post-employment benefits	1,726,384
Net pension liability	<u>347,401</u>
 Total liabilities	 <u>2,081,741</u>

**DEFERRED INFLOWS OF RESOURCES**

Pension related	41,866
Other post-employment benefit related	<u>453,269</u>
Total deferred inflows of resources	<u>495,135</u>

**NET POSITION**

Net investment in capital assets	165,371
Unrestricted	<u>1,174,598</u>
Total net position	<u>1,339,969</u>
 Total liabilities, deferred inflows of resources and net position	 <u>\$ 3,916,845</u>

The accompanying notes are an integral part of this financial statement.

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**STATEMENT OF ACTIVITIES**  
**DECEMBER 31, 2023**

	<u>Expenses</u>	<u>Program Revenues</u> Charges for Services	Net (Expense) Revenue and Changes in Net Position
Governmental Activities			
General government	<u>\$ 1,047,487</u>	<u>\$ -</u>	<u>\$ (1,047,487)</u>
General Revenues:			
Taxes			909,599
Intergovernmental			15,494
Interest			118,938
Miscellaneous			500
Contributions from non-employer contributing entities			114,161
Total general revenues			<u>1,158,692</u>
Change in net position			111,205
Net position - beginning			<u>1,228,764</u>
Net position - ending			<u>\$ 1,339,969</u>

The accompanying notes are an integral part of this financial statement.

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**BALANCE SHEET - GOVERNMENTAL FUND**  
**DECEMBER 31, 2023**

**ASSETS**

Cash and cash equivalents	\$ 2,087,787
Intergovernmental receivables	921,849
Prepaid expenses	<u>25,303</u>
 TOTAL ASSETS	 <u><u>\$ 3,034,939</u></u>

**LIABILITIES**

Accounts payable and other liabilities	\$ 7,956
TOTAL LIABILITIES	<u>7,956</u>

**DEFERRED INFLOWS OF RESOURCES**

Deferred property tax	<u>23,986</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>23,986</u>

**FUND BALANCE**

Nonspendable	25,303
Unassigned	<u>2,977,694</u>
TOTAL FUND BALANCE	<u>3,002,997</u>
 TOTAL LIABILITIES AND FUND BALANCE	 <u><u>\$ 3,034,939</u></u>

The accompanying notes are an integral part of this financial statement.

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2023**

Total Fund Balance at December 31, 2023 - Governmental Fund	\$ 3,002,997
Amounts reported for governmental activities in the statement of net position is different because:	
Deferred outflows-pension related	290,679
Deferred outflows-other post-employment benefit related	425,856
Capital assets used in governmental activities that are not financial resources and, therefore, are not reported in the governmental fund.	
Cost of capital assets at December 31, 2023	\$ 779,736
Less: Accumulated depreciation as of December 31, 2023:	<u>(614,365)</u> 165,371
Some revenues will not be collected for sixty days after year end, thus they are not considered "available" revenues in the governmental fund.	
Ad valorem taxes	23,986
Long-term liabilities that are not due and payable in current period and, therefore, are not reported in the governmental fund.	
Other post-employment benefits	(1,726,384)
Net pension liability	(347,401)
Deferred inflows-pension related	(41,866)
Deferred inflows-other post-employment benefit related	<u>(453,269)</u>
Net Position at December 31, 2023	<u><u>\$ 1,339,969</u></u>

The accompanying notes are an integral part of this financial statement.



**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - GOVERNMENTAL FUND**  
**YEAR ENDED DECEMBER 31, 2023**

**REVENUES**

Ad valorem taxes	\$ 929,760
Intergovernmental	
State government shared revenue	15,494
Interest	118,938
Miscellaneous	500
Total revenues	<u>1,064,692</u>

**EXPENDITURES**

Personnel services and related benefits	583,974
Operating services	38,588
Material and supplies	95,168
Travel and training	5,219
Capital outlay	60,401
Total expenditures	<u>783,350</u>

Excess of revenues over expenditures 281,342

FUND BALANCE AT BEGINNING OF YEAR 2,721,655

FUND BALANCE AT END OF YEAR \$ 3,002,997

The accompanying notes are an integral part of this financial statement.

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**  
**RECONCILIATION OF GOVERNMENTAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN**  
**FUND BALANCE TO THE STATEMENT OF ACTIVITIES**  
**YEAR ENDED DECEMBER 31, 2023**

Net change in fund balance for the year ended December 31, 2023 \$ 281,342

The change in net position reported for governmental activities in the statement of activities is different because:

Some revenues will not be collected for sixty days after year end, thus they are not considered "available" revenues in the governmental fund.

Change in deferred ad valorem taxes (20,161)

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay capitalized	\$ 60,401	
Depreciation expense	<u>(71,755)</u>	(11,354)

Certain revenues in the statement of activities that do not provide available current financial resources are not reported as revenues in the funds.

Contributions from non-employer contributing entities 114,161

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditure in the governmental fund.

Net effect of change in net position liability and deferrals		(218,783)
Net effect of change in other post-employment benefits and deferrals		<u>(34,000)</u>

Total Change in Net Position for year ended December 31, 2023 \$ 111,205

The accompanying notes are an integral part of this financial statement.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the West Baton Rouge Parish Assessor (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 provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and solely responsible for the actions of deputies.

The Assessor's office is located in the West Baton Rouge Parish Courthouse in Port Allen, Louisiana. The Assessor employs five employees, including four deputies. In accordance with Louisiana Law, the Assessor bases real and moveable property assessments on conditions existing on January 1 of the tax year. The Assessor completes and 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.

**A. BASIS OF PRESENTATION**

The accompanying basic financial statements of the West Baton Rouge Parish Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The Assessor follows GASB Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. Some of the significant items in the Statement include:

- A Management's Discussion and Analysis (MD&A) section providing and analysis of the Assessor's overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the Assessor's activities.
- Fund financial statements that focus on the major fund.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. REPORTING ENTITY**

For financial reporting purposes, the Assessor's basic financial statements include all funds that are controlled by the Assessor as an independently elected Parish official. As an independently elected official, the Assessor is solely responsible for the operations of his office. Other than certain operating expenditures of the Assessor that are paid or provided by the West Baton Rouge Parish Council as required by Louisiana Law, the Assessor is financially independent. Accordingly, the Assessor is a primary government for reporting purposes.

The criteria for including organizations as component units within the Assessor's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include items such as whether the organization is legally separate, whether the Assessor appoints a voting majority of the organization's board, whether the Assessor is able to impose his will on the organization, etcetera. The Assessor does not have any component units.

**C. FUND ACCOUNTING**

The Assessor uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Assessor functions and activities. A fund is designed as a separate fiscal and accounting entity with a self-balancing set of accounts.

**Governmental Funds**

Governmental funds account for all 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 funds 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 following is the Assessor's governmental fund:

**General Fund** – the primary operating fund of the Assessor and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose it is expended or transferred in accordance with state and federal laws and according to Assessor policy.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

**Fund Financial Statements (FFS)**

The amounts reflected in the General Fund are 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 statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of Assessor operations.

The amounts reflected in the General Fund also use the modified accrual basis accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectable within the current period or soon enough thereafter to pay liabilities of the current period. The Assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. All major revenues (ad valorem taxes) are susceptible to accrual.

Non-exchange transactions, in which the Assessor received value without directly giving in return, include ad valorem taxes. Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on December 1<sup>st</sup> of each year, and become delinquent after December 31<sup>st</sup>.

**Expenditures**

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

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING (continued)**

**Government Wide Financial Statements (GWFS)**

The Statement of Net Position and Statement of Activities display information about the Assessor as a whole. These statements include all the financial activities of the Assessor. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed)

The government-wide statement of activities demonstrated the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those clearly identifiable with a specific function or segment. Program revenues include charges paid by the recipients of goods and services offered by the program. Taxes and other items properly not included among program revenues are reported instead as general revenues.

**E. BUDGETS AND BUDGETARY ACCOUNTING**

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

1. In accordance with the Budget Act of the State of Louisiana, the Assessor prepares an operating budget for the general fund at least fifteen days prior to the commencement of the budgetary year end. The operating budgets include proposed expenditures and the means of financing them for the upcoming year.
2. The budget is made available for public inspection for a fifteen-day period prior to a public hearing held to obtain taxpayer comment.
3. The budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP).
4. The budget is adopted at the public hearing and is authorized for implementation on the first day of the calendar year.
5. All annual appropriations lapse at year end.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**F. CASH AND CASH EQUIVALENTS**

The entity's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition

State law allows the Assessor to invest in collateralized of deposits, government-backed securities, commercial paper, the state sponsored investment pool and mutual funds consisting solely of government-backed securities.

**G. RECEIVABLES AND PAYABLES**

Receivables consist of all revenues earned at year end and not yet received. Payables consist of liabilities incurred at year end and not yet paid.

**H. PREPAID ITEMS**

Certain payments to vendors reflect cost applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

**I. ESTIMATES**

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

**J. DEFERRED OUTFLOWS INFLOWS OF RESOURCES**

In addition to assets, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred outflows of resources. This separate financial element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure) until then. The Assessor has two items that qualifies for this category: pension related deferrals and other post-employment benefits, which are reported in the government-wide statement.

In addition to liabilities, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred inflows of resources. This separate financial element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) at that time. The Assessor has three items that qualifies for this category, pension related deferrals, other post-employment benefits, and deferred property tax. The amounts deferred are recognized as an inflow of resources in the period that the amounts become available.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**K. CAPITAL ASSETS**

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

Capital assets are recorded in the Statement of Net Position and Statement of Activities. 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 are depreciated using the straight-line method over their estimated useful lives. Useful lives vary from 5 to 10 years.

**L. PENSION AND RETIREMENT PLAN**

The West Baton Rouge Assessor is a participating employer the Louisiana Assessors' Retirement Fund (Fund) as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

**M. NET POSTION IN THE GOVERNMENT-WIDE FINANCIAL STATEMENTS**

For the government-wide statement of net position, the net position amount is classified and displayed in three components:

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

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



**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**N. FUND EQUITY OF FUND FINANCIAL STATEMENTS**

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

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

**Committed** – represents balances that can be used only for specific purposes pursuant to constraints imposed by formal action of the Assessor.

**Assigned** – represents balances that are constrained by the Assessor’s intent to be used for specific purposes but are neither restricted nor committed.

**Unassigned** – represents balances for which there are no constraints.

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Assessor restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Assessor reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

**2. CASH AND CASH EQUIVALENTS**

At December 31, 2023, the Assessor had a demand deposit cash account (book balances) totaling \$122,200. These deposits are stated at cost, which approximated 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 for the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial credit risk is the risk that in the event of a bank failure, the government’s deposits may not be returned to it. To mitigate this risk, state law requires deposits to be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent financial institution. As of December 31, 2023, the Assessor’s bank balances were not exposed to custodial credit risk.

As of December 31, 2023, the Assessor had \$1,965,337 invested in the Louisiana Asset Management Pool, Inc. (LAMP) which is include in the total cash and cash equivalents balance. The LAMP portfolio includes only securities and other obligations in which local governments are authorized to invest in accordance with LA-RS 33:2955.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**2. CASH AND CASH EQUIVALENTS (continued)**

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA - R.S. 33:2955.

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

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

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 70 days as of December 31, 2023.

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

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.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**3. PROPERTY TAXES**

The Assessor's ad valorem property tax is levied each October 1 on the assessed value listed as of the prior January 1, for all real and business personal property located in the Parish. The taxable value, upon which the levy for the 2023 calendar year was based, was \$743,426,081. The authorized and levied millage for West Baton Rouge Assessor Assessment District for the tax year 2023 was 1.24 mills. Taxes are due on December 1<sup>st</sup> and become delinquent by January 1<sup>st</sup> following the October 1<sup>st</sup> levy date.

The following are the top three principal taxpayers for the West Baton Rouge Parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>% of Total Assessed Values</u>
The Dow Chemical Co.	Chemical	167,194,300	20.9%
ExxonMobil Corporation	Oil storage	87,030,320	10.9%
Placid Refining Co.	Chemical	48,251,320	6.0%

**4. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2023, are as follows:

	<u>Furniture, Equipment and Software</u>
Cost of Capital Assets, December 31, 2022	\$ 719,335
Additions	60,401
Deletions	-
Cost of Capital Assets, December 31, 2023	<u>779,736</u>
Accumulated depreciation, December 31, 2022	542,610
Additions	71,755
Deletions	-
Accumulated depreciation, December 31, 2023	<u>614,365</u>
Capital assets, net of accumulated Depreciation, at December 31, 2023	<u>\$ 165,371</u>

For the year ended December 31, 2023, depreciation expense was \$71,755.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**5. PENSION AND RETIREMENT PLAN**

The West Baton Rouge Assessor (the Assessor) is a participating employer in a cost-sharing defined benefit pension plan. The Louisiana Assessors' Retirement Fund was created by Act 91 Section I of the 1950 regular legislature Session. The fund is a cost sharing, multiple-employer, qualified governmental defined benefit pension plan covering assessors and their deputies employed by any parish of the State of Louisiana, under the provisions of Louisiana Revises Statutes 11:1401 through 1494. The plan is a qualified plan as defined by the Internal Revenue Code Section 401(a), effective January 1, 1998. Membership in the Louisiana Assessors' Retirement Fund is a condition of employment for Assessors and their full-time employees.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana, 71166-1786, or by calling (318)425-4446.

The Assessor implemented Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date – an Amendment of GASB 68. These standards require the Assessor to record its proportional share of each of the pension plans Net Pension Liability and report the following disclosures:

**Plan Description:**

**Louisiana Assessor Retirement Fund**

Substantially all employees of the West Baton Rouge Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credible service or at or after age 50 with at least 30 years of credible service is entitled to retirement benefit, payable monthly for life, equal to 3.33 percent of their final average salary, based on years of service. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or the age 55 and receive benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**5. PENSION AND RETIREMENT PLAN (continued)**

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

Upon the death of a member who selected the maximum option pursuant to R.S. 11: 1423, the member's named beneficiary or, if none, the member's estate shall receive the deceased member's remaining contributions, less the Back-DROP benefit amount. Upon the death of a member who selected Option 1 pursuant to R.S. 11: 1423, the member's named beneficiary or, if none, the member's estate, shall receive the member's annuity savings fund balance as of the member's date of retirement reduced by the portion of the Back-DROP account balance and previously paid retirement benefits that are attributable to the member's annuity payments as provided by the annuity savings fund.

**Funding Policy**

Under the plan, members are required by state statute to contribute 8.0 percent of their annual covered salary and the West Baton Rouge Parish Assessor is required to contribute at an actuarially determined rate. Effective October 1, 2022, the Assessor's contribution rate is 3.5 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent of the property taxes assessed in each parish of the state. The contribution requirements of plan members and the West Baton Rouge Parish Assessor are established and may be amended by state statute.

In accordance with state statute, the Fund receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended

Contributions to the plan are required and determined by State statute (which may be amended) and are expressed as a percentage of covered payroll. The contribution rates in effect for the year ended December 31, 2023, for the Assessor and covered employees were as follows:

	<u>Assessor</u>	<u>Employees</u>
Louisiana Assessors' Retirement Fund		
All employees January – September 2023	3.50%	8.00%
All employees October – December 2023	5.00%	8.00%

The contributions made to the System for the past three years, which equaled the required contributions for each of these years, were as follows:

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Louisiana Assessors' Retirement Fund	\$13,834	\$15,327	\$23,994

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**5. PENSION AND RETIREMENT PLAN (continued)**

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

The following schedule lists the Assessor's proportionate share of the Net Pension Liability allocated by the pension plan for based on the September 30, 2023 measurement date. The Assessor uses this measurement to record its Net Pension Liability and associated amount as of December 31, 2023, in accordance with GASB Statement 68. The schedule also includes the proportionate share allocation rate used at September 30, 2022 along with the change compared to the September 30, 2023 rate. The Assessor's proportion of the Net Pension Liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

	Net Pension Liability at September 30, 2023	Rate at September 30, 2023	Increase (Decrease) on September 30, 2023
Louisiana Assessors' Retirement Fund	\$ 347,401	0.7090%	0.0112

For the year ended December 31, 2023, the Assessor plan recognized a net pension expense of the \$218,783 and non-employer contributions of \$114,161.

At December 31, 2023, the Assessor reported deferred outflows of resources and deferred inflows of resources related to the pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 11,186	\$ (38,197)
Changes of assumptions	91,400	-
Net difference between projected and actual earnings on pension plan investments	181,498	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,825	(3,669)
Differences between allocated and actual contributions	-	-
Employer contributions subsequent to the measurement date	4,770	-
Total	<u>\$ 290,679</u>	<u>\$ (41,866)</u>

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**5. PENSION AND RETIREMENT PLAN (continued)**

The Assessor reported a total of \$4,770 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of September 30, 2023 which will be recognized as a reduction in Net Pension Liability in the year ended December 31, 2023.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension will be recognized in pension expense as follows:

<u>Year</u>	
2024	\$ 57,873
2025	75,534
2026	142,427
2027	(29,654)
2028	(2,137)
	<u>\$ 244,043</u>

**Actuarial Assumptions**

The current year actuarial assumptions utilized for this report are based on the assumptions used in the September 30, 2023 actuarial funding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period October 1, 2014 through September 30, 2019 unless otherwise specified.

A summary of the actuarial methods and assumptions used in determining the total pension liability for each pension plans as of September 30, 2023 are as follows:

	<b><u>Louisiana Assessor Retirement</u></b> <b><u>Fund</u></b>
<b>Valuation Date</b>	September 30, 2023
<b>Actuarial Cost Method</b>	Entry Age Normal Cost
<b>Actuarial Assumptions:</b>	
<b>Expected Remaining</b>	
<b>Service Lives</b>	6 years
<b>Investment Rate of Return</b>	5.50% net of investment expenses
<b>Inflation Rate</b>	2.10%
<b>Salary Increases</b>	5.25%

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**5. PENSION AND RETIREMENT PLAN (continued)**

**Actuarial Assumptions (continued)**

**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 Member Mortality Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale. Disabled Lives Mortality Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale

**Cost of Living Adjustments** The present value of the future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do include provisions for potential increases not yet authorized by the Board of Trustees.

The following method is used by the retirement system in determining the long-term rate of return on pension plan investments:

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates 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 7.85% as of September 30, 2023.

The following table provides a summary of the best estimated of arithmetic geometric real rates of return for the major asset class included in the Retirement System target asset allocations as of September 30, 2023:

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



**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**5. PENSION AND RETIREMENT PLAN (continued)**

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

The following table presents the Assessor's proportionate shares of the Net Pension Liability (NPL) using the discount rate of the Retirement System as well as what the Assessor's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by the Retirement System:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Rates	4.50%	5.50%	6.50%
West Baton Rouge Parish Assessor Share of NPL	\$ 780,385	\$ 347,401	\$ (20,767)

The Assessor's proportionate shares of non-employer contributions was \$104,701 for the year ended December 30, 2023.

**Amounts Payable to Pension Plan**

There was \$5,316 payable to the pension plan as of December 31, 2023.

**6. OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

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

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

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The insurance coverage while active is continued after retirement, but the retiree insurance amount is limited to 50% of the amount that was covered while active prior to age 70.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**6. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)**

*Employees covered by benefit terms* – At December 31, 2023, the following employees were covered by the benefit terms:

Inactive employees, spouses or beneficiaries currently receiving benefit payments	4
Active employees	4
	<u>8</u>

**Total OPEB Liability**

The Assessor's total OPEB liability of \$1,726,384 was measured as of December 31, 2023, the end of the fiscal year

*Assumptions and other inputs* – The total OPEB liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate	3.72% annually (Beginning of Year to Determine ADC)
	3.26% annually (As of End of Year Measurement Date)
Inflation	3.00%
Salary increases including inflation	3.00%
Healthcare Trend Rate	Medical: 5.5% annually for 5 years, decreasing to 4.14% after 52 years; Administrative: 3%; Dental: 4%
Mortality	Pub-2010/2021

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2023, the end of the applicable measurement period.

The actuarial assumptions in the December 31, 2023 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2023.

**Changes in the Total OPEB Liability**

Balance as of December 31, 2022	\$1,547,186
Changes for the year:	
Service cost	40,022
Interest	58,300
Differences between expected and actual experience	14,486
Changes in assumptions	109,077
Benefit payments and net transfers	<u>(42,687)</u>
Net changes in total OPEB liability	<u>179,198</u>
Balance as of December 31, 2023	<u>\$1,726,384</u>

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**6. OTHER POST-EMPLOYMENT BENEFITS (OPEB) (continued)**

*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 (2.26%) or 1 percentage point higher (4.26%) than the current rate:

	<b>1% Decrease 2.26%</b>	<b>Discount Rate 3.26%</b>	<b>1% Increase 4.26%</b>
Total OPEB Liability	\$2,013,388	\$1,726,384	\$1,494,393

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

	<b>1% Decrease (4.5%)</b>	<b>Current Trend (5.5%)</b>	<b>1% Increase (6.5%)</b>
Total OPEB Liability	\$1,512,028	\$1,726,384	\$2,007,788

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

For the year ended December 31, 2023, the Assessor recognized OPEB expense of \$76,688. At December 31, 2023, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 226,410	\$(233,425)
Change of assumptions	199,446	(219,844)
Total	<u>\$ 425,856</u>	<u>\$(453,269)</u>

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

<b>Years ending December 31:</b>	
2024	(21,635)
2025	(21,635)
2026	(21,635)
2027	7,348
2028	7,348
Thereafter	22,794

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**7. DEFERRED COMPENSATION PLAN**

All current employees are eligible to participate in the Louisiana Public Employees Deferred Compensation Plan. Through payroll deductions, employees can make pre-tax contributions to this 457 plan from eligible pay. The amount allowed to contribute to the plan is based on taxable compensation as defined by the Internal Revenue Code (IRC). In 2023 the Assessor's office matched employee's contributions up to 6.0%, dollar for dollar. The total employer contributions made for December 31, 2023 was \$17,185.

**8. LITIGATIONS AND CLAIMS**

There was no pending or threatened litigation against the West Baton Rouge Parish Assessor as of December 31, 2023. No claims were paid out or litigation costs incurred during the year ended December 31, 2023.

**9. RISK MANAGEMENT**

The Assessor is exposed to various risk of loss to torts, theft of, damage to, and destruction of assets, errors and omissions; injuries to employees; and natural disasters. The Assessor has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage for the prior year. No settlements were made during the year that exceeded the Assessor's coverage.

**10. COMPENSATION**

The compensation and expense allowance paid the Assessor, Christopher Guerin, has been prepared in compliance with Louisiana Revised Statutes 47:1907. Under these statutes, the annual salary of the Assessor is fixed at \$138,715 and, in addition, the Assessor is granted ten percent of the annual compensation, or \$13,511, as personal expense allowance provided that the tax receipts of the respective tax recipient bodies shall not be reduced. The compensation and expense allowance paid to the Assessor are included in the expenditures of the General Fund as a component of salaries.

**11. COMMITMENTS**

On September 15, 2022, the Assessor entered into a software implementation agreement for new assessment software. At December 31, 2023, the Assessor had outstanding commitments resulting from this agreement of \$155,512.

**12. EXPENDITURES OF THE ASSESSOR PAID BY THE PARISH COUNCIL**

The West Baton Rouge Parish Council provides the Assessor its building, utilities, and maintenance. These expenditures are not included in the accompanying financial statements.

**WEST BATON ROUGE PARISH ASSESSOR**

**Port Allen, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2023**

**13. TAX ABATEMENTS**

The local government is subject to certain property tax abatements granted by the Louisiana State Board of Commerce and Industry (the "State Board"), a state entity governed by board members representing major economic groups and gubernatorial appointees. Abatements to which the government may be subject include those issued for property taxes under the Industrial Tax Exemption Program ("ITEP"). For the year ending December 31, 2023, the government participated in the Industrial Tax Exemption Program.

Under the ITEP, as authorized by *Article 7, Section 21(F) of the Louisiana Constitution and Executive Order Number JBE 2016-73*, companies that qualify as manufacturers can apply to the State Board for a property tax exemption on all new property, as defined, used in the manufacturing process. Under the ITEP, companies are required to promise to expand or build manufacturing facilities in Louisiana, with a minimum investment of \$5 million. Under the original program guidelines, the exemptions are granted for a 5-year term and are renewable for an additional 5-year term upon approval by the State Board. Effective June 24, 2016 the term of the exemption contract which shall be for up to, but no more than five years and may provide for an ad valorem exemption of up to 100 percent and terms for renewal may be included provided that the renewal of the contract shall be for a period up to, but no more than three years and may provide for an ad valorem tax exemption of up to, but no more than 80 percent. Effective July 1, 2018 the initial term of the exemption contract shall be for 5 years and provide for an ad valorem exemption up to 80 percent with the option to renew for an additional 5-year term that may provide for an ad valorem tax exemption up to 80 percent. In the case of the local government, these state-granted abatements have resulted in reductions of property taxes, which the tax assessor administers as a temporary reduction in the assessed value of the property involved. The abatement agreements stipulate a percentage reduction of property taxes, which can be as much as 100 percent. The local government may recapture abated taxes if a company fails to expand facilities or otherwise fail to fulfill its commitments under the agreement. The Assessor authorized and levied 1.24 mils for tax year 2023, therefore, there were \$336,240 of taxes abated for the fiscal year ended December 31, 2023.

**14. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date the financial statements were available to be issued, June 30, 2024, and determined that there were no events that require disclosure.

No subsequent events occurring after this date have been evaluated for inclusion in these financial statements

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**

**YEAR ENDED DECEMBER 31, 2023**

	Original Budget	Final Budget	Actual	Variance - positive (negative)
<b>REVENUES</b>				
Ad valorem taxes	\$ 1,267,380	\$ 861,560	\$ 929,760	\$ 68,200
State Revenue Sharing	-	15,495	15,494	(1)
Interest	36,000	119,820	118,938	(882)
Miscellaneous	500	500	500	-
Total revenues	<u>1,303,880</u>	<u>997,375</u>	<u>1,064,692</u>	<u>67,317</u>
<b>EXPENDITURES</b>				
Personal services and related benefits	586,130	584,800	583,974	826
Operating services	42,855	37,670	38,588	(918)
Material and supplies	63,340	96,480	95,168	1,312
Travel and training	5,000	4,355	5,219	(864)
Capital outlay	125,000	60,400	60,401	(1)
Total expenditures	<u>822,325</u>	<u>783,705</u>	<u>783,350</u>	<u>355</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>				
	481,555	213,670	281,342	66,962
<b>FUND BALANCE AT BEGINNING OF YEAR</b>				
	<u>2,466,757</u>	<u>2,721,655</u>	<u>2,721,655</u>	<u>-</u>
<b>FUND BALANCE AT END OF YEAR</b>				
	<u>\$ 2,948,312</u>	<u>\$ 2,935,325</u>	<u>\$ 3,002,997</u>	<u>\$ 66,962</u>

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>Total OPEB Liability</b>						
Service cost	\$ 40,022	\$ 32,630	\$ 27,645	\$ 35,373	\$ 43,036	\$ 55,546
Interest	58,300	33,024	31,601	49,258	59,861	40,572
Effect of economic/demographic gains or (losses)	-	-	-	-	-	323,015
Changes in assumptions input	109,077	(293,126)	25,281	213,180	272,565	(102,419)
Difference between expected and actual experience	14,486	228,349	84,945	(544,658)	-	-
Benefit payments	(42,687)	(40,462)	(59,496)	(56,395)	(24,622)	(22,606)
<b>Net change in total OPEB liability</b>	<u>179,198</u>	<u>(39,585)</u>	<u>109,976</u>	<u>(303,242)</u>	<u>350,840</u>	<u>294,108</u>
<b>Total OPEB liability- beginning</b>	<u>1,547,186</u>	<u>1,586,771</u>	<u>1,476,795</u>	<u>1,780,037</u>	<u>1,429,197</u>	<u>1,135,089</u>
<b>Total OPEB liability- ending</b>	<u>\$ 1,726,384</u>	<u>\$ 1,547,186</u>	<u>\$ 1,586,771</u>	<u>\$ 1,476,795</u>	<u>\$ 1,780,037</u>	<u>\$ 1,429,197</u>
Covered employee payroll	\$ 326,857	\$ 317,337	\$ 326,857	\$ 317,337	\$ 352,916	\$ 352,916
Total OPEB liability as a percentage of covered employee payroll	528.18%	487.55%	485.46%	465.37%	504.38%	404.97%

Notes to Schedule

<i>Benefit Changes:</i>	None	None	None	None	None	None
Change of Assumptions:						
Discount Rate:	3.26%	3.72%	2.06%	2.12%	2.74%	4.10%
Mortality:	Pub-2010/2021	Pub-2010/2021	RP-2014	RP-2014	Pub-2010-2019	Pub-2010-2019
Trend:	Getzen Model	Getzen Model	4.5% to 5.5%	4.5% to 5.5%	Variable	Variable

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

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**LAST TEN FISCAL YEARS (1)**

**Louisiana Assessors' Retirement Fund**

As of the fiscal year ended (2):	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Employer's Proportion of Net Pension Liability (Assets)	0.7090%	0.6978%	0.7300%	0.7747%	0.7933%
Employer's Proportionate Share of the Net Pension Liability (asset)	\$ 347,401	\$ 462,256	\$ 239,990	\$ 118,360	\$ 209,248
Employer's Covered-Employee Payroll	\$ 348,749	\$ 331,177	\$ 337,923	\$ 356,139	\$ 352,916
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	99.6135%	139.5797%	71.0191%	33.2342%	59.2912%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	90.9077%	87.2523%	106.4835%	96.7884%	94.1244%
As of the fiscal year ended (2):	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	
Employer's Proportion of Net Pension Liability (Assets)	0.7947%	0.7779%	0.8026%	0.7675%	
Employer's Proportionate Share of the Net Pension Liability (asset)	\$ 154,491	\$ 136,502	\$ 283,206	\$ 401,649	
Employer's Covered-Employee Payroll	\$ 350,286	\$ 341,517	\$ 349,421	\$ 322,499	
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	44.1042%	39.9693%	81.0501%	124.5427%	
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	95.4566%	95.6104%	90.6777%	85.5673%	

*(1) Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

*(2) The amounts presented have a measurement date of September 30th fiscal year end.*



**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**SCHEDULE OF PLAN CONTRIBUTIONS**  
**LAST TEN FISCAL YEARS (1)**

**Louisiana Assessors' Retirement Fund**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Contractually required contribution	\$ 13,834	\$ 15,327	\$ 23,994	\$ 28,491	\$ 28,233
Contributions in relation to contractually required contributions	\$ 13,834	\$ 15,327	\$ 23,994	\$ 28,491	\$ 28,233
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Employer's Covered Employee Payroll	\$ 354,375	\$ 333,476	\$ 333,476	\$ 356,139	\$ 352,916
Contributions as a % of Covered Employee Payroll	3.90%	4.60%	7.20%	8.00%	8.00%
	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	
Contractually required contribution	\$ 28,233	\$ 34,152	\$ 43,117	\$ 43,731	
Contributions in relation to contractually required contributions	\$ 28,233	\$ 34,156	\$ 43,338	\$ 43,731	
Contribution deficiency (excess)	\$ -	\$ (4)	\$ (221)	\$ -	
Employer's Covered Employee Payroll	\$ 352,916	\$ 341,517	\$ 341,518	\$ 323,933	
Contributions as a % of Covered Employee Payroll	8.00%	10.00%	12.63%	13.50%	

*(1) Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS**  
**AND OTHER PAYMENTS TO CHIEF EXECUTIVE OFFICER**  
**YEAR ENDED DECEMBER 31, 2023**

**CHIEF EXECUTIVE OFFICER:** Christopher Guern. Assessor

	<b>Totals</b>
Salary	\$ 138,715
Expense Allowance	13,511
Benefits-Retirement	18,188
Benefits-Deferred Comp	9,135
Benefits-Insurance	25,592
Vehicle	2,391
Membership Dues	250
Conference Registration Fees	1,415
Travel and Meals	726
	<hr/> <hr/> <b>\$ 209,923</b>



**INDEPENDENT AUDITORS' 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**

Honorable Christopher Guerin  
West Baton Rouge Parish Assessor  
Port Allen, Louisiana

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 the major fund of the West Baton Rouge Parish Assessor (the "Assessor"), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the West Baton Rouge Parish Assessor's basic financial statements, and have issued our report thereon dated June 30, 2024.

**Report on Internal Control over Financial Reporting**

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

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

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

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

As part of obtaining reasonable assurance about whether the West Baton Rouge Parish Assessor's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have direct and material effect on the financial statements. 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 test 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.



Gonzales, Louisiana  
June 30, 2024

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**SCHEDULE OF FINDINGS AND RESPONSES**

**YEAR ENDED DECEMBER 31, 2023**

**SUMMARY OF AUDIT RESULTS**

1. The independent auditors' report expresses an unmodified opinion on whether the financial statements of West Baton Rouge Parish Assessor were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditors' 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*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of West Baton Rouge Parish Assessor which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

**FINDINGS - FINANCIAL STATEMENT AUDIT**

None

**NON-COMPLIANCE WITH STATE LAWS AND REGULATIONS**

None

**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**

**SCHEDULE OF PRIOR AUDIT FINDINGS**

**YEAR ENDED DECEMBER 31, 2023**

**FINDINGS - FINANCIAL STATEMENT AUDIT**

None

**NON-COMPLIANCE WITH STATE LAWS AND REGULATIONS**

None

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**WEST BATON ROUGE PARISH ASSESSOR**  
**PORT ALLEN, LOUISIANA**  
**STATEWIDE AGREED-UPON PROCEDURES REPORT**  
**YEAR ENDED DECEMBER 31, 2023**

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To the Christopher Guerin, West Baton Rouge Parish Assessor, and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the West Baton Rouge Parish Assessor (the Assessor) 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, 2023 through December 31, 2023. The Assessor's management is responsible for those C/C areas identified in the SAUPs.

The West Baton Rouge Parish Assessor has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***1) Written Policies and Procedures***

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- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ii. ***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.
  - iii. ***Disbursements***, including processing, reviewing, and approving.
  - iv. ***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).
  - v. ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
  - vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.



- vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. ***Credit Cards (and debit cards, fuel cards, purchase 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).
- ix. ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements
- xi. ***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.
- xii. ***Prevention of Sexual Harassment***, including R.S. 42.342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*Written policies and procedures were obtained and address the functions noted above, except for Information Technology Disaster Recovery/Business Continuity.*

*Management's response: The Assessor plans to prepare Disaster Recovery/Business Continuity policy to address the functions noted above and implement in the current year the future.*

## **2) Board or Finance Committee**

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- A. 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
  - i. 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.  
*Not applicable.*
  - ii. 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.  
*Not applicable*

- iii. 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.

*Not applicable.*

- iv. 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.

*Not applicable.*

### **3) Bank Reconciliations**

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- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

*Obtained listing of client bank accounts for the fiscal period from management and management's representation that listing is complete.*

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*No exceptions noted.*

### **4) Collections (excluding electronic funds transfers)**

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

*Obtained a listing of deposit sites and management's representation that listing is complete*

- B. 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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

*Obtained a listing of collection locations and management's representation that listing is complete.*

- i. Employees responsible for cash collections do not share cash drawers/registers:  
*No exceptions noted.*
  - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit,  
*No exceptions noted.*
  - iii. Each employee responsible for collecting cash is not also 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; and  
*No exceptions noted.*
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.  
*No exceptions noted.*
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.  
*No exceptions noted.*
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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). *Alternatively, 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:
- i. Observe that receipts are sequentially pre-numbered.  
*No exceptions noted.*
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.  
*No exceptions noted.*
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.  
*No exceptions noted.*

- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).  
*No exceptions noted.*
- v. Trace the actual deposit per the bank statement to the general ledger.  
*No exceptions noted.*

**5) *Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)***

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- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).  
*Obtained listing of locations that process payments and management's representation that listing is complete*
- B. For each location selected under procedure #5A 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, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase:  
*No exceptions noted.*
  - ii. At least two employees are involved in processing and approving payments to vendors:  
*No exceptions noted.*
  - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files,  
*No exceptions noted.*
  - iv. 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; and  
*No exceptions noted.*
  - v. 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.  
*No exceptions noted.*

- C. For each location selected under procedure #5A 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
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and  
*No exceptions noted.*
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.  
*No exceptions noted.*
- D. 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. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.  
*No exceptions noted.*

***6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)***

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- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.  
*Obtained listing of the credit cards and management's representation that listing is complete.*
- B. 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
- i. 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and  
*No exceptions noted.*

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

*No exceptions noted.*

- C. Using the monthly statements or combined statements selected under procedure #7B 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 (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*No exceptions noted for the original itemized receipt that identifies precisely what was purchased, or documentation of the individuals participating in meals. All transactions charged to the credit card statement selected did not include written documentation of the business/public purpose.*

*Management’s response: Management intends to implement a log system for credit card use that will require documentation of business/public purpose upon issuance.*

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

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- A. 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 and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

*Obtained listing of travel and related expense reimbursements and management’s representation that listing is complete.*

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));

*One of five reimbursements selected was calculated with a mileage rate that exceeded established rates.*

*Management’s response: Management believes this oversight was an isolated event as other reimbursements used correct rates. Management will continue to review reimbursements to ensure established rates are used and feels that this matter should not happen in the future.*

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

*No exceptions noted.*

- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and

*No exceptions noted.*

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

*No exceptions noted*

## **8) Contracts**

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- A. 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. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list*. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

*Obtained listing of contracts initiated or renewed during the fiscal period and management's representation that listing is complete.*

1. 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;

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

## **9) Payroll and Personnel**

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- A. 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.

*Obtained listing of employees and management's representation that listing was complete. Agreed paid salaries to authorized salaries/pay rates in the personnel file without exception.*

B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory):

*No exceptions noted.*

ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials:

*Attendance records for one of five employees selected did not include evidence that the time sheet was approved.*

*Management's responses. This employee is a part-time employee that submits attendance records in excel to Chief Deputy Assessor to process payroll. Attendance records are reviewed prior to processing payroll, however, there is no formal documentation of the review. Management will consider revising the process of documenting and approving timesheets to be consistent for all employees.*

iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

*No exceptions noted.*

iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*No exceptions noted.*

C. 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 and 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's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

*Management represented that no employees or officials terminated during the fiscal period.*

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

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



## 10) Ethics

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- A. Using the 5 randomly selected employees officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170, and  
*No exceptions noted.*
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.  
*No exceptions noted.*
23. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.  
*No exceptions noted.*

## 11) Debt Service

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- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.  
*No debt issued during the fiscal period.*
- B. Obtain a listing of bonds notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).  
*Obtained a listing of bonds notes outstanding and management's representation that the listing is complete.*  
*No exceptions noted*

## 12) Fraud Notice

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- A. 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 as required by R.S. 24:523.  
*Management asserted that the entity did not have any misappropriations of public funds or assets.*

- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24.523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

*No exceptions noted.*

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

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

- i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

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

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

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

- iii. 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.

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

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*No employees or officials terminated during the fiscal period*

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency’s information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

*One of five employees with access to the agency’s information technology assets selected did not demonstrate that they completed required cybersecurity training.*

*Management's responses. Management will ensure that all employees/officials meet the required cybersecurity training in the current fiscal period.*

#### ***14) Prevention of Sexual Harassment***

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

*No exceptions noted.*

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

*No exceptions noted.*

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

- i. Number and percentage of public servants in the agency who have completed the training requirements,

*No exceptions noted.*

- ii. Number of sexual harassment complaints received by the agency:

*No exceptions noted.*

- iii. Number of complaints which resulted in a finding that sexual harassment occurred:

*No exceptions noted.*

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

*No exceptions noted.*

- v. Amount of time it took to resolve each complaint.

*No exceptions noted.*

We were engaged by West Baton Rouge Parish Assessor to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. 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 West Baton Rouge Parish Assessor and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

*Diez, Dupuy + Ruiz*

Gonzales, Louisiana

June 30, 2024