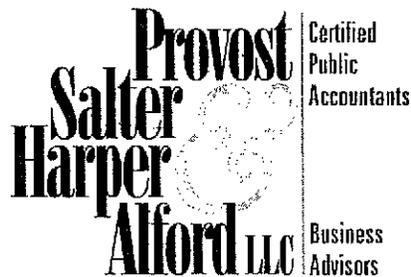


**EAST BATON ROUGE PARISH  
ASSESSOR'S OFFICE  
BATON ROUGE, LOUISIANA**

**FINANCIAL REPORT**

**December 31, 2021**



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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*December 31, 2021*

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## INDEPENDENT AUDITOR'S REPORT

Honorable Brian Wilson, Assessor  
East Baton Rouge Parish Assessor's Office

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

#### ***Opinions***

We have audited the financial statements of the governmental activities and general fund of the East Baton Rouge Parish Assessor's Office, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the East Baton Rouge Parish Assessor's Office's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and general fund of the East Baton Rouge Parish Assessor's Office, as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the East Baton Rouge Parish Assessor's Office 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***

East Baton Rouge Parish Assessor's Office's 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 East Baton Rouge Parish Assessor's Office's ability to continue as a going concern for one year after the date that the financial statements are issued.

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

### ***Other Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise East Baton Rouge Parish Assessor's Office's basic financial statements. The schedule of compensation, benefits, and other payments to agency head is presented to comply with the requirements issued by the State of Louisiana, and is not a required part of the basic financial statements.

The schedule of compensation, benefits, and other payments to agency head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits, and other payments to agency head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 28, 2022 on our consideration of the East Baton Rouge Parish Assessor's Office's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over

financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the East Baton Rouge Parish Assessor's Office's internal control over financial reporting and compliance.

PROVOST, SALTER, HARPER & ALFORD, LLC

A handwritten signature in blue ink that reads "Provost, Salter, Harper & Alford, LLC". The signature is written in a cursive style.

Baton Rouge, Louisiana  
June 28, 2022

## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

**Baton Rouge, Louisiana**

### **Management's Discussion and Analysis**

The Management's Discussion and Analysis of the East Baton Rouge Parish Assessor's Office's (Assessor) financial performance presents a narrative overview and analysis of the Assessor's financial activities for the fiscal year ended December 31, 2021. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with prior year's information. Please read it in conjunction with the basic financial statements, which follow this section.

#### **FINANCIAL HIGHLIGHTS**

The Assessor's net position decreased due to current period operations by \$1,572,778, or 34.5%.

The Assessor's revenues increased by \$8,069 or 0.12%.

The Assessor's expenditures decreased by \$207,584, or 2.4%.

#### **OVERVIEW OF THE BASIC FINANCIAL STATEMENTS**

This financial report consists of four parts: Management's Discussion and Analysis, Basic Financial Statements, Required Supplementary Information, as may be applicable, and the Assessor includes the schedule of Compensation, Benefits, and Other Payments to Agency Head as Other Supplementary Information. Other than the MD&A, the Board's required supplementary information includes the General Fund Statement of Revenues and Expenditures and Changes in Fund Balance – Budget (Non-GAAP Basis) and Actual, the Schedule of Changes in Net OPEB Liability and Related Ratios, Employer's Proportionate Share of the Net Pension Liability, and Employer's Pension Contributions. Comparative data is presented when available.

#### **Government-Wide Financial Statements**

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

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

## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Baton Rouge, Louisiana

### ***Management's Discussion and Analysis, Continued***

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

#### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Assessor uses a single fund to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Assessor's only fund, the general fund.

The Assessor uses only one fund type:

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

Because the focus of the governmental fund financial statements is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balance provide a reconciliation to assist in understanding the differences between these two perspectives.

#### **Notes to the Financial Statements**

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements.

#### **Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Assessor.

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

**Baton Rouge, Louisiana**

**Management's Discussion and Analysis, Continued**

**FINANCIAL ANALYSIS OF GOVERNMENT-WIDE ACTIVITIES**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. Approximately 1% of the Assessor's net position reflects its investment in capital assets (e.g. equipment). These assets are not available for future spending.

The balance in unrestricted net assets is affected by the purchase of capital assets from internally generated funds and required depreciation on assets.

**Summary of Net Position**

	<u>2021</u>	<u>2020</u>	<u>Favorable (Unfavorable)</u>
Assets:			
Current assets	\$ 18,806,158	\$ 17,407,801	\$ 1,398,357
Noncurrent assets	<u>1,844,895</u>	<u>123,479</u>	<u>1,721,416</u>
Total Assets	<u>20,651,053</u>	<u>17,531,280</u>	<u>3,119,773</u>
Deferred outflows	<u>7,017,708</u>	<u>8,849,641</u>	<u>(1,831,933)</u>
Liabilities:			
Current liabilities	5,206	20,609	15,403
Noncurrent liabilities	<u>30,528,568</u>	<u>29,651,026</u>	<u>(877,542)</u>
Total Liabilities	<u>30,533,774</u>	<u>29,671,635</u>	<u>(862,139)</u>
Deferred inflows	<u>3,262,448</u>	<u>1,263,969</u>	<u>(1,998,479)</u>
Net Position:			
Investment in capital assets	89,930	123,479	(33,549)
Unrestricted	<u>(6,217,391)</u>	<u>(4,678,162)</u>	<u>(1,539,229)</u>
Total Net Position	<u>\$ (6,127,461)</u>	<u>\$ (4,554,683)</u>	<u>\$ (1,572,778)</u>

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

**Baton Rouge, Louisiana**

**Management's Discussion and Analysis, Continued**

The following data is presented on the accrual basis of accounting. Note, however, that although the purchase of capital assets is not included, depreciation on capital assets is included. The Assessor's net position decreased during the current fiscal year. The change is shown below.

**Summary of Changes**

	<u>2021</u>	<u>2020</u>	<u>% Increase (Decrease)</u>
Revenues:			
General Revenue:			
Taxes	\$ 5,945,597	\$ 5,951,924	-0.1%
Interest	2,439	19,368	-87.4%
Other	2,400	4,800	-50.0%
Contributions from non-employer contributing entity	797,352	752,052	6.0%
	<u>6,747,788</u>	<u>6,728,144</u>	0.3%
Program Revenue:			
Charges for services	133,348	144,923	-8.0%
	<u>133,348</u>	<u>144,923</u>	-8.0%
 Total revenue	 <u>6,881,136</u>	 <u>6,873,067</u>	 0.12%
 Expenditures:			
Personnel services	7,717,068	7,839,904	-1.6%
Other services and charges	705,092	805,084	-12.4%
Supplies	31,754	16,510	92.3%
	<u>8,453,914</u>	<u>8,661,498</u>	-2.4%
 Non-Operating Revenues (Expenses)	 -	 3,240	
 Change in net position	 <u>(1,572,778)</u>	 <u>(1,785,191)</u>	
 Beginning net position	 <u>(4,554,683)</u>	 <u>(2,769,492)</u>	64.5%
 Ending net position	 <u>\$ (6,127,461)</u>	 <u>\$ (4,554,683)</u>	34.5%

## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

**Baton Rouge, Louisiana**

### **Management's Discussion and Analysis, Continued**

#### **GOVERNMENTAL REVENUE**

The Assessor is heavily reliant on property taxes to support its operations. Property taxes provided 86.4% of the Assessor's total revenues. Because of the Assessor's financial position, they have been able to earn \$2,439 in interest earnings to support their activities, in spite of the low interest rates available on investments. Also, note that charges for services cover only 1.6% of governmental operating expenses. This means that the Assessor's taxpayers and the Assessor's current year other general revenues fund 79.8% of the Assessor's activities, with the remaining 18.6% coming from surplus. As a result, the general economy and local businesses have a major impact on the Assessor's revenue streams.

#### **GOVERNMENTAL FUNCTIONAL EXPENSES**

Since the Assessor's operations are staff-oriented, 91.3% of total expenditures are used for employee salaries and benefits. Operating services and materials and supplies make up 8.3% and 0.4% of the total expenses, respectively.

#### **FINANCIAL ANALYSIS OF THE ASSESSOR'S GENERAL FUND**

The General Fund is the Assessor's operating fund and the source of day-to-day service delivery. As discussed, the General Fund is reported in the fund statements with a short-term inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Remember the data presented in the fund financial statements is presented on the modified accrual basis. This means that capital assets purchased during the year are reported as expenditures and no depreciation on these capital assets is reported as an expenditure in the same year.

The total ending general fund's fund balance is \$12,870,040 an increase of \$1,320,803 over the prior year. This increase is primarily the result of the increase in tax revenue and a decrease in personnel services and operating services and charges expenditures.

Ad valorem taxes increased 0.1% from 2020 by \$6,527. This increase is primarily a result of increased property values.

Salaries and benefits increased from 2020 by 0.2%. Operating services expenditures decreased from 2020 by 11.9%. The main causes of this decrease were a decrease in insurance and office expenses. In 2021, the Assessor purchased office equipment for a total of \$9,547 that was capitalized.

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

**Baton Rouge, Louisiana**

**Management's Discussion and Analysis, Continued**

**FINANCIAL ANALYSIS OF THE ASSESSOR'S GENERAL FUND, CONTINUED**

The General Fund's ending fund balance is considered adequate, representing the equivalent of 276% of annual expenditures. Though some might consider this percentage high, it is necessary for the Assessor to maintain a strong financial position in order to cover its cash flow needs and any unforeseen costs that might occur in the future.

**BUDGETARY HIGHLIGHTS**

The General Fund – Total expenditures were 92.9% of the budgeted amount. The Assessor's final revenue was 100.4% of budget.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The Assessor considered many factors when setting the 2022 budget. Revenues and expenditures are expected to remain fairly consistent with the 2021 fiscal year.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

In 2021, capital asset replacement was \$33,549 less than depreciation expense. See Note 4 for additional information about changes in capital assets during the calendar year and outstanding at the end of the year. The following table provides a summary of capital asset activity.

	<b>Capital Assets</b>	
	<b>2021</b>	<b>2020</b>
Depreciable assets:		
Vehicles, furniture and equipment	\$ 743,756	\$ 734,209
Less accumulated depreciation	(653,826)	(610,730)
Book value-depreciable assets	<u>\$ 89,930</u>	<u>\$ 123,479</u>

Capital Assets

At December 31, 2021, the depreciable capital assets for governmental activities were 88% depreciated and there was a 27% decrease in the book value of the capital assets. The total percentage of depreciated capital assets is quite high, (i.e., approximately nine-tenths of the value of these assets is used) which indicates that additional resources may be required to replace these capital assets in the future.

## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

**Baton Rouge, Louisiana**

### **Management's Discussion and Analysis, Continued**

#### Long-term Obligations

At year-end, the Assessor had no external borrowings, and thus does not have any outstanding bonds or notes in this or the prior fiscal year. Other obligations include \$123,447 for its estimated liability for compensated absences, \$30,405,121 for its estimated liability for other post-employment benefits, and \$1,754,965 for its net pension asset.

During the year, the Assessor's debt decreased by \$877,423 due to a decrease in the liability for compensated absences of \$17,354, the recording of a \$1,681,997 increase in the liability for other post-employment benefits obligations, and a decrease of \$2,542,066 in pension liability, creating a net pension asset.

#### Other Postemployment Benefits Liability

At December 31, 2020, the Assessor reported other postemployment benefits liability in the amount of \$28,723,124. At December 31, 2021, the Assessor reported other postemployment benefits liability in the amount of \$30,405,121. This was an increase of \$1,681,997 as compared to the prior year. See Note 8 to the basic financial statements for further discussion of other postemployment benefits.

#### Operating Lease

As of April 1, 2018, the lease for the satellite office on Coursey Blvd. was signed as a three year lease with monthly base rent of \$2,375. The lease was extended for an additional three years. Effective September 1, 2020, the Assessor has extended the lease for a satellite office in Zachary, Louisiana for an additional three-year term at the rate of \$2,046 per month. See Note 6 to the basic financial statements for further discussion of operating leases.

### **CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the Assessor's finances, comply with finance-related laws and regulations, and demonstrate the Assessor's commitment to public accountability. If you have any questions about the contents of this report or would like to request additional information, please contact East Baton Rouge Parish Assessor's Office, 222 St. Louis Street, Room 126, Baton Rouge, LA 70802.

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**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

*Government-Wide Financial Statements (GWFS)*

*December 31, 2021*

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**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**


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**Statement of Net Position**

December 31, 2021

**Assets****Current Assets**

Cash and cash equivalents	\$ 10,388,983
Investments	2,475,167
Ad valorem taxes receivable (net of allowance for uncollectable accounts, \$23,719)	5,930,912
Prepaid and other	<u>11,096</u>
Total current assets	<u>18,806,158</u>

**Noncurrent Assets**

Capital assets, net of accumulated depreciation	89,930
Net pension asset	<u>1,754,965</u>
Total noncurrent assets	<u>1,844,895</u>

**Total Assets**20,651,053**Deferred Outflows of Resources**7,017,708**Liabilities****Current Liabilities**

Accounts payable	<u>5,206</u>
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**Noncurrent Liabilities**

Other post employment benefits	30,405,121
Compensated absences	<u>123,447</u>
Total noncurrent liabilities	<u>30,528,568</u>

**Total Liabilities**30,533,774**Deferred Inflows of Resources**3,262,448**Net Position**

Investment in capital assets	89,930
Unrestricted	<u>(6,217,391)</u>

**Total Net Position**\$ (6,127,461)

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

Statement of Activities

Year Ended December 31, 2021

	Expenses	Program Revenues Charges for Services	Net (Expenses) Revenues and Changes in Net Position Governmental Activities
<b>Governmental Activities</b>			
General Government	\$ 8,453,914	\$ 133,348	\$ (8,320,566)
General revenues			
Taxes:			
Ad valorem taxes, levied for general purposes			5,945,597
Interest and investment earnings			2,439
Miscellaneous			2,400
Contributions from non-employer contributing entity			<u>797,352</u>
Total general revenues			<u>6,747,788</u>
Change in net position			(1,572,778)
Net Position - January 1, 2021			<u>(4,554,683)</u>
Net Position - December 31, 2021			<u>\$ (6,127,461)</u>

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**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

*Fund Financial Statements*

*December 31, 2021*

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE***Balance Sheet-Governmental Fund**December 31, 2021***ASSETS**

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**Assets**

Cash and cash equivalents	\$	10,388,983
Investments		2,475,167
Prepaid and other		<u>11,096</u>
<b>Total Assets</b>	<b>\$</b>	<b><u>12,875,246</u></b>

**LIABILITIES AND FUND BALANCE**

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**Liabilities**

Accounts payable	\$	5,206
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**Fund Balance**

Unassigned		<u>12,870,040</u>
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<b>Total Liabilities and Fund Balance</b>	<b>\$</b>	<b><u>12,875,246</u></b>
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**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE*****Reconciliation of the Governmental Fund Balance  
Sheet to the Statement of Net Position****December 31, 2021*

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Total fund balance for the governmental fund at December 31, 2021	\$ 12,870,040
Total net position reported for governmental activities in the statement of net assets is different because:	
Government-Wide Financial Statements reflect the economic resources measurement focus and the accrual basis of accounting, therefore, an accrual for ad valorem taxes is recorded	
	5,930,912
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds balance sheet. Those assets consist of:	
Vehicles, furniture and equipment, net of \$653,826 accumulated depreciation	
	89,930
Liability for other post employment benefits are not due and payable in the current period and therefore are not reported in the governmental funds	
	(30,405,121)
Asset/Liability for net pension assets/(liabilities) are not due and payable in the current period and therefore are not reported in the governmental funds	
	1,754,965
Liability for compensated absences are not due and payable in the current period and therefore are not reported in the governmental funds	
	(123,447)
Deferred inflows of resources are not due and payable in the current period and therefore are not reported in the governmental funds	
	(3,262,448)
Deferred outflows of resources are not due and payable in the current period and therefore are not reported in the governmental funds	
	<u>7,017,708</u>
Total net position of governmental activities at December 31, 2021	<u>\$ (6,127,461)</u>

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**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**


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*Statement of Revenues, Expenditures and Changes  
in Fund Balance - Governmental Fund*

*Year Ended December 31, 2021*

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<b>Revenues</b>	
Ad valorem taxes	\$ 5,852,640
Charges for services	133,348
Interest and investment earnings	2,439
Miscellaneous	<u>2,400</u>
<b>Total Revenues</b>	<u>5,990,827</u>
<b>Expenditures</b>	
Current	
General government	
Personnel services	3,966,727
Other services and charges	671,543
Supplies	<u>31,754</u>
<b>Total Expenditures</b>	<u>4,670,024</u>
<b>Excess of Revenues Over Expenditures</b>	<b>1,320,803</b>
<b>Fund Balance</b>	
Beginning	<u>11,549,237</u>
Ending	<u>\$ 12,870,040</u>

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**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**


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**Reconciliation of the Governmental Fund Statement  
of Revenues, Expenditures and Changes in Fund  
Balance to the Statement of Activities**
**Year Ended December 31, 2021**


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Net change in fund balance - governmental fund \$ 1,320,803

Amounts reported for governmental activities in the statement of activities is different because:

Difference in ad valorem tax revenue recorded on the Fund Financial Statements and the Government-Wide Financial Statements. Property tax revenue will not be collected until after the Assessor's fiscal year end. These are not considered "available" revenues in the governmental funds until received. 92,957

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

Capital outlay	\$	9,547	
Depreciation expense		<u>(43,096)</u>	(33,549)

Other post employment benefits are reported in the statement of activities and do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Changes in other post employment benefits (3,692,697)

Certain pension-related inflows and outflows of resources are reported in the statement of activities and do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Changes in pension expenses		(74,998)
Contributions from non-employer contributing entities		797,352

Compensated absences are reported in the statement of activities and do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Changes in compensated absences		<u>17,354</u>
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Changes in net position of governmental activities		<u>\$ (1,572,778)</u>
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# **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements*

*December 31, 2021*

## **1. Summary of Significant Accounting Policies**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a 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 peculiarly responsible for the actions of the deputies.

The Assessor's main office is located in the East Baton Rouge Parish Courthouse in Baton Rouge, Louisiana. In 2005, the Assessor opened an additional branch office on Coursey Boulevard and in 2008 opened another branch office in Zachary, Louisiana for the convenience of the residents of the parish. The Assessor's office employs 54 employees, including 47 deputies. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by July 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2021, there are 226,360 real property and moveable property assessments totaling \$5,579,116,504. This represents an increase of 1,016 assessments and an increase of \$77,070,706 in assessed value over the prior year.

### **A. Basis of Presentation**

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

### **B. Reporting Entity**

The assessor is an independently elected official and is not considered fiscally dependent on the East Baton Rouge Parish Council. As the governing authority of the parish, for reporting purposes, the East Baton Rouge Parish Council is the financial reporting entity for the East Baton Rouge Parish. The financial reporting entity consists of (a) the primary government (the parish council), (b) organizations for which the primary government is financially

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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements, Continued*

*December 31, 2021*

accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Codification Section 2100 established criteria for determining which component units should be considered part of the East Baton Rouge Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

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

Because the council does not appoint the assessor, does not provide funding (other than the use of facilities located at the East Baton Rouge Parish Court House), or have any control over the Assessor, the Assessor has determined that the Office is not a component unit of the East Baton Rouge Parish Council. The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity of East Baton Rouge Parish.

### **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 relating to certain tax assessment functions and activities. A fund is a separate fiscal and accounting entity with a self-balancing set of accounts.

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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*Notes to Financial Statements, Continued*

*December 31, 2021*

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

**General Fund.** The primary operating fund of the Assessor and its accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Assessor's policy. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1907-1908, is accounted for in this fund. General operating expenditures are paid from this fund.

### **D. Measurement Focus/Basis of Accounting**

#### **Fund Financial Statements (FFS)**

The amounts reflected in the Governmental Fund Statements (Exhibit C and E) 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 balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Assessor's office operations.

The amounts reflected in the Governmental Fund Statements (Exhibit C and E) use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred and certain compensated absences which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental fund uses the following practices in recording revenues and expenditures:

**Revenues.** Tax revenue is recognized in the budgetary period for which the taxes are collected. Revenues are received from the Sheriff and Tax Collector of East Baton Rouge Parish in **varying** periodic payments as the ad valorem taxes are collected. Ad valorem taxes are assessed on December 1, for the calendar year, become due on

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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*Notes to Financial Statements, Continued*

*December 31, 2021*

December 31, and are considered past due and subject to penalties if not paid by December 31, of the year. Interest revenue is recognized when earned.

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

### **Government-Wide Financial Statements (GWFS)**

The Statement of Net Position (Exhibit A) and Statement of Activities (Exhibit B) display information about the Assessor's Office as a whole. These statements include all the financial activities of the Assessor's Office. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues.** Program revenues included in the Statement of Activities (Exhibit B) are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the Assessor's Office general revenues.

**Reconciliation.** A reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position is provided on Exhibit D. A reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities is provided on Exhibit F.

### **E. Budgets**

Annually, the Assessor's Office adopts a budget for the General Fund on the cash basis, therefore, adjustments were made on Exhibit G to include prior year accruals and remove current year accruals from the actual amounts for comparison purposes to the budgeted amounts. The budgetary practices include public notice, inspection and hearing requirements, which must be completed prior to December 15 of each year. Formal budgetary integration is not employed as a management control device during the year. Budgeted amounts are as originally adopted. The assessor has administrative authority to make changes or amendments within various budget classifications.

### **F. Cash and Equivalents**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Assessor may deposit funds in

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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements, Continued*

*December 31, 2021*

demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

These deposits are stated at cost, which approximates market. Under State law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledge 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.

At December 31, 2021, the Assessor had collected bank balances of \$10,388,983. The deposits are secured from risk by the federal deposit insurance and pledged securities.

### **G. Receivables**

In the government-wide statements, receivables consist of revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical collection trends. Major receivable balances for the governmental activities include ad valorem taxes and tax roll preparation fees.

In the fund financial statements, ad valorem tax revenue is not recorded because the revenue is not considered available until received.

### **H. Investments**

State law and the Assessor's investment policy allow the Assessor to invest in collateralized certificates of deposit, government backed securities, state sponsored investment pool, and mutual funds consisting solely of government backed securities. Investments are reported at their fair value.

The Assessor categorizes its fair value measurements within the fair value hierarchy established by *generally accepted accounting principles*. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The three levels of the fair value hierarchy are as follows:

Level 1 – Unadjusted quoted prices for identical assets or liabilities in active markets that the Assessor has the ability to access.

Level 2 – Inputs including

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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*Notes to Financial Statements, Continued*

*December 31, 2021*

- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 – Inputs that are unobservable and significant to fair value measurement.

### **I. Prepaids and Other**

Prepaids and other are payments to vendors and other receivables that benefit future reporting periods reported on the consumption basis. At December 31, 2021, the Assessor had prepayments to vendors of \$3,253, accrued tax roll preparation fees receivable of \$7,814 and accrued interest receivable on certificates of deposit of \$30. Both prepaid and other receivables are similarly reported in government-wide and fund financial statements.

### **J. Capital Assets**

Capital assets are capitalized at historical cost. The Assessor maintains a threshold level of \$1,000 or more for capitalizing capital assets. Capital assets are recorded in the Statement of Net Position and Statement of Activities. All capital assets are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Vehicles	5
Furniture and equipment	7

### **K. Compensated Absences**

Employees of the Assessor's Office earn from five to twenty days of paid vacation leave per year, depending on length of service, and twelve days of paid sick leave. They are allowed to carryover up to twelve vacation days. An employee is compensated for any unused vacation leave at the employee's hourly rate of pay at the time of termination. The liability for these compensated absences is recorded as a liability in the government-wide financial statement. However, any matured compensated absences existing at year-end which are payable to currently terminated employees are reported in the governmental funds as wages and benefits payable. At December 31, 2021, employees of the Assessor's Office have accumulated and vested \$123,447 of accrued vacation benefits.

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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements, Continued*

*December 31, 2021*

### **L. Risk Management**

The Assessor's Office is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Assessor's Office purchases commercial insurance policies at levels which management believes is adequate to protect the Assessor's Office. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

### **M. Deferred Compensation Plan**

Certain employees of the Assessor's Office participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, Post Office Box 94377, Baton Rouge, Louisiana 70804-9397.

Participants may contribute a portion of their salary with the Assessor's Office matching up to 4% per month, but total contributions may not exceed the amount determined under IRS regulations. All contributions are immediately vested. Participants contributed \$96,917 and the Assessor's Office contributed \$78,652 to the plan during the year ended December 31, 2021.

### **N. Pensions**

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 the Louisiana Assessors' Retirement System (LARS) and additions to/deductions from LARS fiduciary net position have been determined on the same basis as they are reported by LARS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### **O. Fund Equity**

#### **Equity Classifications.**

#### **Government-Wide Financial Statements.**

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

- a. Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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*Notes to Financial Statements, Continued*

*December 31, 2021*

balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

- b. Restricted net assets – Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) law through constitutional provisions or enabling legislation. There were no restricted net assets at December 31, 2021.
- c. Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

### *Fund Financial Statements.*

In the fund financial statements governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

Non-spendable – amount that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts that can be used only for specific purposes determined by a formal decision of the Assessor. The Assessor, as the highest level of decision-making authority, can establish, modify or rescind a fund balance commitment. For assigned fund balance the Assessor authorizes management to assign amounts for a specific purpose.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.

Unassigned – all other spendable amounts.

It is the Assessor's policy to spend unrestricted fund balances first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available. It is the Assessor's policy to spend committed or assigned fund balances first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. The Assessor does not have any policy regarding minimum fund balance amounts.

### **P. Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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Notes to Financial Statements, Continued

December 31, 2021

assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

### Q. Subsequent Events

In preparing these financial statements, the Assessor has evaluated events and transactions for potential recognition or disclosure through June 28, 2022, the date the financial statements were available to be issued.

### 2. Levied Taxes

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

	Authorized Millage	Levied Millage
Assessor's Salary and Expense Fund	1.22	1.22

The following are the principal taxpayers for the parish:

Taxpayer	Type of Business	2021 Assessed Valuation	Percentage of Total Assessed Valuation
Exxon Mobil Corporation	Oil and chemical refining	\$ 405,568,750	7.27%
Entergy Louisiana, LLC	Utility	123,005,800	2.20%
Georgia-Pacific	Pulp processing	47,074,000	0.84%
JP Morgan Chase Bank	Banking	37,887,770	0.68%
State Farm Mutual Auto	Insurance	25,049,580	0.45%

### 3. Deposits and Investments

Deposits. At December 31, 2021, the Assessor has deposits totaling \$10,388,983 (book balances) as follows:

Demand deposit	\$ 10,089,983
Certificates of deposit	299,000
	<u>\$ 10,388,983</u>

## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

*Notes to Financial Statements, Continued*

*December 31, 2021*

The following table sets forth by level within the fair value hierarchy the Assessor's certificates of deposit at estimated fair value as of December 31, 2021:

Type of Investment	Bank	Maturity Date	Category			Carrying Amount	Fair Value
			1	2	3		
CoD	Capital One Bank	6/20/2022	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 200,000
CoD	Red River Bank	5/4/2022	50,000	-	-	50,000	50,000
CoD	Red River Bank	5/4/2022	49,000	-	-	49,000	49,000
			<u>\$ 299,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 299,000</u>	<u>\$ 299,000</u>

**Investments.** At December 31, 2021, the Assessor had investments of \$2,475,167 in Louisiana Asset Management Pool, Inc. (LAMP), a local government investment pool. In accordance with GASB Codification, the investment in LAMP is not categorized in the three risk categories provided by GASB Codification because the investment is in a pool of funds and, therefore, not evidenced by securities that exist in physical or book-entry form.

LAMP, a local government investment pool, is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. 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 R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

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, invests 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.

## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

Notes to Financial Statements, Continued

December 31, 2021

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 five 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 60 days, and consists of no securities with a maturity in excess of 397 days, or two years (762 days) for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 58 days (from LAMP's monthly portfolio holdings) as of December 31, 2021.

#### 4. Changes in Capital Assets

Capital assets and depreciation activity as of and for the year ended December 31, 2021, is as follows:

	Balance January 1, 2021	Additions	Deletions	Balance December 31, 2021
Vehicles	\$ 272,912	\$ -	\$ -	\$ 272,912
Furniture and equipment	461,297	9,547	-	470,844
	734,209	9,547	-	743,756
Less accumulated depreciation	610,730	43,096	-	653,826
	\$ 123,479	\$ (33,549)	\$ -	\$ 89,930

#### 5. Retirement Commitments

Substantially all full-time employees of the East Baton Rouge Parish Assessor's Office are members of the Louisiana Assessors' Retirement Fund ("the Fund"), a cost sharing, multiple employer defined benefit pension plan administered by a separate Board of Trustees. Pertinent information relative to the plan follows:

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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements, Continued*

*December 31, 2021*

### **Louisiana Assessors' Retirement Fund**

#### ***Plan Description***

The Fund was created by Act 91 Section 1 of the 1950 regular session of the Legislature of the State of Louisiana. The Fund is a cost sharing, multiple-employer, qualified governmental defined pension plan covering assessors and their deputies employed by any parish of the State of Louisiana, under the provisions of Louisiana Revised 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 Fund is a condition of employment for assessors and their full-time employees.

#### ***Eligibility Requirements***

All full-time employees who are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System.

#### ***Benefits Provided***

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

##### **A. Retirement**

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

##### **B. Retirement Benefits**

Members whose first employment making them eligible for membership began prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 36 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2006 but before October 1, 2013, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiple by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1,

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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements, Continued*

*December 31, 2021*

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

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

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

### **C. Survivor Benefits**

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

### **D. Disability Benefits**

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

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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*Notes to Financial Statements, Continued*

*December 31, 2021*

1. A sum equal to the greater of forty-five percent (45%) of final average compensation, or the member's accrued retirement benefit at the time of termination of employment due to disability; or
2. The retirement benefit which would be payable assuming accrued creditable service plus additional accrued service, if any, to the earliest normal retirement age based on final average compensation at the time of termination of employment due to disability.

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

### **E. Back-Deferred Retirement Option Plan (Back-DROP)**

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

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

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

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

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

1. Creditable service shall not include service credit reciprocally recognized pursuant to R.S. 11:142.

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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements, Continued*

*December 31, 2021*

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

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

Upon 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.

### **F. Excess Benefit Plan**

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

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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements, Continued*

*December 31, 2021*

### ***Contributions***

Contributions for all members are established by statute at 8.00% of earned compensation. The contributions are deducted from the member's salary and remitted by the participating agency.

Administrative costs of the Fund are financed through employer contributions. According to the state statute, contributions for all employers are actuarially determined each year. The actuarially-determined employer contribution rate was 2.85% for the year ended September 30, 2021. The actual employer contribution rate was 8% for the period of January 1, 2021 through September 30, 2021, and 5% for the period of October 1, 2021 through December 31, 2021.

The Fund also receives one-fourth of one percent of the property taxes assessed in each parish of the state as well as a state revenue sharing appropriation. According to the state statute, in the event that contributions for ad valorem taxes and revenue sharing funds are insufficient to provide for the gross employer actuarially required contribution, the employer is required to make direct contributions as determined by the Public Retirement System's Actuarial Committee. Proportionate share of these non-employer contributions totaled \$797,352 during the measurement period and is recognized in the government-wide financial Statements as revenue during the year ended December 31, 2021, and included in pension expense. Contributions to the pension plan from the Assessor were \$179,820 for the year ended December 31, 2021.

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

At December 31, 2021, the Employer reported an asset of \$1,754,965 for its proportionate share of the Net Pension Asset. The Net Pension Asset was measured as of September 30, 2021 and the total pension asset used to calculate the Net Pension Asset was determined by an actuarial valuation as of that date. The Assessor's proportion of the Net Pension Asset was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At September 30, 2021, the Assessor's proportion was 5.3381%, which was an increase of 0.1861% from its proportion measured as of September 30, 2020.

For the year ended December 31, 2021, the Assessor recognized pension expense of \$270,255 which includes the employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, (\$15,438).

## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

*Notes to Financial Statements, Continued*

*December 31, 2021*

At December 31, 2021, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 140,373	\$ (466,714)
Changes of assumptions	1,821,296	-
Net difference between projected and actual earnings on pension plan investments	-	(2,795,734)
Changes in proportion and differences between Assessor contributions and proportionate share of contributions	7,583	-
Assessor contributions subsequent to the measurement date	30,625	-
Total	<b>\$ 1,999,877</b>	<b>\$ (3,262,448)</b>

\$30,625 reported as deferred outflows of resources related to pensions resulting from Assessor contributions subsequent to the measurement date will be recognized as an addition of the Net Pension Asset in the year ended December 31, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

<b>Year ended September 30:</b>	<b>LA Assessor's Retirement Fund</b>
2022	\$ (286,130)
2023	(292,138)
2024	(509,156)
2025	(369,921)
2026	134,311

### *Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of September 30, 2021 are as follows:

<b>Actuarial Cost Method</b>	Entry age normal.
<b>Investment Rate of Return (discount rate)</b>	5.5%, net of pension plan investment expense, including inflation.

## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

*Notes to Financial Statements, Continued*

*December 31, 2021*

<b>Inflation Rate</b>	2.10%.
<b>Salary Increase</b>	5.25%.
<b>Annuitant and beneficiary mortality</b>	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.
<b>Active Members Mortality</b>	Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
<b>Disabled Lives Mortality</b>	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.

**Discount Rate**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation, of 2.5%, and an adjustment for the effect of rebalancing/diversification. The resulting long-term expected arithmetic nominal return was 8.37% as of September 30, 2021.

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

Asset Class	Long-Term Expected Real Rate of Return
Domestic Equity	7.50%
International Equity	8.50%
Domestic Bonds	2.50%
International Bonds	3.50%
Real Estate	4.50%
Alternative Assets	5.87%

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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*Notes to Financial Statements, Continued*

*December 31, 2021*

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

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

### *Sensitivity to Changes in Discount Rate*

The following presents the net pension asset/(liability) of the participating employers calculated using the discount rate of 5.5% as well as what the net pension asset/(liability) of the participating employers would be if it were calculated using a discount rate that is one percentage point lower (4.5%) or once percentage point higher (6.5%) than the current rate:

	<u>1% Decrease</u> <u>(4.5%)</u>	<u>Current</u> <u>Discount Rate</u> <u>(5.5%)</u>	<u>1% Increase</u> <u>(6.5%)</u>
Assessor's proportionate share of the net pension asset/(liability)	\$ (1,345,829)	\$ 1,754,965	\$ 4,387,675

### *Retirement Fund Audit Report*

The Fund 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 Assessors' Retirement Fund, Post Office Box 14699, Baton Rouge, Louisiana 70898-4699, or by calling (225) 928-8886.

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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*Notes to Financial Statements, Continued*

*December 31, 2021*

### 6. Operating Lease

The Assessor signed a three-year operating lease effective April 1, 2018 for the satellite office on Coursey Blvd. with a monthly base rent of \$2,375. For the year ended December 31, 2021, rent expense was \$28,500 for this lease. The lease was extended for an additional three years.

As of September 2020, the Assessor renewed its lease for the satellite office in Zachary. The lease term is for three years and the monthly payments are \$2,046. There is an option to renew for an addition three years at the end of the current lease. For the year ended December 31, 2021, rent expense was \$24,549 for this lease.

Future minimum lease payments due under these leases are as follows:

<u>Due in year ending December 31</u>	
2022	\$ 53,049
2023	44,866
2024	7,125
	<u>\$ 105,040</u>

### 7. Expenditures of the Assessor Not Included in the Financial Statements

Louisiana Revised Statute 33:4713 requires East Baton Rouge Parish to provide the Assessor with all necessary office space, utilities, furniture, equipment, supplies, and maps. During the year, the Parish provided office space, utilities, and janitorial services on a limited basis. The value of these items is not reflected in the accompanying financial statements. Under this arrangement, the Assessor has two offices located in Baton Rouge and one in Zachary.

### 8. Other Post-Employment Benefits

#### *General Information about the OPEB Plan*

*Plan description* – The East Baton Rouge Parish Assessors' Office (the Assessor) provides certain continuing health care and life insurance benefits for its employees upon actual retirement. The employees are covered by the Louisiana Assessors' Retiree Medical Plan – which includes other Assessors in Louisiana. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 Postemployment Benefits Other Than Pensions—Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit.

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## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

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*Notes to Financial Statements, Continued*

*December 31, 2021*

*Benefits provided* – Benefits are provided through a fully insured plan through the Louisiana Assessors' Association. Generally, employees are eligible for benefits at Age 55 with 12 years of service or after 30 years of service and any age. The Assessor pays 100% of the premium for retirees.

Employees covered by benefit terms – At January 01, 2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	40
Spouses of retirees	1
Active employees	48
Total	<u>89</u>

### *Total OPEB Liability*

The Assessor's total OPEB liability of \$30,405,121 was measured as of December 31, 2021 and was determined by an actuarial valuation as of that date.

*Actuarial assumptions and other inputs* – The total OPEB liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Valuation date:	January 1, 2020
Measurement date:	December 31, 2021
Inflation:	2.20%
Salary Increases:	3.0%; including inflation
Prior Discount rate	2.12%
Discount Rate:	2.06% per annum, compounded annually
Health Care Cost Trend Rates	
Non-Medicare Medical	Initially 5.70%, decreasing to ultimate rate of 3.70%.
Medicare Medical	Initially 5.10%, decreasing to ultimate rate of 3.70%.
Dental:	3.00%
Actuarial cost method:	Entry Age Normal
Estimated Remaining Service Lives	5.79%

## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

*Notes to Financial Statements, Continued*

*December 31, 2021*

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index.

Healthy retirement: Sex-distinct Pub-2010 General Mortality with separate employee and healthy annuitant rates, projected generationally using Scale MP-2021.

Beneficiaries: Sex-distinct Pub-2010 General Contingent Survivors Mortality, projected generationally using Scale MP-2021.

Disability retirement: Sex-distinct Pub-2010 General Disable Retirees Mortality, projected generationally using scale MP-2021.

### Changes in Total OPEB Liability

Balance at December 31, 2020	<u>\$ 28,723,124</u>
Changes for the year:	
Service cost	1,128,732
Interest on total OPEB liability	628,951
Changes of benefit terms	-
Differences between expected and actual experience	-
Changes of assumptions	294,927
Benefit payments	(370,613)
Balance as of December 31, 2021	<u><u>\$ 30,405,121</u></u>

*Sensitivity of the total OPEB liability to changes in the discount rate* - The following presents the total OPEB liability of the Assessor, calculated using the discount rate of 2.06%, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (1.06%) or 1 percentage point higher (3.06%) than the current rate.

	1% Decrease (1.06%)	Discount Rate (2.06%)	1% Increase (3.06%)
Total OPEB Liability	\$ 32,578,707	\$ 30,405,121	\$ 22,593,729

*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 trend rates that are 1 percentage point lower or 1 percentage point higher than the current trend rates.

## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

*Notes to Financial Statements, Continued*

*December 31, 2021*

	1% Decrease	Current Trend Rate	1% Increase
Total OPEB Liability	\$ 22,169,016	\$ 30,405,121	\$ 33,298,086

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

For the year ended December 31, 2021, the Assessor recognized OPEB expense of \$3,692,697. As of December 31, 2021, the deferred inflows and outflows of resources are as follows:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$ -	\$ 905,156
Changes of assumptions or other inputs	-	4,112,675
Total	\$ -	\$ 5,017,831

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

Year Ended December 30:	
2022	\$2,305,628
2023	1,502,966
2024	667,770
2025	501,228
2026	40,242

**9. New Accounting Pronouncements Not Yet Implemented**

In June 2017, GASB has issued Statement No. 87 "Leases". This Statement is effective for fiscal years beginning subsequent of December 15, 2019. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provision of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a

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## **EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Notes to Financial Statements, Continued*

*December 31, 2021*

lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. GASB issued Statement No. 95 "Postponement of the Effective Dates of Certain Authoritative Guidance" which has deferred the effective date of Statement No. 87 Implementation Guide No. 2019-03 by 18 months to fiscal years beginning after June 15, 2021. The Assessor plans to adopt this update as applicable by the effective date.

GASB Statement 96, Subscription-Based Information Technology Arrangements: This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangement for government end users. This Statement is effective for fiscal years beginning after June 15, 2022.

Management is currently assessing the impact that the implementation of these pronouncements will have on the basic financial statements, if any.

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

Governmental Fund - General Fund

Year Ended December 31, 2021

Statement of Revenues, Expenditures and Changes  
in Fund Balance - Budget (Non-GAAP Basis) and Actual

	GAAP Basis	Actual Adjustment to Budget Basis	Budget Basis	Budget		Variance - Favorable (Unfavorable)
				Original	Final	
<b>Revenues</b>						
Ad valorem taxes	\$ 5,852,640	\$ -	\$ 5,852,640	\$ 5,820,000	\$ 5,820,000	\$ 32,640
Charges for services	133,348	-	133,348	140,000	140,000	(6,652)
Interest and investment earnings	2,439	(2,439) (1)	-	-	-	-
Miscellaneous	2,400	(2,400) (1)	-	-	-	-
<b>Total Revenues</b>	<b>5,990,827</b>	<b>(4,839)</b>	<b>5,985,988</b>	<b>5,960,000</b>	<b>5,960,000</b>	<b>25,988</b>
<b>Expenditures</b>						
Current						
General government						
Personnel services	3,966,727	-	3,966,727	4,264,353	4,264,353	297,626
Other services and charges	671,543	15,403 (2)	686,946	760,740	760,740	73,794
Supplies	31,754	-	31,754	19,000	19,000	(12,754)
Capital outlay	-	-	-	2,000	2,000	2,000
<b>Total Expenditures</b>	<b>4,670,024</b>	<b>15,403</b>	<b>4,685,427</b>	<b>5,046,093</b>	<b>5,046,093</b>	<b>360,666</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>1,320,803</b>	<b>\$ (20,242)</b>	<b>\$ 1,300,561</b>	<b>\$ 913,907</b>	<b>\$ 913,907</b>	<b>\$ 386,654</b>
<b>Fund Balances</b>						
Beginning	11,549,237					
Ending	<u>\$ 12,870,040</u>					

**Explanation of differences**

- (1) Interest and investment income, and other miscellaneous revenues, are not budgeted.
- (2) Accrued expense and reversal of prior year accrued expense

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

*Schedule of Changes in Net OPEB  
Liability and Related Ratios*

*Year Ended December 31, 2021*

	2018	2019	2020	2021
<b>Total OPEB liability</b>				
Service cost	\$ 490,323	\$ 464,318	\$ 950,447	\$ 1,128,732
Interest	500,341	785,874	676,858	628,951
Changes of benefit terms	-	-	-	-
Differences between expected and actual experience	950,543	-	1,098,453	-
Changes of assumptions	3,062,765	4,175,976	2,436,003	294,927
Benefit payments	(337,607)	(373,523)	(379,505)	(370,613)
<b>Net change in total OPEB liability</b>	<b>4,666,365</b>	<b>5,052,645</b>	<b>4,782,256</b>	<b>1,681,997</b>
Total OPEB liability, beginning	14,221,858	18,888,223	23,940,868	28,723,124
Total OPEB liability, ending	<u>\$ 18,888,223</u>	<u>\$ 23,940,868</u>	<u>\$ 28,723,124</u>	<u>\$ 30,405,121</u>
Covered-employee payroll	2,604,640	2,519,811	2,431,032	2,608,123
Net OPEB liability as a percentage of covered-employee payroll	725.18%	950.11%	1181.52%	1165.79%

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

## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

### Schedule of Employer's Proportionate Share of the Net Pension Liability

Year Ended December 31, 2021

Fiscal Year*	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a % of its Covered Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
<b><u>LARS:</u></b>					
2021	5.3381%	\$ (1,754,965)	\$ 2,471,344	-71.01%	106.48%
2020	5.1520%	\$ 787,101	\$ 2,368,343	33.23%	96.79%
2019	5.1544%	\$ 1,359,649	\$ 2,293,162	59.29%	94.12%
2018	5.4953%	\$ 1,068,305	\$ 2,422,245	44.10%	95.46%
2017	5.7376%	\$ 1,006,782	\$ 2,518,917	39.97%	95.61%
2016	5.8421%	\$ 2,061,508	\$ 2,543,502	81.05%	90.68%
2015	5.9648%	\$ 3,121,519	\$ 2,493,023	125.21%	85.57%

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

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

## EAST BATON ROUGE PARISH ASSESSOR'S OFFICE

### Schedule of Employer's Pension Contributions

Year Ended December 31, 2021

Fiscal Year	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a Percentage of Covered Payroll
<b><u>LARS:</u></b>					
2021	\$ 179,820	\$ 179,820	\$ -	\$ 2,477,651	7.26%
2020	\$ 191,630	\$ 191,630	\$ -	\$ 2,395,381	8.00%
2019	\$ 183,342	\$ 183,342	\$ -	\$ 2,291,786	8.00%
2018	\$ 192,022	\$ 192,022	\$ -	\$ 2,400,282	8.00%
2017	\$ 238,441	\$ 238,441	\$ -	\$ 2,504,917	9.52%
2016	\$ 318,912	\$ 318,912	\$ -	\$ 2,522,137	12.64%
2015	\$ 340,826	\$ 340,826	\$ -	\$ 2,524,636	13.50%
2014	\$ 327,373	\$ 327,373	\$ -	\$ 2,424,985	13.50%
2013	\$ 320,476	\$ 320,476	\$ -	\$ 2,373,896	13.50%
2012	\$ 333,298	\$ 333,298	\$ -	\$ 2,468,874	13.50%

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**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

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*Other Supplementary Information*

*December 31, 2021*

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

*Schedule of Compensation, Benefits and Other Payments to  
Agency Head*

*Year Ended December 31, 2021*

**Agency Head Name: Brian Wilson, Assessor**

<b>Purpose</b>	
Salary	\$ 172,515
Benefits - insurance	13,669
Benefits - retirement	12,507
Deferred compensation (contributions made by the agency)	6,024
Benefits - cancer policy	240
Benefits - long-term healthcare	173
Benefits - Met-Life insurance	240
Vehicle provided by government	2,497
Auto Allowance	4,313
Dues	220
	\$ 212,398

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

Honorable Brian Wilson, Assessor  
East Baton Rouge Parish Assessor's Office

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of the East Baton Rouge Parish Assessor's Office as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the East Baton Rouge Parish Assessor's Office's basic financial statements, and have issued our report thereon dated June 28, 2022.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the East Baton Rouge Parish Assessor's Office'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 East Baton Rouge Parish Assessor's Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the East Baton Rouge Parish Assessor's Office'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited 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 and therefore,

material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2021-001 that we consider to be a significant deficiency.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the East Baton Rouge Parish Assessor's Office'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 a 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 tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

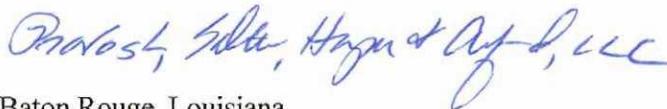
### **East Baton Rouge Parish Assessor's Office's Response to Findings**

The East Baton Rouge Parish Assessor's Office's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The East Baton Rouge Parish Assessor's Office's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document. Accordingly, this communication is not suitable for any other purpose.

PROVOST, SALTER, HARPER & ALFORD, LLC



Baton Rouge, Louisiana  
June 28, 2022

**EAST BATON ROUGE PARISH ASSESSOR'S OFFICE**

*Schedule of Findings and Responses*

*December 31, 2021*

**Section I- Internal Control Findings**

**Item 2021-001** Financial statements are required to be prepared in accordance with generally accepted accounting principles.

*Criteria.* Management is responsible for the preparation of financial statements in accordance with generally accepted accounting principles.

*Condition.* The East Baton Rouge Assessor's Office does not have controls in place to prepare financial statements in accordance with generally accepted accounting principles.

*Cause.* The East Baton Rouge Parish Assessor's Office does not obtain the necessary continuing education required to be knowledgeable of new standards nor do they subscribe to any service to ensure a current library necessary to prepare financial statements in accordance with generally accepted accounting principles.

*Effect.* Material misstatements in the financial statements could go undetected.

*Recommendation.* Management should continue to evaluate the cost and related benefit to obtain the necessary training and resources to prepare financial statements in accordance with generally accepted accounting principles.

*Management's response.* The Assessor believes that his staff is fully competent to perform their assigned duties, encourages accounting personnel to attend continuing education courses to be knowledgeable of standards impacting the organization, however has determined it is most cost effective to request that the auditor assist with preparing adjustments necessary for the financial statements to be presented in accordance with generally accepted accounting principles. We will continue to monitor this issued on an annual basis.

**Section II- Independent Auditor's Comment on Resolution of Prior Audit Findings Internal Control Findings**

**Item 2021-001** This is a repeat of a prior year's finding.

**INDEPENDENT  
ACCOUNTANT'S REPORT  
ON THE APPLICATION  
OF AGREED-UPON PROCEDURES**

**East Baton Rouge Parish Assessor's Office**

**December 31, 2021**



8550 United Plaza Boulevard, Suite 600, Baton Rouge, Louisiana 70809, Phone: (225) 924-1772 / Facsimile: (225) 927-9075

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## **East Baton Rouge Parish Assessor's Office**

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*December 31, 2021*

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

To the Management of East Baton Rouge Parish Assessor's Office and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. East Baton Rouge Parish Assessor's Office's management is responsible for those C/C areas identified in the SAUPs.

East Baton Rouge Parish Assessor's Office 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, 2021 through December 31, 2021. 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 we performed, and the associated findings are summarized in Schedule A, which is an integral part of this report.

We were engaged by the East Baton Rouge Parish Assessor's Office 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 East Baton Rouge Parish Assessor's Office 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.

PROVOST, SALTER, HARPER & ALFORD, LLC

A handwritten signature in blue ink that reads "Provost, Salter, Harper & Alford, LLC". The signature is written in a cursive style.

Baton Rouge, LA  
June 28, 2022

***Written Policies and Procedures***

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1. 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:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving.
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - e) ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
  - f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
  - g) ***Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
  - h) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
  - i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (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.
  - j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

- k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) ***Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Findings:**

*No exceptions noted.*

**Board or Finance Committee**

---

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

**Findings:**

*The entity does not have a board or finance committee. Therefore, this procedure was not applicable to the entity.*

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds<sup>7</sup>. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

**Findings:**

*The entity does not have a board or finance committee. Therefore, this procedure was not applicable to the entity.*

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

**Findings:**

*The entity does not have a board or finance committee. Therefore, this procedure was not applicable to the entity.*

**Bank Reconciliations**

---

- 3. 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:

*We obtained a listing of 4 bank accounts.*

- a) 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);

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

- c) 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.

**Findings:**

*There were no reconciling items outstanding more than 12 months for any reconciliation. Therefore, this procedure was not applicable to the entity.*

**Collections (excluding electronic funds transfers)**

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

*Cash is only collected at the Main office in downtown Baton Rouge.*

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

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

**Findings:**

*No exceptions noted.*

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

**Findings:**

*No exceptions noted.*

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

**Findings:**

*No exceptions noted.*

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

**Findings:**

*No exceptions noted.*

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

**Findings:**

*No exceptions noted.*

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

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

---

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

*Payments are only processed at the main office in downtown Baton Rouge.*

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

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

**Findings:**

*Signed checks are given to an employee who processed payments to mail.*

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

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*We obtained a listing of active credit cards for the fiscal period, including the card numbers and the names of the persons who maintained possession.*

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt

that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

**Findings:**

*No exceptions noted.*

---

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

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14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

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

**Findings:**

*There were no travel-related expense reimbursements during the fiscal period. Therefore, this procedure was not applicable to the entity.*

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

**Findings:**

*There were no travel-related expense reimbursements during the fiscal period. Therefore, this procedure was not applicable to the entity.*

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

**Findings:**

*There were no travel-related expense reimbursements during the fiscal period. Therefore, this procedure was not applicable to the entity.*

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

**Findings:**

*There were no travel-related expense reimbursements during the fiscal period. Therefore, this procedure was not applicable to the entity.*

**Contracts**

---

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

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

**Findings:**

*No contracts were initiated or renewed during the fiscal period. Therefore, this procedure was not applicable to the entity.*

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

**Findings:**

*No contracts were initiated or renewed during the fiscal period. Therefore, this procedure was not applicable to the entity.*

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

**Findings:**

*No contracts were initiated or renewed during the fiscal period. Therefore, this procedure was not applicable to the entity.*

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

**Findings:**

*No contracts were initiated or renewed during the fiscal period. Therefore, this procedure was not applicable to the entity.*

---

***Payroll and Personnel***

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

**Findings:**

*No exceptions noted.*

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

**Findings:**

*No exceptions noted.*

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*The entity did not make any termination payments during the fiscal period. Therefore, this procedure was not applicable to the entity.*

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

*Per management, all employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines.*

***Ethics***

---

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

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

***Debt Service***

---

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

**Findings:**

*No debt instruments were issued during the fiscal period; therefore, this procedure is not applicable.*

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Findings:**

*No bonds/notes were outstanding during the fiscal period; therefore, this procedure is not applicable.*

***Fraud Notice***

---

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

**Findings:**

*There were no misappropriations of public funds and assets during the fiscal period; therefore, this procedure is not applicable.*

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

**Findings:**

*No exceptions noted.*

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

---

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

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

**Findings:**

*No exceptions noted*

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

**Findings:**

*No exceptions noted*

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

**Findings:**

*No exceptions noted.*

***Sexual Harassment***

---

26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

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

**Findings:**

*No exceptions noted.*

---

**East Baton Rouge Parish Assessor's Office**

***Schedule A***

***Agreed-Upon Procedures and Associated Findings***

***December 31, 2021***

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

**Findings:**

*No exceptions noted.*



*Brian Wilson*  
ASSESSOR  
EAST BATON ROUGE PARISH

June 23, 2022

Mr. Ken Alford  
Provost, Salter, Harper & Alford  
8550 Essen Lane, Suite 600  
Baton Rouge, Louisiana 70809

Mr. Alford,

Below are the responses to the findings noted during the procedures agreed to by the East Baton Rouge Parish 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 period January 1, 2021, through December 31, 2021.

Procedure 9d: Due to the limited number of personnel in the Assessor's accounting department there are times when the person who processes the accounts payable checks, also is responsible for getting the checks in the mail. Although this may not be considered optimal, the Assessor feels that other mitigating controls it has in place limits its risk to an acceptable level. All checks issued by the office, are processed by someone independent of the check signing function, and then presented to the Assessor for signature, he reviews the related invoice attached to the check and defaces it by stamping it paid and indicating the check number and date of payment. The number of checks issued by the Assessor's office are limited and consistent. Also, the Assessor reviews the monthly bank statements and bank reconciliations. The Assessor will when feasible have someone independent of the check preparation function be responsible for mailing its accounts payable check.

If you should have any questions regarding these matters, please do not hesitate to contact me.

Sincerely,

Brian Wilson, Assessor  
East Baton Rouge Parish