

MADISON PARISH ASSESSOR
FINANCIAL STATEMENTS
AS OF DECEMBER 31, 2023

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA

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THE HALFORD FIRM, PLLC

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INDEPENDENT AUDITOR'S REPORT

Mr. Jim Sevier
Madison Parish Assessor
Tallulah, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Madison Parish Assessor (the Assessor), a component unit of the Madison Parish Assessor, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Assessor, as of December 31, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof 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 section of our report. We are required to be independent of the Assessor and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

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

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, We

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

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

Required Supplementary Information

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

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Madison Parish Assessor's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to the Agency Head or Chief Executive Officer is presented for purposes of additional analysis and is not part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to the Agency Head or Chief Executive Officer is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Governmental Auditing Standards*, we have also issued our report dated June 7, 2024, on our consideration of the Madison Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of this report is to describe the scope of our testing on internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Madison Parish Assessor's internal control over financial reporting and compliance.

The Halford Firm, PLLC

Vicksburg, Mississippi

June 24, 2024

REQUIRED SUPPLEMENTARY INFORMATION

PART I

Management's Discussion and Analysis

December 31, 2023

As management of the Madison Parish Assessor, I offer readers of the Madison Parish Assessor's financial statements this narrative overview and analysis of the financial activities of the Madison Parish Assessor for the fiscal year ended December 31, 2023. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Financial Highlights

The Assessor's expenses on the Statement of Activities for the year ending December 31, 2023, were \$928,319 and the prior year's expenses were \$1,147,208. This \$218,889 decrease was mainly in salaries and employee benefits.

The Assessor's total net position decreased by \$265,158 over the course of this year's operations.

During the year, the Assessor's expenditures were \$626,467. This was a decrease of \$128,306 in comparison to the prior year. \$562,970 of the total expenditures were for salaries and employee benefits.

The Assessor had total revenues of \$666,667 in 2023, of which \$638,944 was from ad valorem taxes.

Overview of the Financial Statements

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

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Madison Parish Assessor's finances, in a manner similar to a private-sector business. The government-wide financial statements provide short- and long-term information about the Assessor's financial status as a whole.

The Madison Parish Assessor's government-wide financial statements include a Statement of Net Position (pg. 9) and Statement of Activities (pg. 10), which are prepared using accounting principles that are similar to commercial enterprises. The purpose of the Statement of Net Position is to report all of the assets held and liabilities owed by the Assessor using the full accrual basis of accounting. The Assessor reports all of its assets when it acquires ownership over the assets and reports all of its liabilities when they are incurred.

Government-wide financial statements (cont.). The difference between the Assessor's total assets and total liabilities is reported as net position and this difference is similar to the total owner's equity presented by a commercial enterprise. Over time, increases or decreases in the Assessor's net position are one indicator of whether financial health is improving or deteriorating. However, the Assessor's goal is to provide services to the citizens of Madison Parish, not to generate profits as commercial enterprises do. Therefore, not only financial factors must be considered to assess the overall health of the Assessor.

The purpose of the Statement of Activities is to present the revenues and expenses of the Madison Parish Assessor. Again, the items presented on the Statement of Activities are measured in a manner similar to the approach used by a commercial enterprise in that revenues are recognized when earned or established criteria are satisfied, and expenses are reported when incurred by the Assessor. Thus, revenues are reported even though they may not be collected for several months after the end of the accounting period and expenses are recorded even though they may not have used cash during the current period.

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 Madison Parish Assessor, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Madison Parish Assessor are governmental funds.

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

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the Governmental Fund Balance Sheet and Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

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

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

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

REPORTING ON THE MADISON PARISH ASSESSOR AS A WHOLE

The following table reflects the condensed Statement of Net Position:

CONDENSED STATEMENT OF NET POSITION
Years Ended December 31, 2023, and 2022

	2023	2022
Assets		
Current and other assets	\$ 692,674	\$ 654,695
Capital assets, net of accumulated depreciation	4,795	9,542
Total Assets	697,469	664,237
Deferred Outflows of Resources	463,110	939,899
Liabilities		
Current and other liabilities	6,082	4,798
Long-term liabilities	2,782,640	2,847,803
Total Liabilities	2,788,722	2,852,601
Deferred Inflows of Resources	190,101	304,622
Net Position (Deficit)		
Invested in capital assets, net of related debt	4,795	9,542
Unrestricted	(1,823,039)	(1,562,629)
Total Net Position (Deficit)	\$ (1,818,244)	\$ (1,553,087)

Net position may serve over time as a useful indicator of a government's financial position. In the case of the Madison Parish Assessor, liabilities exceed assets at the close of this fiscal year by \$1,818,244, and liabilities exceeded assets at the close of the prior fiscal year by \$1,553,087. Of these amounts \$4,795 represents the investment of the Assessor in capital assets, net of related debt. Net position (deficit) of \$(1,823,039) for 2023, and \$(1,562,629) for 2022, which are technically unrestricted, need to be viewed in light of information in the fund financial statements.

Management's Discussion and Analysis
Page Four

The following table reflects the condensed Statement of Activities:

CONDENSED STATEMENT OF ACTIVITIES
Years Ended December 31, 2023, and 2022

	2023	2022
Revenues		
Taxes - ad valorem	\$ 657,207	\$ 641,337
Preparation of tax rolls	4,452	1,403
Interest and other income	1,502	156,034
Total Revenues	663,161	798,774
Expenses		
Salaries and benefits	866,140	1,079,722
Material and supplies		58,477
Other		9,009
Total Expenses	928,319	1,147,208
Change in Net Position	(265,158)	(348,434)
Net Position (Deficit) - beginning	(1,553,086)	(1,204,652)
Net Position (Deficit) - ending	\$ (1,818,244)	\$ (1,553,086)

As reported in the Statement of Activities, the cost of governmental activities for 2023 and 2022 was \$928,319 and \$1,147,208 respectively.

Financial Analysis of the Government's Funds

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

As of December 2023, the general fund's governmental balances of \$668,942 showed an increase of \$40,200 when compared to December 31, 2022.

Capital Asset and Debt Administration

Capital assets. The Madison Parish Assessor's investment in capital assets for its governmental activities as of December 31, 2023, amounts to \$4,795. This investment includes furniture and equipment. This value is net of accumulated depreciation.

General Fund Budgetary Highlights

The Assessor's budget is prepared according to Louisiana law.

A budgetary comparison schedule showing the Madison Parish Assessor's original adopted budget compared with actual operating results is provided in the report that follows.

Economic Factors and Next Year's Budgets

The Assessor considered many factors when setting the Assessor's 2024 budget.

Revenues and expenditures of the Assessor's funds are expected to remain fairly consistent with the 2023 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the Madison Parish Assessor's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Madison Parish Assessor, P. O. Box 423, Tallulah, LA 71284.

BASIC FINANCIAL STATEMENTS

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
STATEMENT OF NET POSITION
DECEMBER 31, 2023

Assets

Current assets

Cash and cash equivalents	\$ 26,350
Receivables	644,550
Investments	21,774
Total current assets	<u>692,674</u>

Noncurrent assets

Capital assets, net of accumulated depreciation	<u>4,795</u>
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Total assets	<u>697,469</u>
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Deferred Outflows of Resources

Pension related	375,719
OPEB related	87,391
Total Deferred Outflows of Resources	<u>463,110</u>

Liabilities

Current Liabilities

Accounts payable	1,237
Payroll taxes payable	4,845

Noncurrent liabilities

OPEB payable	2,343,456
Net pension liability	<u>439,184</u>

Total Liabilities	<u>2,788,722</u>
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Deferred Inflows of Resources

Pension related	48,288
OPEB related	141,813
Total Deferred Inflows of Resources	<u>190,101</u>

Net Position (Deficit)

Invested in capital assets	4,795
Unrestricted	<u>(1,823,039)</u>

Total Net Position (Deficit)	<u><u>\$ (1,818,244)</u></u>
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The accompanying notes are an integral part of this financial statement.

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023

<u>Function/Program</u>	<u>Expenses</u>	<u>Program Revenue Charge for Services</u>	<u>Operating Grants and Contributions</u>	<u>Net Revenue (Expense) Government Activities</u>
Government Activities:				
General government - taxation	\$ 928,319	\$ 4,452	\$ -	\$ (923,867)
Total government activities	<u>\$ 928,319</u>	<u>\$ 4,452</u>	<u>\$ -</u>	<u>(923,867)</u>
General Revenues:				
Taxes - ad valorem				657,207
Use of money				<u>1,502</u>
Total general revenues				<u>658,709</u>
Change in Net Position				(265,158)
Net Position (Deficit) - January 1, 2023				<u>(1,553,086)</u>
Net Position (Deficit) - December 31, 2023				<u>\$ (1,818,244)</u>

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

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
BALANCE SHEET – GOVERNMENTAL FUNDS
DECEMBER 31, 2023

	<u>General Fund</u>
Assets	
Cash	\$ 26,350
Receivables	626,901
Investments	<u>21,774</u>
 Total Assets	 <u><u>675,025</u></u>
 Liabilities	
Accounts and payroll tax payable	6,083
 Fund Equity Balances	
Fund balance - unassigned	<u>668,942</u>
 Total Liabilities and Fund Equity Balances	 <u><u>\$ 675,025</u></u>

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

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
AS OF DECEMBER 31, 2023

Total Fund Balance - Governmental Funds		\$ 668,942
Capital assets used in governmental activities are not financial resources and are not reported in the governmental funds		4,795
Receivables collected more than 60 days from the balance sheet date are not recorded on governmental funds.		17,650
Long - term liabilities are not due and payable in the current period and accordingly are not reported as fund liabilities:		
OPEB payable	(2,343,456)	
Net pension liability, asset	(439,184)	
		(2,782,640)
Deferred outflows and inflows are not financial resources or currently payable		
Deferred outflows	463,110	
Deferred inflows	(190,101)	
		273,009
Net Position (Deficit) of Governmental Activities		<u>\$ (1,818,244)</u>

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

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
GOVERNMENTAL FUND TYPES – GENERAL FUND (SALARY FUND)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2023

Revenues

Taxes - ad valorem	\$ 638,944
State revenue sharing	13,463
Preparing tax rolls for municipalities	4,136
Use of money	1,502
Other income	8,622
Total Revenues	<u>666,667</u>

Expenditures

General Governmental:	
Salaries:	
Assessor	120,964
Deputies and other	278,345
Employee benefits	163,661
Travel:	
Assessor's expense allowance	11,900
Materials & Supplies:	
Office	36,156
Other	15,441
Total Expenditures	<u>626,467</u>
Changes in Fund Balance	40,200
Fund Balance at beginning of year	<u>628,742</u>
Fund Balance at end of year	<u><u>\$ 668,942</u></u>

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

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUND STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023

Net change in Fund Balance, Total Governmental Fund		\$ 40,200
Receivables collected more than 60 days from the Balance Sheet date are not recorded as income on governmental funds financial statements, but are on the Statement of Activities. Net change in amount.		(3,507)
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. This is the amount by which depreciation exceeded capital outlay in the current period.		(4,747)
Net pension expense is reported in governmental funds as expenditures as they are paid, however, in the Statement of Activities the net pension expense is reported according to estimates required by GASB 68:		
Pension expenses paid	48,601	
Pension expenses per GASB 68	<u>(188,328)</u>	
		(139,727)
The Assessor's proportionate share of non-employer contributions to the pension plan does not provide current financial resources and, therefore, is not reported as revenue in the governmental funds.		<u>(157,377)</u>
Change in Net Position of Governmental Activities		<u>\$ (265,158)</u>

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

**MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and moveable 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 pecuniarily responsible for the actions of the deputies.

The Assessor's office is located in the Madison Parish Courthouse in Tallulah, Louisiana. The Assessor has six employees, including four deputies. In accordance with Louisiana law, the Assessor bases real and moveable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by the 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.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

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

B. REPORTING ENTITY

The Assessor is an independently elected official; however, the Assessor is fiscally dependent on the Madison Parish Police Jury. The police jury maintains and operates the parish courthouse in which the Assessor's office is located and provides funds for equipment and furniture of the Assessor's office. In addition, the police jury's basic financial statements would be incomplete or misleading without the inclusion of the Assessor. For these reasons, the Assessor was determined to be a component of the Madison Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. FUND ACCOUNTING

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

Governmental Funds

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

General Fund – The primary operating fund of the Assessor which 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.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the Fund Financial Statements are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balance reports on the sources of current financial resources. This approach is reconciled, through adjustment, to a government-wide view of the Assessor's operations.

The amounts reflected in the Fund Financial Statements use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred. The governmental funds use the following practices in recording revenues and expenditures:

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING (continued)

Fund Financial Statements (FFS) (continued)

Revenues

Ad valorem taxes are recorded in the year the taxes are assessed.

Revenues from preparing tax rolls for municipalities are recorded in the year in which the tax rolls are prepared.

All other revenues are recorded when received.

Expenditures

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

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities display information about the Assessor as a whole. These statements include all the financial activities of the Assessor. Information contained in these 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 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 general revenues.

E. BUDGETARY ACCOUNTING

The Assessor prepares an annual operating budget within the first ninety days of each year. He does hold a public hearing of which notice is published in the local newspaper. The Assessor's books are open for public inspection.

F. CASH AND CASH 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 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.

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the Assessor's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

H. CAPITAL ASSETS

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

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture, fixtures, and office equipment	5 – 15 years
Vehicles	5 years

I. EQUITY CLASSIFICATIONS

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

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

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

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. EQUITY CLASSIFICATIONS – (continued)

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

Nonspendable Fund Balance – amounts that are not in spendable form (such as inventory) or are required to be maintained intact.

Restricted Fund Balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provision, or by enabling legislation.

Committed Fund Balance – amounts constrained to specific purposes by the Assessor itself, using its highest level of decision-making authority. To be reported as committed, amounts cannot be used for any other purpose unless the Assessor takes the same highest level action to remove or change the constraint.

Assigned Fund Balance – amounts the Assessor intends to use for a specific purpose. Intent is expressed by the Madison Parish Assessor.

Unassigned Fund Balance – amounts that are available for any purpose. These amounts are reported only in the general fund.

J. COMPENSATED ABSENCES

The Assessor allows two weeks per year in paid vacation and sick leave; however, this leave does not accrue. Since this leave policy does not provide for the accumulation and vesting of leave, no liability has been recorded in the financial statements.

K. DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

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

L. ESTIMATES

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

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 2. CASH AND CASH EQUIVALENTS

On December 31, 2023, the Assessor had cash and cash equivalents (book balances) as follows:

Interest-bearing demand deposits	<u>\$ 26,350</u>
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These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal 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.

On December 31, 2023, the Assessor had bank deposits of \$26,350. These deposits are secured from risk by federal deposit insurance in the amount of \$26,350.

NOTE 3. INVESTMENTS

On December 31, 2023, the Madison Parish Assessor had \$21,774 in investments; all of the investments were certificates of deposit with local banks. The details are as follows:

Delta Bank	<u>\$ 21,774</u>
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All investments are secured from risk by federal deposit insurance.

NOTE 4. RECEIVABLES

The receivables on December 31, 2023, consisted of the following:

	Statement of Net Position	Governmental Balance Sheet
Taxes:		
Ad Valorem	\$ 640,225	\$ 626,901
State Revenue Sharing	4,325	-
Total	\$ 644,550	\$ 626,901

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 5. CHANGES IN CAPITAL ASSETS

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

	Balance				Balance
Government Activities	December 31, 2022	Addition	Deduction		December 31, 2023
Furniture and Equipment	\$ 142,539	\$ -	\$ -		\$ 142,539
Less accumulated depreciation	(132,997)	(4,747)	-		(137,744)
Capital assets - net	\$ 9,542	\$ (4,747)	\$ -		\$ 4,795

NOTE 6. PENSION PLAN

Plan Description. Substantially all employees of the Madison Parish Assessor's office are members of the Louisiana Assessor's Retirement Fund and Subsidiary (Fund), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The 1950 Louisiana Legislative Session established the plan. Provisions of the plan are set forth in the Louisiana Revised Statutes 11:1401 through 11:1494. The Fund issues a publicly available financial report that includes financial statements and required supplementary information for the Fund. That report may be obtained by writing to the Louisiana Assessors' Retirement, Post Office Box 14699, Baton Rouge, Louisiana 70898-4699, or by calling (225) 928-8886.

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

Funding Policy. Plan members are required by state statute to contribute 8.0% of their annual covered salary and the Madison Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 5% of annual covered payroll. Contributions to the Fund also include one-fourth of 1% of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Madison Parish Assessor are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. In accordance with Act 818 of the 1999 legislative session, the Assessor may elect to pay all or a portion of the employee contribution into the retirement system. The Madison Parish Assessor elected to pay all of the employee's portion. The Madison Parish Assessor's contributions to the Fund for the years ending December 31, 2023, 2022, and 2021, were \$48,601, \$62,436, and \$75,257 respectively, equal to the required contributions for each year. The amount of non-employer contributions recognized as revenue in the government-wide statement of activities was \$144,324 for the year ended December 31, 2023.

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 6. PENSION PLAN – (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At December 31, 2023, the Assessor reported a liability of \$439,184 for its proportionate share of net pension liability. The net pension liability was measured as of September 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessor's proportion of the net pension liability was based on a projection of the Assessor's long-term share of contributions to the pension plan relative to the projected contributions of all participating Assessors, actuarially determined. At September 30, 2023, the Assessor's proportion was 0.896368%, which was a decrease of 0.171931% from its proportion measured as of September 30, 2022.

For the year ended December 31, 2023, the Assessor recognized pension expense of \$188,328. At December 31, 2023, the Assessor recognized deferred outflows of resources and deferred inflows of resources related to pensions from the following:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 14,143	\$ 48,288
Changes in assumptions	115,549	-
Net difference between projected and actual earnings on pension plan investments	229,452	-
Changes in proportion and differences between Assessor contributions and proportionate share of contributions	4,457	-
Assessor contributions subsequent to the measurement date	12,118	-
	<hr/>	<hr/>
Total	\$ 375,719	\$ 48,288
	<hr/>	<hr/>

The \$12,118 reported as deferred outflows of resources relating to pensions resulting from the Assessor contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows and deferred inflows of resources relate to pensions will be recognized in pension expense as follows:

Year ended December 31,	
2024	76,027
2025	97,640
2026	181,857
2027	(37,671)
2028	(2,537)
Thereafter	-
	<hr/>
Total	\$ 315,316
	<hr/>

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 6. PENSION PLAN – (continued)

Actuarial methods and assumptions. The total pension liability in the September 30, 2023, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method	Entry age normal.
Investment Rate of Return	5.50%, net of pension plan investment expense, including inflation.
Inflation Rate	2.10%
Salary Increases	5.25%
Annuitant and Beneficiary Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Active Member Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Disabled Annuitant Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using appropriate MP-2019 improvement scale.

The actuarial assumptions utilized are based on the assumptions used in the September 30, 2023, actuarial funding valuation, which (with the exception of mortality) were based on results of an actuarial experience study for the period October 1, 2014, through September 30, 2019. All assumptions selected were determined to be reasonable and represent expectations of future experience for the Fund.

Discount Rate. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing 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 normal return was 8.37% as of September 30, 2023.

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 6. PENSION PLAN – (continued)

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of September 30, 2023, 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%

The long-term expected rate of return used to measure the total pension liability was 5.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and by the Public Retirement Systems' Actuarial Committee. Based on these assumptions, the pension plan'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 payments to determine the total pension liability. Thus, the discount rate used to measure the total pension liability was 5.50%.

The effects of certain other changes in the net pension 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 in 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 the benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in a systematic and rational manner over a closed period of five years, beginning with the current period.

Sensitivity to Changes in Discount Rate. The following presents the Assessor's proportionate share of the net pension liability calculated using the discount rate of 5.50%, as well as what the Assessor's net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of September 30, 2023:

	1% Decrease	Current	1% Increase
	4.50%	Discount Rate 5.50%	6.50%
Assessor's proportionate share of the net pension liability	\$ 986,563	\$ 439,184	\$ (26,253)

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 6. PENSION PLAN – (continued)

The Louisiana Assessors' Retirement Fund and Subsidiary has issued a stand-alone audit report on their financial statements for the year ended September 30, 2023. Access to the report can be found on the Louisiana Legislative Auditor's website, www.lia.la.gov.

NOTE 7. DEFERRED COMPENSATION PLAN

Certain employees of the Assessor participate in the Louisiana Public Employees Deferred Compensation Plan adopted under the provisions of the Internal Revenue code (IRC) Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, and Louisiana 70804-9397.

NOTE 8. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Plan Description. The Madison Parish Assessor (the Assessor) provides certain continuing health care and life insurance benefits for its retired employees. The Madison Parish Assessor's OPEB Plan (the OPEB Plan) is a single-employer defined benefits OPEB plan administered by the Assessor. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Assessor. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 *Postemployment Benefits Other Than Pensions-Reporting for Benefits Not Provided Through Trusts That Meet Specified Criteria-Defined Benefit*.

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

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

Retirees	1
Spouses of Retirees	1
Active employees	5
Total employees	<u>7</u>

Total OPEB Liability

The Assessor's total OPEB liability of \$2,343,456 was measured as of December 31, 2023, and was determined by an actuarial valuation as of that date.

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 8. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – (continued)

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

Inflation	2.3%
Salary increases	3%, including inflation
Discount rate	3.26%, per annum, compounded annually
	3.72%, annually (As of End of Year Measurement Date)
Mortality rates:	
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 Disabled Retirees Mortality, projected generationally using Scale MP-2021

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

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

Changes in the Total OPEB Liability

Balance at December 31, 2022		\$ 2,161,675
Changes for the year:		
Service cost		35,008
Interest		81,293
Effect of assumption changes		
Change due to mortality update	(36,709)	
Charge due to discount rate update	125,162	
Changes in assumptions		88,453
Benefits payments and net transfers		(22,973)
Balance at December 31, 2023		<u>\$ 2,343,456</u>

Sensitivity of the total OPEB liability to change in the discount rate – The following presents the total OPEB liability of the Assessor, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.26%) or 1-percentage-point higher (4.26%) than the current discount rate:

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 8. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – (continued)

	1.0% Decrease (2.26%)	Current Discount Rate (3.26%)	1.0% Increase (4.26%)
Total OPEB liability	\$ 2,657,096	\$ 2,343,456	\$ 2,084,493

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

	1.0% Decrease	Current Trend Rate	1.0% Increase
Total OPEB liability	\$ 2,657,096	\$ 2,343,456	\$ 2,084,493

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

For the year ended December 31, 2023, the Assessor recognized OPEB expense \$157,378. On December 31, 2023, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Difference between expected and actual expenditures	\$ (67,862)	\$ 4,070
Changes in assumptions	(73,951)	83,321
Total	\$ (141,813)	\$ 87,391

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

2024	(42,840)
2025	(26,118)
2026	14,536
2027	-
2028	-
Thereafter	-

NOTE 9. RISK MANAGEMENT

The Assessor is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the Assessor maintains commercial insurance policies covering his automobile, professional liability, and surety bond coverage. No claims were paid on any of the policies during the past three years. There were no reductions in insurance coverage during the year ended December 31, 2023.

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

NOTE 10. EXPENDITURES OF THE ASSESSOR'S OFFICE PAID BY THE POLICE JURY

The Madison Parish Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4713, is paid by the Madison Parish Police Jury.

NOTE 11. SUBSEQUENT EVENTS

Subsequent events were evaluated through June 19, 2024, which is the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

PART II

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
DECEMBER 31, 2023

	Original Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Ad valorem taxes	\$ 620,278	\$ 638,944	\$ 18,666
Revenue Sharing	23,000	21,769	(1,231)
Preparing tax rolls	4,114	4,136	22
Interest income	455	1,502	1,047
Other income	-	316	316
Total Revenues	<u>647,847</u>	<u>666,667</u>	<u>18,820</u>
Expenditures			
General Government			
Salaries:			
Assessor	118,997	120,964	(1,967)
Deputies and other	221,057	278,346	(57,289)
Assessor's expense	11,900	11,900	-
Insurance	1,400	9,409	(8,009)
Medical insurance	118,438	109,225	9,213
Retirement	49,366	48,601	765
Professional services	16,250	13,250	3,000
Office expense	7,415	26,578	(19,163)
Repairs & maintenance	1,000	167	833
Payroll taxes	-	5,837	(5,837)
Telephone	2,904	1,923	981
Travel	56	267	(211)
Dues and subscription	13,316	-	13,316
Equipment rental	6,080	-	6,080
Computers mapping program	2,000	-	2,000
Total Expenditures	<u>570,179</u>	<u>626,467</u>	<u>(56,288)</u>
Excess (Deficiency) of Revenues Over Expenditures	77,668	40,200	(37,468)
Fund Balance - Beginning	<u>628,742</u>	<u>628,742</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 706,410</u>	<u>\$ 668,942</u>	<u>\$ (37,468)</u>

OTHER FINANCIAL INFORMATION

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
FOR THE YEAR ENDED DECEMBER 31, 2023

Total OPEB Liability

	2018	2019	2020	2021	2022	2023
Service cost	\$ 42,813	\$ 41,491	\$ 63,284	\$ 72,486	\$ 42,933	\$ 35,008
Interest	44,628	62,945	55,082	49,712	50,328	81,293
Effect of plan changes	-	-	-	-	-	-
Effect of economic/demographic gains or losses	192,515	-	62,198	-	(153,222)	-
Changes of assumptions	(19,700)	371,278	167,831	28,517	(166,973)	88,453
Benefits payments	(20,220)	(21,853)	(22,973)	(22,973)	(22,973)	(22,973)
Net change in total OPEB liability	240,036	453,861	325,422	127,742	(249,907)	181,781
Total OPEB liability - beginning	1,264,521	1,504,557	1,958,418	2,283,640	2,411,582	2,161,675
Total OPEB liability - ending	<u>\$ 1,504,557</u>	<u>\$ 1,958,418</u>	<u>\$ 2,283,840</u>	<u>\$ 2,411,582</u>	<u>\$ 2,161,675</u>	<u>\$ 2,343,456</u>
Covered employee payroll	\$ 457,360	\$ 467,656	\$ 481,359	\$ 481,359	\$ 417,360	\$ 410,459
Net OPEB liability as a percentage of covered-employee payroll	328.97%	418.77%	474.46%	500.99%	517.94%	570.94%

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

**MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2023**

Fiscal Year*	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	1.011901%	\$ 529,551	\$ 433,212	122.24%	85.57%
2016	1.026057%	362,064	442,847	81.75%	90.68%
2017	0.967929%	169,843	427,339	39.74%	95.61%
2018	1.002162%	194,824	446,539	43.63%	95.46%
2019	1.044167%	275,432	470,539	58.54%	94.12%
2020	1.062746%	162,362	494,539	32.83%	96.79%
2021	1.068299%	(351,215)	493,539	(71.16)%	106.48%
2022	1.035770%	686,128	494,539	138.74%	87.25%
2023	0.896368%	439,184	410,459	106.99%	90.91%

*Amounts presented were determined as of the measurement date.

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

**MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2023**

Fiscal Year*	Contractually Required Contribution	Contribution in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	\$ 93,148	\$ 93,148	\$ -	\$ 433,212	21.50%
2016	91,557	91,557	-	442,847	18.00%
2017	74,784	74,784	-	427,339	17.50%
2018	71,446	71,446	-	446,539	16.00%
2019	75,286	75,286	-	470,539	16.00%
2020	79,126	79,126	-	494,539	16.00%
2021	75,257	75,257	-	493,539	15.25%
2022	62,436	62,436	-	494,539	12.63%
2023	48,601	48,601	-	410,459	11.85%

*Amounts presented were determined as of the measurement date.

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

OTHER FINANCIAL INFORMATION

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
SCHEDULE OF COMPENSATION, BENEFITS,
OTHER PAYMENTS TO AGENCY HEAD
DECEMBER 31, 2023

Jim Sevier, Assessor

Salary and expense amount	\$	142,458
Benefits - insurance		24,753
Benefits - retirement		<u>20,099</u>
Total	\$	<u><u>187,310</u></u>

OTHER REPORTS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

THE HALFORD FIRM, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

Members
American Institute of
Certified Public Accountants

Mississippi Society of
Certified Public Accountants

Louisiana Society of
Certified Public Accountants

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

Mr. Jim Sevier
Madison Parish Assessor
Tallulah, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Madison Parish Assessor, a component unit of the Madison Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Madison Parish Assessor's basic financial statements, and have issued our report thereon dated June 19, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Madison Parish Assessor's internal control over financial reporting (internal control) to determine the 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 Madison Parish Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of the Madison Parish Assessor's internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Madison Parish Assessor's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and is identified as 23-01 in the schedule of findings and questioned costs.

Purpose of this Report

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

The Halford Firm, PLLC

Vicksburg, Mississippi
June 24, 2024

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
DECEMBER 31, 2023

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the annual financial statements of the Madison Parish Assessor.
2. One instance of noncompliance material with the financial statements of the Madison Parish Assessor was disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

23-01 Failure to File Audit Report Timely

Condition: The Madison Parish Assessor did not submit the audit report for the year ended December 31, 2023 by the required reporting date.

Criteria: Louisiana Revised Statue 24:513 requires all audit engagements to be completed and transmitted to the Legislative Auditor within six months of the close of the fiscal year end.

Cause: The auditor experienced an unexpected staff shortage and was unable to complete the audit in a timely manner.

Effect: Noncompliance with Louisiana Revised Statute 24:513

Recommendation: The Madison Parish Assessor should ensure that all audit engagements are completed and transmitted to the Legislative Auditor in a timely manner.

Management's Response: The auditor has resolved the staff shortage.

MADISON PARISH ASSESSOR
TALLULAH, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR YEAR ENDED DECEMBER 31, 2023

The following is a summary of the status of the prior year findings included in the auditor's report dated June 6, 2023, covering the examination of the financial statements of the Madison Parish Assessor as of and for the year ended December 31, 2022.

There were no prior audit findings.

**STATEWIDE
AGREED-UPON PROCEDURES**

THE HALFORD FIRM, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

Members
American Institute of
Certified Public Accountants

Mississippi Society of
Certified Public Accountants

Louisiana Society of
Certified Public Accountants

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Management of Madison Parish Assessor
and the Louisiana Legislative Auditor,

We have performed the procedures enumerated below, which were agreed to by the Madison Parish Assessor and the Louisiana Legislative Auditor (LLA), solely to assist the users in evaluating management's assertions about the Madison Parish Assessor's compliance with certain laws and regulations during the fiscal year ended December 31, 2023, included in the Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures (SAUPs). The Madison Parish Assessor's management is responsible for those control and compliance (C/C) areas identified in the SAUPs.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Governmental Auditing Standards. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

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.

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Written Policies and Procedures - continued

- 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) ***Travel and expense reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- h) ***Credit Cards (and debit cards, fuel cards, Purchase Cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-11121, (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) ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

The Madison Parish Assessor has written policies and procedures for the above listed items, with the exceptions of receipts/collections and disaster recovery.

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Written Policies and Procedures – continued

Board or Finance Committee

The following procedures were not performed since there is not a board/finance committee for meetings or minutes.

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
 - d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Bank Reconciliations

3. Obtain a listing of the 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:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged).
 - b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

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Written Policies and Procedures – continued

Bank Reconciliations - continued

- 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.

The entity has only one bank account which was reconciled each month of the year. There were not any reconciling items that had been outstanding for more than 12 months. There was not any evidence that anyone who does not handle cash revised the reconciliation.

Collections (excluding electronic funds transfer)

- 4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- 5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not responsible for collecting cash, unless another employee/official verifies the reconciliation.
- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

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Written Policies and Procedures – continued

Collections - continued

7. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, systems report, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Four employees collect cash but there is only one cash drawer, so they do share a cash drawer. One of the employees (the secretary/bookkeeper) is responsible for preparing bank deposits and reconciling collection documentation. The Assessor does not use pre-numbered collection receipts. The Assessor is covered by a bond, but none of the other employees are. The Assessor only had one bank account; therefore (2) deposits were tested for that bank account.

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).

The assessor processes all payments in one location (The Madison Parish courthouse).

9. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee jobs duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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Written Policies and Procedures – continued

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

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

All purchases are approved by the assessor.

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

All payments are approved by the assessor.

- 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.

All payments are signed by the assessor.

- 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.

The employee who mails payment does not process payments.

- e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

The only electronic disbursements are payroll tax related.

- 10. For each location selected under procedure #5 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, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.
- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedures #5B above, as applicable.

Procedures for processing disbursements do not include requisitions, purchase orders, or receiving reports. The Assessor is responsible for all purchases and payments to the vendors.

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Written Policies and Procedures – continued

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

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/ or account for testing that does include electronic disbursements.

The only electronic disbursements made by the Madison Parish Assessor were for payroll tax liabilities.

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

The following procedures were not performed since the Madison Parish Assessor does not use any credit/debit/fuel cards.

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported).
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions, (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

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Written Policies and Procedures – continued

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

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- 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).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A (vii).
 - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

In the year under review the assessor had only one travel related expenditure. We did not note any exception when reviewing this transaction.

Contracts

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, lease, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Five contracts were selected, and the above procedures were performed. No exceptions were noted in these tests.

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Written Policies and Procedures – continued

Payroll and Personnel

17. Obtain a listing of employees or officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

No exception noted in performing these procedures.

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

The assessor did not have any terminations in the period under review.

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

The above procedures were performed, and no exceptions were observed.

Ethics

21. Using the 5 randomly selected employees/officials from procedure Payroll and Personnel procedure #9A obtain ethics documentation from management, and:

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Written Policies and Procedures – continued

Ethics- continued

- a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.

All employees completed a one-hour ethics training course during the year.

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

There were not any changes to the ethics policy in the audit period.

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

The agency has appointed an ethics designee.

Debt Service

The following procedures were not performed since the Assessor does not have any outstanding debts.

23. Obtain a listing of bond/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debts instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. Obtain a listing of bond/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 assets funds, or other funds required by the debt covenants).

Fraud Notice

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

The assessor is not aware of any misappropriation of public funds.

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

The assessor has the required notice posted in the office.

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Written Policies and Procedures – continued

Information Technology Disaster Recovery/Business Continuity

27. Perform the following procedures, **verbally discuss the results with management, and report "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 there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

The assessor does backups of all critical data twice a week.

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

The assessor had not tested any backups to verify they can be restored.

- 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.

The assessor has seven computers in use currently and they all have active antivirus software and operating systems are supported by the vendor.

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

The assessor did not have any employees that were terminated in the year under review.

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

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

Prevention of Sexual Harassment

30. Using the 5 randomly selected employees/officials Payroll and Personnel procedure #9A, 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 as required by R.S. 42:343.

Each employees completed one hour of sexual harassment training.

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Written Policies and Procedures – continued

Prevention of Sexual Harassment - continued

31. 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).

The sexual harassment policy was posted on the entity's premises. The assessor does not have a website.

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

- a) Number and percentage of public servants in the agency who have completed the training requirements; *All employees of the assessor completed the training.*
- b) Number of sexual harassment complaints received by the agency; *-0-*
- c) Number of complaints which resulted in a finding that sexual harassment occurred; *N/A*
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and. *N/A*
- e) Amount of time it took to resolve each complaint. *N/A*

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on 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.

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

The Halford Firm, PLLC

Vicksburg, Mississippi
June 24, 2024