

**TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana**

**Annual Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
December 31, 2016  
With Supplemental Information Schedules**

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

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C O N T E N T S

		<u>Page No.</u>
<b>Independent Auditor's Report</b>		3
<b>Required Supplemental Information (Part I)</b>		
Management's Discussion and Analysis		7
<b>Basic Financial Statements</b>		
	<u>Statement</u>	<u>Page No.</u>
Government-Wide Financial Statements:		
Statement of Net Position	A	12
Statement of Activities	B	13
Fund Financial Statements:		
Governmental Funds:		
Balance Sheet	C	14
Reconciliation of the Governmental Funds Balance Sheet to The Financial Statement of Net Position		15
Statement of Revenues, Expenditures, and Changes in Fund Balances	D	16
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, And Changes in Fund Balances to the Statement of Activities		17
Notes to the Financial Statements		18

C O N T E N T S (CONTD.)

	<u>Schedule</u>	<u>Page No.</u>
<b>Required Supplemental Information (Part II):</b>		
Budget Comparison Schedule	1	37
Note to Budgetary Comparison Schedule		38
Employee Health Care Plan - Schedule of Funding Progress	2	39
Schedule of Employer's Share of Net Pension Liability	3	40
Schedule of Employer Contributions	4	41
<b>Other Supplemental Schedules (Part III):</b>		
Schedule of Compensation, Benefits and Other Payments to Agency Head	5	43
<b>Reports Required by Government Auditing Standards (Part IV)</b>		
<b>Independent Auditor's Report Required by Government Auditing Standards (Part IV):</b>		
Independent Auditor's Report on Compliance and Internal Control over Financial Reporting		46
Schedule of Findings and Questioned Costs	6	48
Summary Schedule of Prior Audit Findings	7	49

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Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

## Independent Auditor's Report

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

### Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities and major fund of the Tensas Parish Assessor, a component unit of the Tensas Parish Police Jury, as of December 31, 2016, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

### *Auditor's Responsibility*

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Tensas Parish Assessor's preparation and fair presentation of the financial statements 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 Tensas Parish Assessor's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.



TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana  
Independent Auditor's Report,  
December 31, 2016

*Opinions*

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and major fund of the Tensas Parish Assessor as of December 31, 2016, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Other Matters*

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 7 through 10, the budgetary comparison information on pages 37 through 38, the schedule of funding progress for the retiree healthcare plan on page 39, and the schedule of the Assessor's proportionate share of the net pension liability on pages 40 through 41, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I 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 managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Tensas Parish Assessor's office basic financial statements. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the financial statements.

The combining and individual nonmajor fund financial statements are 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 schedule of compensation, benefits, and other payments to agency head on page 43 presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana  
Independent Auditor's Report,  
December 31, 2016

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

In accordance with *Government Auditing Standards*, I have also issued a report dated March 29, 2017, on my consideration of the Tensas Parish Assessor's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of 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 Tensas Parish Assessor's internal control over financial reporting and compliance.



West Monroe, Louisiana  
March 29, 2017

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**



TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

**Management's Discussion and Analysis**  
December 31, 2016

As management of the Tensas Parish Assessor, I offer readers of the Tensas Parish Assessor's financial statements this narrative overview and analysis of the financial activities of the Tensas Parish Assessor for the fiscal year ended December 31, 2016. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

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

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

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

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

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



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

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Tensas Parish Assessor exceeded liabilities by \$316,191. Approximately 1% of the Tensas Parish Assessor's net position reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending.

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

STATEMENT OF NET POSITION  
Governmental Funds

	<b>2016</b>	<b>2015</b>
<b>ASSETS</b>		
Cash and cash equivalents	\$331,954	\$326,207
Receivables	210,066	209,210
Capital assets (net of accumulated depreciation)	<u>3,605</u>	<u>6,040</u>
<b>TOTAL ASSETS</b>	<u>545,625</u>	<u>541,457</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension related	<u>82,595</u>	<u>145,698</u>
<b>TOTAL ASSETS AND DEFERRED     OUTFLOWS OF RESOURCES</b>	<u><u>\$628,220</u></u>	<u><u>\$687,155</u></u>
<b>LIABILITIES</b>		
Accounts payable	\$19	\$18,870
Net pension liability	179,234	262,548
Net OPEB Obligation	<u>112,114</u>	<u>95,897</u>
<b>TOTAL LIABILITIES</b>	<u>291,367</u>	<u>377,315</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension related	20,662	23,939
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	3,605	6,040
Unrestricted	<u>312,586</u>	<u>279,861</u>
<b>TOTAL NET POSITION</b>	<u>316,191</u>	<u>285,901</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<u><u>\$628,220</u></u>	<u><u>\$687,155</u></u>

STATEMENT OF ACTIVITIES

	<b>2016</b>	<b>2015</b>
<b>Taxation:</b>		
Personal services	\$402,510	\$367,152
Operating services	16,893	16,038
Materials and supplies	16,749	79,690
Travel	14,390	13,753
Depreciation expense	<u>2,435</u>	<u>2,724</u>
<b>Total Program Expenses</b>	452,977	479,357
Program revenues-fees, charges and commissions	<u>6,523</u>	<u>8,056</u>
<b>Net Program Expenses</b>	<u>(446,454)</u>	<u>(471,301)</u>
<b>General revenues:</b>		
Taxes - ad valorem	363,699	348,945
Federal grant	7,873	83,189
Federal in lieu of taxes	2,887	2,733
Intergovernmental - state funds - state revenue sharing	8,971	9,623
Interest earned	488	375
Other revenues	<u>92,826</u>	<u>63,618</u>
<b>Total General Revenues</b>	<u>476,744</u>	<u>508,483</u>
<b>Change in Net Position</b>	30,290	37,182
<b>Net Position - Beginning of year</b>	<u>285,901</u>	<u>248,719</u>
<b>Net Position - End of year</b>	<u><u>\$316,191</u></u>	<u><u>\$285,901</u></u>



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

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

As of December 31, 2016, the General Fund unassigned fund balance of \$542,001 showed an increase of \$25,454 over December 31, 2015.

### **General Fund Budgetary Highlights**

There was no budget amendments for the current year.

### **Capital Asset and Debt Administration**

**Capital assets.** The Tensas Parish Assessor's investment in capital assets for its governmental activities as of December 31, 2016, \$3,605, net of accumulated depreciation. This investment includes furniture and equipment. There were no increases or decreases in capital assets for the year.

**Long-term debt.** The Tensas Parish Assessor contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the assessor's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at December 31, 2016 is \$112,114. Net pension liability is \$179,234 at December 31, 2016.

### **Requests for Information**

This financial report is designed to provide a general overview of the Tensas 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 Tensas Parish Assessor, Courthouse Building, St. Joseph, LA 71366.

March 29, 2017



**BASIC FINANCIAL STATEMENTS**

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

STATEMENT OF NET POSITION  
December 31, 2016

<b>ASSETS</b>	
Cash and cash equivalents	\$331,954
Receivables	210,066
Capital assets (net of accumulated depreciation)	<u>3,605</u>
<b>TOTAL ASSETS</b>	<u>545,625</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Pension related	<u>82,595</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES</b>	<u><u>\$628,220</u></u>
<b>LIABILITIES</b>	
Accounts payable	\$19
Net pension liability	179,234
Net OPEB obligation	<u>112,114</u>
<b>TOTAL LIABILITIES</b>	291,367
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension related	20,662
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	3,605
Unrestricted	<u>312,586</u>
<b>TOTAL NET POSITION</b>	<u>316,191</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	<u><u>\$628,220</u></u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

STATEMENT OF ACTIVITIES  
December 31, 2016

Taxation:	
Personal services	\$402,510
Operating services	16,893
Materials and supplies	16,749
Travel	14,390
Depreciation expense	2,435
Total Program Expenses	<u>452,977</u>
Program revenues - Fees, charges, and commissions for services	<u>6,523</u>
Net Program Expenses	(446,454)
General revenues:	
Taxes - ad valorem	363,699
Intergovernmental:	
Federal grant	10,760
State funds - state revenue sharing (net)	8,971
Interest earned	488
Other revenues	92,826
Total General Revenues	<u>476,744</u>
Change in Net Position	30,290
Net Position - Beginning of year - as restated	<u>285,901</u>
Net Position - End of year	<u><u>\$316,191</u></u>

The accompanying notes are an integral part of this statement.



TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, December 31, 2016

**ASSETS**

Cash and cash equivalents	\$331,954
Receivables	<u>210,066</u>
<b>TOTAL ASSETS</b>	<b><u>\$542,020</u></b>

**LIABILITIES AND FUND EQUITY**

## Liabilities:

Accounts payable	\$19
Fund Equity - fund balances - unassigned	<u>542,001</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b><u>\$542,020</u></b>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

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

For the Year Ended December 31, 2016

Total Fund Balances at December 31, 2016 - Governmental Funds (Statement C)		<u>\$542,001</u>
Deferred outflows of resources		82,595
Cost of capital assets at December 31, 2016	\$17,175	
Less: Accumulated depreciation as of December 31, 2016	<u>(13,570)</u>	3,605
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net pension liability		(179,234)
Net OPEB obligation		(112,114)
Deferred inflows of resources		<u>(20,662)</u>
Net Position at December 31, 2016 (Statement A)		<u><u>\$316,191</u></u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana  
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures,  
and Changes in Fund Balances

For the Year Ended December 31, 2016

<b>REVENUES</b>	
Taxes - ad valorem	\$363,699
Federal grant	7,873
Federal in lieu of taxes	2,887
Intergovernmental revenues - state funds - state revenue sharing	8,971
Fees, charges, and commissions for services	6,523
Use of money and property - interest earnings	488
Total revenues	<u>390,441</u>
<b>EXPENDITURES</b>	
Current:	
General government - taxation:	
Personal services	316,955
Operating services	16,893
Materials and supplies	16,749
Travel and other charges	14,390
Total expenditures	<u>364,987</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	25,454
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>516,547</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$542,001</u>

The accompanying notes are an integral part of this statement.



TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

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

For the Year Ended December 31, 2016

Total net change in fund balances - governmental funds (Statement D)	\$25,454
Amounts reported for governmental activities in the Statement of Activities are different	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	(2,435)
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	(16,217)
Non-employer contributions to cost-sharing pension plan	92,826
Pension expense	<u>(69,338)</u>
Change in net position of governmental activities (Statement B)	<u>\$30,290</u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended December 31, 2016

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a term of four years, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

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

**A. REPORTING ENTITY**

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

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

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the police jury to impose its will on that organization and/or



## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

### Notes to the Financial Statements (Continued)

- b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the assessor's office is located and provides partial funding for equipment, furniture and supplies of the assessor's office, the assessor was determined to be a component unit of the Tensas 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 Tensas Parish financial reporting entity.

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

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

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

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

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized



## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

### Notes to the Financial Statements (Continued)

when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

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

**Allocation of Indirect Expenses** - The assessor reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function.

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

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

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

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

#### **Governmental Fund Type**

**General Fund** - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the assessor and is used to account for the operations of the

## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana  
Notes to the Financial Statements (Continued)

Assessor's office. The various fees and charges due to the Assessor's office are accounted for in this fund. General operating expenditures are paid from this fund.

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

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

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

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

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

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

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



TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

**Revenues**

Ad valorem taxes and the related state revenue sharing are budgeted in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

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

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

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees for preparing tax rolls have been treated as susceptible to accrual.

**Expenditures**

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

**E. CASH AND CASH EQUIVALENTS**

Under state law, the assessor of court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2016, the assessor has cash and cash equivalents (book balances) totaling \$331,954.

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These deposits are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash (bank balances) at December 31, 2016, total \$340,435 and are fully secured by federal deposit insurance and pledged securities.

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

**F. CAPITAL ASSETS**

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

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

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

**G. ANNUAL AND SICK LEAVE**

All employees earn ten days of vacation leave and ten days of sick leave each year. Vacation leave and sick leave are non-cumulative and any amounts remaining at year-end are forfeited.

**H. RISK MANAGEMENT**

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions. To handle such risk of loss, the assessor maintains commercial insurance policies covering her automobile, and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2016.

**I. PENSION PLANS**

The Tensas Parish Tax Assessors' Office is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net



TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

**2. PRINCIPAL TAXPAYERS**

The following are the principal taxpayers for the parish and their 2016 assessed valuation:

	<u>2016 Assessed Valuation</u>	<u>% of Total Assessed Valuation</u>
American River Trans. Co.	\$15,512,160	25.52%
Entergy Louisiana, Inc.	1,463,882	2.41%
Cross Keys Bank	897,270	1.48%
Marlin Resources, LLC	811,495	1.33%
Tensas State Bank	702,009	1.15%
Bunge North America Inc	649,460	1.07%
Goldman Equipment Co.	514,550	0.85%
Plains Pipeline LP	511,579	0.84%
Somerset Plantation	506,865	0.83%
Bellsouth Telecommunications	473,039	0.78%
Total	<u>\$22,042,309</u>	<u>36.26%</u>

**3. RECEIVABLES**

The General Fund receivables of \$210,066 at December 31, 2016, are as follows:

<u>Class of receivables:</u>	
Taxes - Ad valorem	\$194,971
Intergovernmental revenue:	
State funds - state revenue sharing (net)	9,357
Fees, charges and commission	<u>5,738</u>
Total	<u>\$210,066</u>

TENSAS PARISH ASSESSOR  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

**4. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, January 1, 2016	\$17,175
Additions	NONE
Deletions	<u>NONE</u>
Balance, December 31, 2016	17,175
Less accumulated depreciation	<u>(13,570)</u>
Net Capital Assets	<u>\$3,605</u>

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

The Louisiana Assessor’s Retirement System (system) was created by Act 91 Section 1 of the 1950 regular Legislature Session. The Fund is a cost-sharing multiple-employer qualified governmental defined benefit pension plan covering assessors and their deputies employed by any parish in the state of Louisiana, under the provisions of Louisiana Revised Statute 11:1401 through 1494. The plan is a qualified plan as defined by the Internal Revenue code Section 401(a), effective January 1, 1998. Membership in the Louisiana Assessors’ Retirement Fund is a condition of employment for Assessors and their full time employees.

*Summary of Significant Accounting Policies.*

The Fund prepares its employer schedules in accordance with Governmental Accounting Statement No. 68 - *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service. It also provides methods to calculate participating employer’s proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows.

The Fund’s employer schedules were prepared using the accrual basis of accounting. Members’ earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The member’s earnable compensation is attributed to the employer for which the member is employed as of September 30, 2015.



## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana  
Notes to the Financial Statements (Continued)

### *Plan Fiduciary Net Position*

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

### *Plan Description.*

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

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

### *Plan Benefits*

#### *Pension benefits*

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 the age of fifty-five and have at least thirty years of service.

Employees who became members prior to October 1, 2006, are entitled to pension benefits equal to three and one-third percent of their average final compensation based on the 36 consecutive months of highest pay, multiplied by their total years of service, not to exceed 100% of final compensation. Employees who become members on or after October 1, 2006 will have their benefit based on the highest 60 months of consecutive service. Employees may elect to receive their pension benefits in the form of a joint and survivor annuity.

## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana  
Notes to the Financial Statements (Continued)

If employees terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to the employer's contributions. Benefits are payable over the employees' lives in the form of a monthly annuity. Employees may elect a reduced benefit or any of four options at retirement.

### *Death benefits*

As set forth in R.S. 11:1441, benefits for members who die in service are as follows:

1. If a member of the Fund dies in service with less than 12 years of credible service and leaves a surviving spouse, their accumulated contributions shall be paid to the surviving spouse.
2. If a member dies and has 12 or more years of credible service and is not eligible for retirement, the surviving spouse shall receive an automatic optional benefit which is equal to the joint and survivorship amounts provided in Option 2 as provided for in R.S. 11:1423, which shall cease upon a subsequent remarriage, or a refund of the member's accumulated contributions, whichever the spouse elects to receive.
3. If a member dies and is eligible for retirement, the surviving spouse shall receive an automatic optional benefit which is equal to the Option 2 benefits provided for in R.S. 11:1423, which shall not terminate upon a subsequent remarriage.
4. Benefits set forth in item number 2 above, shall cease upon remarriage and shall resume upon a subsequent divorce or death of a new spouse. The spouse shall be entitled to receive a monthly benefit equal to the amount being received prior to marriage.

### *Disability Benefits*

The Board of Trustees shall award disability benefits to eligible members who have been officially certified as disabled by the State Medical Disability Board. The disability benefits shall be the lesser of 1) a sum equal to the greatest of 45% of final average compensation or the members' accrued retirement benefit at the time of termination of employment due to disability or 2) the retirement benefit which would be payable assuming continued service to the earliest normal retirement age based on final average compensation at the time of termination of employment due to disability.

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



## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

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

In lieu of receiving a normal retirement benefit pursuant to R.S. 11:1421 through 1423, an eligible member of the Fund may elect to retire and have their benefits structured, calculated, and paid as provided in this section. An active, contribution member of the Fund shall be eligible for Back-DROP only if all of the following apply:

1. The member has accrued more service credit than the minimum required for eligibility for a normal retirement benefit.
2. The member has attained an age that is greater than the minimum required for eligibility for a normal retirement benefit, if applicable.
3. The member has revoked their participation, if any, in the Deferred Retirement Option Plan pursuant to R.S. 11:14568.2.

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

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

### *Excess Benefit Plan*

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

### *Contributions*

Contributions for all members are established by statute at 8.0% of earned compensation. The contributions are deducted from the member's salary and remitted by the participating agency. Administrative costs of the Fund are financed through employer contributions. According to state statute, contributions for all employers are actuarially determined each year. Employer contributions were 13.5% of the members' earnings for the year ended December 31, 2016. The fund also received one-fourth of one percent of the property taxes assessed in each parish of the state as well as a state revenue sharing appropriation. The Tensas Parish Tax Assessors' contributions to the Fund for the years ended December

TENSAS PARISH ASSESSOR  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

31, 2016, 2015, and 2014 were \$28,249, \$28,798, and \$27,441, respectively, equal to the required contributions for each year.

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

At December 31, 2016, the Assessor reported a liability of \$179,234 for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Assessors' proportion of the net pension liability was based on a projection of the Assessors' long-term share of contributions to the pension plan relative to the projected contributions of all participating assessors', actuarially determined. At September 30, 2016, the Assessors' proportion was 0.5079 percent, which was an increase of 0.0062 from its proportion measured as of September 30, 2015.

For the year ended December 31, 2016, the Assessor recognized pension expense of \$28,249 plus difference in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$69,338. Total pension expense for the Assessor for the year ended December 31, 2016 was \$97,587.

At December 31, 2016, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Beginning balance	\$145,698	\$23,939
Change in system deferred outflows and inflows of resources	(40,473)	(5,449)
Differences between Assessor contributions and proportionate share of contributions	(28,224)	2,172
Assessor contributions subsequent to the measurement date	5,594	
Total	\$82,595	\$20,662

\$5,594 reported as deferred outflows of resources related to pensions resulting from the Assessors' contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:



TENSAS PARISH ASSESSOR  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

Year ended December 31:	
2016	\$25,020
2017	25,020
2018	29,558
2019	(3,135)
2020	2,809

**Actuarial assumptions.** The total pension liability in the September 30, 2015 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	5.75% (Including inflation and merit increases)
Investment rate of return	7.0%, net of investment expense

Active member mortality rates were based on the RP-2000 Combined Healthy Table set back three years for males and one year for females. Disabled Lives Mortality rates were based on the RP-2000 disabled Lives Mortality Tables.

The discounted rate used to measure the total pension liability was 7.0%. 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 will be made at the actuarially determined rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions and the other assumptions the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

The long-term expected rate of return on pension plan investments was determined using a building block method.

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

The following presents the net pension liability of the fund calculated using the discount rate of 7.0%, as well as what the funds pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate.

TENSAS PARISH ASSESSOR  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

	1% Decrease (6.0%)	Current Discount Rate (7.0%)	1% Increase (8.0%)
Assessors' proportionate share of the net pension liability	\$378,845	\$179,234	\$8,074

**6. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

*Plan Description.* The Tensas Parish Tax Assessor's medical benefits are provided through a comprehensive medical plan 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: age 55 and 12 years of service.

All of the assumptions used for the valuation of the medical benefits have been used for dental insurance except for the trend assumption: zero trend was used for dental insurance. The actuarial cost and values for dental insurance have been included with the results for medical insurance in this valuation.

*Contribution Rates* - Employees do not contribute to their post employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

*Funding Policy.* Until 2009, the Tensas Parish Tax Assessor recognized the cost of providing post-employment medical and life insurance benefits (the Tensas Parish Tax Assessor's portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2016 and 2015, the Tensas Parish Assessor's portion of health care and life insurance funding cost for retired employees totaled \$13,637 and \$12,627, respectively.

Effective January 1, 2009, the Tensas Parish Tax Assessor implemented Government Accounting Standards Board Codification Section P50, *Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions* (GASB Codification Section P50). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

*Annual Required Contribution.* The Tensas Parish Assessor's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB Codification Section P50. The ARC is the sum of the Normal Cost plus the contribution to amortize the Unfunded Actuarial Accrued Liability (UAAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB Codification Section P50) has been used for the post-employment benefits. The actuarially computed ARC is as follows:



TENSAS PARISH ASSESSOR  
 St. Joseph, Louisiana  
 Notes to the Financial Statements (Continued)

	<u>2016</u>
Normal cost	\$11,101
30-year UAL amortization amount	<u>20,463</u>
Annual required contribution (ARC)	<u><u>\$31,564</u></u>

**Net Post-Employment Benefit Obligation (Asset)** - The table below shows the Tensas Parish Tax Assessor's Net Other Post-employment Benefit (OPEB) Obligation for fiscal year ending December 31:

	<u>2016</u>	<u>2015</u>
Beginning Net OPEB Obligation	\$95,897	\$79,594
Annual required contribution	31,564	30,350
Interest on net OPEB obligation	3,836	3,184
Adjustment to annual required contribution	<u>(5,546)</u>	<u>(4,604)</u>
Annual OPEB cost (expense)	29,854	28,930
Contributions made	<u>(13,637)</u>	<u>(12,627)</u>
Change in Net OPEB Obligation	16,217	16,303
Net OPEB obligation at end of year	<u><u>\$112,114</u></u>	<u><u>\$95,897</u></u>

The following table shows the Tensas Parish Assessor's annual post employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post employment benefits (PEB) liability for last year and this year:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Liability (Asset)</u>
December 31, 2016	\$ 29,854	45.68%	\$ 112,114
December 31, 2015	\$ 28,931	43.65%	\$ 95,897

**Funded Status and Funding Progress** . In 2016 and 2015, the Tensas Parish Tax Assessor made no contributions to its post employment benefits plan. The plan is not funded, has no assets, and hence has a funded ration of zero. Based on the January 1, 2015 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year December 31, 2016 was \$368,017 which is defined as that portion, as determined by a particular actuarial cost method (the Tensas Parish Tax Assessor used the Projected Unit Credit Cost Method), of the actuarial present value of post employment plan benefits and expenses which is not provided by normal cost.

Actuarial Accrued Liability (AAL)	\$368,017
Actuarial Value of Plan Assets (AVP)	NONE
Unfunded Act. Accrued Liability (UAAL)	\$368,017
Funded Ratio (AVP/AAL)	0.00%

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana  
Notes to the Financial Statements (Continued)

Covered Payroll (active plan members)	211,434
UAAL as a percentage of covered payroll	174.06%

**Actuarial Methods and Assumptions.** Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the Tensas Parish Tax Assessor and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the Tensas Parish Tax Assessor and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the Tensas Parish Tax Assessor and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

**Actuarial Cost Method** - The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

**Actuarial Value of Plan Assets** - There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Codification Section P50.

**Turnover Rate** - An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 5%.

**Post employment Benefit Plan Eligibility Requirements** - Based on past experience, it has been assumed that entitlement to benefits will commence five years after the earlier of the following: (1), completion of thirty (30) years of service at any age, and (2), attainment of age 55 and completion of twenty (20) years of service. Entitlement to benefits continue through Medicare to death.

**Investment Return Assumption (Discount Rate)** - GASB Codification Section P50 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on



TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

**Health Care Cost Trend Rate** - The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5.0% for ten years out and later.

**Mortality Rate** - The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rate and 50% of the unloaded female mortality rates, is used. This is a recently published mortality table which has been used in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

**Method of Determining Value of Benefits** - The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical, dental and life insurance for the retirees only and not for dependents. The rates provided applicable before and after age 65 are "blended" rates. Since GASB Codification Section P50 mandates that "unblended" rates be used, we have estimated the unblended rates for retired before Medicare eligibility to be 130% of the blended rate and 80% of the blended rate after Medicare eligibility.

**Inflation Rate** - Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

**Projected Salary Increases** - This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

**Post-retirement Benefit Increases** - The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

## 7. LITIGATION AND CLAIMS

The Tensas Parish Assessor is not involved in any litigation at December 31, 2016, nor is she aware of any unasserted claims.



TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

**8. EXPENDITURES OF THE ASSESSOR  
PAID BY THE POLICE JURY**

The Tensas 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 Tensas Parish Police Jury.

**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
For the Year Ended December 31, 2016

	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Taxes - ad valorem	\$335,000	\$363,699	\$28,699
Federal grant	35,561	7,873	(27,688)
Federal in lieu of taxes	2,500	2,887	387
Intergovernmental revenues - state funds - state revenue sharing	10,500	8,971	(1,529)
Fees, charges, and commissions for services	2,300	6,523	4,223
Use of money and property - interest earnings	200	488	288
Total revenues	<u>386,061</u>	<u>390,441</u>	<u>4,380</u>
<b>EXPENDITURES</b>			
Current:			
General government - taxation			
Personal services and related benefits	338,950	316,955	21,995
Operating services	16,820	16,893	(73)
Materials and supplies	39,561	16,749	22,812
Travel and other charges	5,100	14,390	(9,290)
Travel and other charges			
Total expenditures	<u>400,431</u>	<u>364,987</u>	<u>35,444</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	(14,370)	25,454	39,824
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>489,321</u>	<u>516,547</u>	<u>27,226</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$474,951</u>	<u>\$542,001</u>	<u>\$67,050</u>

See accompanying note to budgetary comparison schedule.



TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE  
For the Year Ended December 31, 2016

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Tensas Parish Assessor's office during the month of December for comments from taxpayers. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

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

**Tensas Parish Tax Assessor  
Employee Health Care Plan  
December 31, 2016**

**Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
December 31, 2008	\$0	\$322,228	\$322,228	0.00%	\$151,060	213.00%
December 31, 2012	\$0	\$163,462	\$163,462	0.00%	\$191,390	85.41%
December 31, 2015	\$0	\$353,862	\$353,862	0.00%	\$201,477	175.64%

Note:

Generally accepted governmental accounting principles (GASB Codification Po50.131-132) require that the schedule present information from the last three actuarial valuations.

**Tensas Parish Assessor**  
**Schedule of Employer's Share of Net Pension Liability**  
**December 31, 2016**

Actuarial Valuation Date	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
September 30, 2015	0.501693%	\$262,548	\$213,321	123.08%	85.57%
September 30, 2016	0.507933%	\$179,234	\$223,752	80.10%	90.68%

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



**Tensas Parish Assessor  
Schedule of Employer Contributions  
December 31, 2016**

Actuarial Valuation Date	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
September 30, 2015	\$28,798	\$28,798	\$0	\$213,321	13.50%
September 30, 2016	\$28,249	\$28,249	\$0	\$223,752	12.63%

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

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**



TENSAS PARISH ASSESSOR  
St. Joseph, LouisianaSchedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended December 31, 2016

DONNA RATCLIFF, ASSESSOR

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$123,174
Expense allowance	12,317
Benefits-insurance	18,724
Benefits-retirement	17,106
Benefits-deferred compensation	6,000
Travel - mileage	270
Vouchered meals	125
Registration fees	545
Housing and lodging	1,133
Insurance - surety bond	100
Association dues	2,482

**REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
PART IV**



**Independent Auditor's Report Required  
by *Government Auditing Standards***

The following independent auditor's report on compliance and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Member:  
American Institute of  
Certified Public Accountants  
Society of Louisiana Certified  
Public Accountants

**MARY JO FINLEY, CPA, INC.**  
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Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

**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 *Government Auditing Standards***

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

I 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 Tensas Parish Assessor, a component unit of the Jackson Parish Police Jury, as of and for the year ended December 31, 2016 and the related notes to the financial statements, which collectively comprise the Tensas Parish Assessor's basic financial statements, and have issued my report thereon dated March 29, 2017.

**Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered Tensas Parish Assessor's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Tensas Parish Assessor's internal control. Accordingly, I do not express an opinion on the effectiveness of the Tensas Parish Assessor's internal control.

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

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

December 31, 2016

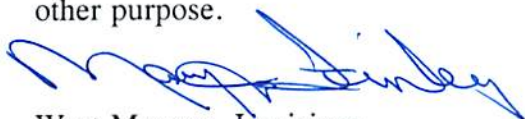
My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I 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 Tensas Parish Assessor's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Tensas Parish Assessor'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 Tensas Parish Assessor's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



West Monroe, Louisiana

March 29, 2017



TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2016

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Tensas Parish Assessor.
2. No instances of noncompliance material to the financial statements of the Tensas 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**

None

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2016

There were no findings reported in the audit report for the year ended December 31, 2015.