

LINCOLN PARISH ASSESSOR  
RUSTON, LOUISIANA

FINANCIAL STATEMENTS  
DECEMBER 31, 2013

LINCOLN PARISH ASSESSOR  
DECEMBER 31, 2013

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## INDEPENDENT AUDITORS' REPORT

Honorable Sheila Bordelon, C. L. A.  
Lincoln Parish Assessor  
Ruston, Louisiana

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of Lincoln Parish Assessor as of and for the year ended December 31, 2013, 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.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we 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 entity'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 entity's internal control. Accordingly, we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of

the governmental activities and each major fund, of the Lincoln Parish Assessor, as of December 31, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 4-11) and budgetary comparison information on page 36 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Lincoln Parish Assessor's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 31, 2014, on our consideration of the Lincoln Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Lincoln Parish Assessor's internal control over financial reporting and compliance.

COCHRAN, CLARK & ROBINSON



Rayville, LA  
May 31, 2014

**REQUIRED SUPPLEMENTARY  
INFORMATION**

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Management's Discussion and Analysis (Unaudited)

Within this section of the Lincoln Parish Assessor, Ruston, Louisiana (the Parish Assessor) annual financial report, the Parish Assessor's management is pleased to provide this narrative discussion and analysis of the financial activities of the Parish Assessor for the calendar year ended December 31, 2013. The Parish Assessor's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section.

**FINANCIAL HIGHLIGHTS**

- The Parish Assessor's assets exceeded its liabilities (net position) by \$873,658 for 2013.
- Total net position is comprised of the following:

December 31, 2013

- (1) Capital assets of \$119,222 include property and equipment, net of accumulated depreciation.
  - (2) Unrestricted assets of \$754,436 represent the portion available to maintain the Parish Assessor's continuing obligations to citizens and creditors.
- The Parish Assessor's governmental funds reported total ending fund balance of \$1,872,315 for 2013. The total fund balance is unreserved.
  - At the end of the current calendar year, unreserved fund balance for the General Fund was \$1,872,315 or 246% of total General Fund expenditures.
  - Overall, the Parish Assessor continues to maintain a strong financial position, in spite of a somewhat depressed economy.

The above financial highlights are explained in more detail in the "financial analysis" section of this document.

## **INDEPENDENT AUDITORS' REPORT**

The first item in this report is the Independent Auditors' Report. This report tells the reader what the auditor audited and if the Parish Assessor has followed the accounting and financial reporting rules. For the year ended in 2013, the auditor has given the Parish Assessor what is commonly called "a clean opinion". This means that the Parish Assessor is following the accounting rules and the following financial statements reflect the financial position and the financial activity for the year ended December 31, 2013. The auditors' report is signed by the independent auditor. The auditors' report may be found on pages 1 and 2 of this financial report.

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

This Management Discussion and Analysis document introduces the Parish Assessor's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, (3) notes to the basic financial statements, and (4) other supplementary information as may be applicable. Other than the MD&A, in the Assessor's case, the Schedule of Funding Progress for the Other Postemployment Benefits Plan is additional GASB required supplementary information applicable this year. The Parish Assessor also includes in this report additional information to supplement the basic financial statements, such as required supplementary information and other required supplementary information.

### Government-wide Financial Statements

The Parish Assessor's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the Parish Assessor's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting and elimination or reclassification of activities between funds.

The first of these government-wide statements is the Statement of Net Position. This is the government-wide statement of position presenting information that includes all of the Parish Assessor's assets and liabilities, with the difference 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 Parish Assessor as a whole is improving or deteriorating. Evaluation of the overall health of the Parish Assessor would extend to other nonfinancial factors such as diversification of the taxpayer base, in addition to the financial information provided in this report.

The second government-wide statement is the Statement of Activities, which reports how the Parish Assessor's net position changed during the current calendar year. All current year revenues and expenses are included regardless of when the Parish Assessor receives or pays cash. An important purpose of the design of the statement of activities is to show the financial reliance of the Parish Assessor's distinct activities or functions on revenues provided by the Parish Assessor's taxpayers.

The government-wide financial statements are presented on pages 14 through 15 of this report.

#### Fund Financial Statements

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

The Parish Assessor uses only one fund type:

The Government fund is reported in the fund financial statements and encompasses the same function reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the Parish Assessor's governmental fund. These statements report short-term calendar accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the differences between these two perspectives.

The basic governmental fund financial statements are presented on pages 17 through 20 of this report.

#### Notes to the basic financial statements

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin on page 21 of this report.

#### Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. Other required supplementary information is information that the accounting rules strongly suggest be presented within the Assessor's financial report. The general fund's budgetary comparison statement is included as "other required supplementary information". This statement demonstrates compliance with the Parish Assessor's adopted and final budget. The required supplementary information can be found on pages 36-37 of this report. A schedule of funding progress for the other postemployment benefits is also included as "other required supplementary information".



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

The following table provides a summary of the Parish Assessor's net positions:

	Summary of Net Positions			
	<u>2013</u>		<u>2012</u>	
	<u>Governmental</u>	<u>%</u>	<u>Governmental</u>	<u>%</u>
	<u>Activities</u>	<u>Total</u>	<u>Activities</u>	<u>Total</u>
<b>Assets:</b>				
Current Assets	1,952,459	94%	1,807,746	93%
Capital Assets	<u>119,222</u>	<u>6%</u>	<u>126,008</u>	<u>7%</u>
Total Assets	<u>2,071,681</u>	<u>100%</u>	<u>1,933,754</u>	<u>100%</u>
<b>Liabilities:</b>				
Current Liabilities	7,151	1%	463	0%
Long-Term Other Postemployment Benefits Payable	<u>1,190,872</u>	<u>99%</u>	<u>944,248</u>	<u>100%</u>
Total Liabilities	<u>1,198,023</u>	<u>100%</u>	<u>944,711</u>	<u>100%</u>
<b>Net Position:</b>				
Net Investment in Capital Asset, Unrestricted	<u>119,222</u>	<u>14%</u>	<u>126,008</u>	<u>13%</u>
	<u>754,436</u>	<u>86%</u>	<u>863,035</u>	<u>87%</u>
Total Net Position	<u>873,658</u>	<u>100%</u>	<u>989,043</u>	<u>100%</u>

The Parish Assessor continues to maintain an extremely high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. The current ratio for governmental activities are as follows:

	<u>2013</u>	<u>2012</u>
Current Ratio	273 to 1	3,904 to 1

These are strong ratios.

The Parish Assessor reports a positive balance in the net position for its governmental activities. Net positions have changed as follows:

2013 Decrease (115,385)
2012 Decrease (298,129)

Note that 6%-7% of the governmental activities' assets are tied up in capital in both years. The Parish Assessor uses these capital assets to provide services to its citizens.

The following data is presented on the accrual basis of accounting which means that all costs are presented, however, the purchase of capital assets is not included but depreciation on the capital assets is included.

The following table provides a summary of the Parish Assessor's changes in net positions:

Summary of Changes in Net Positions				
	<u>2013</u>		<u>2012</u>	
	<u>Governmental</u>	<u>%</u>	<u>Governmental</u>	<u>%</u>
	<u>Activities</u>	<u>of</u>	<u>Activities</u>	<u>of</u>
		<u>Total</u>		<u>Total</u>
Revenues:				
Program:				
Charges for Services	29,917	3%	37,399	4%
General:				
Taxes	816,089	91%	800,109	90%
State revenue sharing	47,239	5%	46,896	5%
Interest	<u>7,211</u>	<u>1%</u>	<u>10,842</u>	<u>1%</u>
Total Revenues	<u>900,456</u>	<u>100%</u>	<u>895,246</u>	<u>100%</u>
Program Expenses:				
Operational:				
Salaries and benefits	553,295	55%	626,805	52%
Other Postemployment				
Benefits	246,624	24%	256,583	22%
Operating Services	161,660	16%	249,713	21%
Materials and Supplies	20,415	2%	22,130	2%
Travel and Other	19,388	2%	24,036	2%
Depreciation	<u>14,459</u>	<u>1%</u>	<u>14,108</u>	<u>1%</u>
Total Expenses:	<u>1,015,841</u>	<u>100%</u>	<u>1,193,375</u>	<u>100%</u>
Change in Net Position	(115,385)		(298,129)	
Beginning Net Position	<u>989,043</u>		<u>1,287,172</u>	
Ending Net Position	<u>873,658</u>		<u>989,043</u>	

#### **GOVERNMENTAL REVENUES**

The Parish Assessor is heavily reliant on property taxes to support its operations. As a result, the general economy and local businesses have a major impact on the Parish Assessor's revenue streams.

Sources of revenue are shown below by percentage:

General Revenues	<u>2013</u>	<u>2012</u>
Property Tax	91%	90%
State Revenue Sharing	5%	5%
Interest	<u>1%</u>	<u>1%</u>
Total General Revenues	<u>97%</u>	<u>96%</u>
Program Revenues	<u>3%</u>	<u>4%</u>
Total Revenues	100%	100%

**GOVERNMENTAL FUNCTIONAL EXPENSES**

Since assessor operations are staff oriented, a major portion of the budget is used for employee salaries and benefits each year.

The following is a summary of the major operational expenses as a percentage of total expenses:

	<u>2013</u>	<u>2012</u>
Salaries and Benefits	55%	52%
Other Postemployment Benefits	24%	22%
Operating Services	16%	21%
Materials and Supplies	2%	2%

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

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

In 2006 through 2011, the fund balance increased. In 2012, technology was expanded resulting a decrease in the fund balance. In 2013 the fund balance increased.

The total fund balance and change per year is reported in the following chart:

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Total fund balance	1,872,315	1,738,449	1,772,960	1,669,374
Change from prior year	133,866	(34,511)	103,587	182,707

The total fund balance is unreserved indicating availability for continuing Parish Assessor service requirements.

As indicated below, property taxes and state revenue sharing provide most of the resources for the Assessor's office:

	<u>2013</u>	<u>2012</u>
Property Tax	811,930	808,989
State Revenue Sharing	47,239	46,896

The following table shows the % of change (+ increase or - decrease) in expenditures for each year:

	<u>2013</u>	<u>2012</u>
Salaries and Benefits	-12%	+18%
Operating services	-39%	+25%
Materials and supplies	- 8%	- 7%

As a percentage of annual expenditures the General Fund's ending fund balance is considered very adequate. The percentages each year are as follows:

	<u>2013</u>	<u>2012</u>
Fund balance as a % of Annual expenditures	246%	185%

Though some might consider this percentage high, it is necessary for the Parish Assessor to maintain a strong financial position in order to cover its cash flow needs and any unforeseen costs that might occur in the future. Note that the Parish Assessor is financing its operations on a "pay-as-you-go" system, which means currently there is no outstanding long-term debt (e.g., bonded debt) for capital purposes. In other words, all capital items are free and clear of debt.

**BUDGETARY HIGHLIGHTS**

The General Fund budget was not amended. In 2013, the Parish Assessor realized 99% of the revenue budget and the actual expenditures were only 85% of the budgeted amounts.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

Capital Assets

	<u>Governmental Activities</u>	
	<u>2013</u>	<u>2012</u>
Capital assets:		
Equipment, furniture and fixtures	325,937	318,264
Less accumulated depreciation	<u>206,715</u>	<u>192,256</u>
Book value-capital assets	<u>119,222</u>	<u>126,008</u>

The depreciable capital assets for governmental activities were 85% depreciated at the end of 2013 and 80% depreciated at the end of 2012. The total percentage of depreciated capital assets is quite high, (i.e. over three-fourths of the value of these assets is used) which means that additional resources will be required to replace these capital assets in the future.

### Long-term debt

At year-end, the Parish Assessor had no long-term debt outstanding. The Parish Assessor may issue general obligation debt to meet its capital needs but has elected to fund these needs on a "pay-as-you-go" basis. Financing capital on a current basis eliminates the deferral of capital costs to future periods.

### **ECONOMIC CONDITIONS AFFECTING THE PARISH ASSESSOR**

Since the primary revenue stream for the Parish Assessor is property taxes, this type of tax is not subject to changes in the economy, in the short-term. However, in the long-term property tax revenues suffer if the economy does not maintain growth. Obviously, the "911" tragedy in New York has had a nationwide negative impact on most places in our country, including the State of Louisiana.

Accrued cost for "other postemployment benefits" (OPEB payable and the related expense) were recorded pursuant to GASB No. 45. These calculations are determined by an actuary for presentation in the Assessor's annual financial report. This liability is significant in comparison to the Assessor's total assets and has substantially reduced the net position.

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

This financial report is designed to provide a general overview of the Parish Assessor's finances, comply with finance-related laws and regulations, and demonstrate the Parish Assessor's commitment to public accountability. If you have any questions about the contents of this report or would like to request additional information, please contact Ms. Sheila Bordelon, at the Lincoln Parish Assessor's Office, Post Office Box 1218, Ruston, Louisiana, 71273.

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)**

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Statement of Net Position - Government Activities  
December 31, 2013

ASSETS

Cash and interest-bearing deposits	1,114,585
Taxes Receivable (net)	837,340
Interest Receivable	534
Capital assets (net)	<u>119,222</u>
Total Assets	<u>2,071,681</u>

LIABILITIES

Accounts Payable	7,151
Other Post Employment Benefits Payable	<u>1,190,872</u>
Total Liabilities	<u>1,198,023</u>

NET POSITION

Net Investment in Capital Assets	119,222
Unrestricted	<u>754,436</u>
Total Net Position	<u>873,658</u>

See Auditors' Report. The accompanying notes are an integral part of the basic financial statements.



LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Statement of Activities  
For the Year Ended December 31, 2013

Net (Expense) Revenues and Changes in Net Positions Governmental Activities	Program Revenues	Expenses	Governmental Activities: General Government
	Charges for Services		
(985,924)	<u>29,917</u>	<u>1,015,841</u>	

816,089	Property taxes, levied for general purposes	
47,239	State revenue sharing	
<u>7,211</u>	Interest and Investment Earnings	
<u>870,539</u>	Total General Revenues	
(115,385)	Change in Net Position	
<u>989,043</u>	Net Position - January 1, 2013	
<u>873,658</u>	Net Position - December 31, 2013	

See Auditors' Report. The accompanying notes are an integral part of the basic financial statements.

**FUND FINANCIAL STATEMENTS (FFS)**

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Balance Sheet - Governmental Fund  
December 31, 2013

ASSETS

Cash and Interest bearing Deposits	1,114,585
Taxes Receivable (net)	837,340
Interest Receivable	<u>534</u>
Total Assets	<u>1,952,459</u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts Payable	<u>7,151</u>
Total Liabilities	<u>7,151</u>

Deferred Inflows of Resources

Unavailable Taxes	<u>72,993</u>
Total Deferred Inflows of Resources	<u>72,993</u>

Fund Balance:

Non-spendable fund balance	-
Restricted fund balance	-
Unrestricted fund balance	-
Committed fund balance	-
Assigned fund balance	-
Unassigned fund balance	<u>1,872,315</u>

Total Fund Balance	<u>1,872,315</u>
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Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>1,952,459</u>
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See Auditors' Report. The accompanying notes are an integral part of these financial statements.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Reconciliation of the Governmental Fund Balance Sheet  
to the Statement of Net Position  
December 31, 2013

Total fund balance for the Governmental Fund	1,872,315
Total net position reported for Governmental activities in the Statement of Net Position is different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:	
Equipment, furniture and fixtures, net of accumulated depreciation	119,222
Fund liabilities include deferred earned revenues. However, the following liabilities are excluded from the statement of net position:	
Deferred Revenue	72,993
Long-term liabilities are not due and payable in the current period, and therefore, are not reported in the governmental funds. Those liabilities consist of:	
Other Post Employment Benefits Payable	(1,190,872)
Total Net Position of Governmental Activities	<u>873,658</u>

See Auditors' Report. The accompanying notes are an integral part of these financial statements.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Governmental Fund  
For the Year Ended December 31, 2013

Revenues	
Ad Valorem Taxes	811,930
State Revenue Sharing	47,239
Other Revenue - preparing tax rolls, etc.	29,917
Interest	<u>7,211</u>
Total Revenues	<u>896,297</u>
Expenditures	
Current -	
General Government:	
Intergovernmental	22,917
Personnel Services and Related Benefits	553,295
Operating Service	138,743
Materials and Supplies	20,415
Travel and Other Charges	19,388
Capital Outlay	<u>7,673</u>
Total Expenditures	<u>762,431</u>
Excess (deficiency) of Revenues over expenditures	133,866
Fund Balance - Beginning of Year	<u>1,738,449</u>
Fund Balance - End of Year	<u><u>1,872,315</u></u>

See Auditors' Report. The accompanying notes are an integral part of these financial statements.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
For the Year Ended December 31, 2013

Total net changes in fund balance  
per Statement of Revenues,  
Expenditures, and Changes in  
Fund Balances 133,866

The change in net position reported for  
Governmental Activities in the Statement  
of Activities is different because:

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 expenses.

Expenditures for Capital Assets	7,673	
Less Current Year Depreciation	<u>(14,459)</u>	(6,786)

Governmental funds report deferred earned revenue  
as liabilities. However, in the statement of  
activities these revenues are fully accrued  
as follows:

Current Year Deferrals	72,993	
Prior Year Deferrals	<u>(68,834)</u>	4,159

Other post-employment benefits are reported  
in the governmental funds as expenditures  
when paid. The unfunded annual contribution  
is reported in the Statement of Activities  
fully accrued as follows:

Prior Year Payable	944,248	
Current Year Payable	<u>(1,190,872)</u>	<u>(246,624)</u>

Total Changes in Net Position per  
Statement of Activities (115,385)

See Auditors' Report. The accompanying notes are an integral part of  
these financial statements.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 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. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as necessary for the efficient operation of this 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 pecuniary responsible for the actions of the deputies.

The accounting and reporting policies of the Assessor conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:513, as well as any applicable requirements set forth by *Audits of State and Local Governments*, the industry audit guide issued by the American Institute of Certified Public Accountants, and the *Louisiana Governmental Audit Guide*.

The following is a summary of certain significant accounting policies:

**A. Financial Reporting Entity**

As the governing authority of the parish, for reporting purposes, the Lincoln Parish Police Jury is the financial reporting entity for Lincoln Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the 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.

Because the Police Jury maintains and operates the parish building in which the Assessor's office is located, the Assessor was determined to be a component unit of the Lincoln 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 the Police Jury, or the other governmental units that comprise the financial reporting entity.

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. Basis of Presentation**

Government-Wide Financial Statements (GWFS)

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**C. Fund Accounting**

The accounts of the Assessor are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The Assessor maintains only one fund. It is categorized as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, or revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and.
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

See Auditors' Report.



LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

The major fund of the Assessor is described below:

Governmental Fund -

General Fund

The General Fund is the general operating fund of the Assessor. It is used to account for all financial resources except those required to be accounted for in another fund.

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

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement focus as defined in item b. below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. The governmental fund utilizes a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.
- b. The government-wide financial statement utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position.

Basis of Accounting

In the government-wide statement of net position and statement of activities, the government activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses,

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

**E. Assets, Liabilities And Equity**

Cash and interest-bearing deposits

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Assessor.

Capital Assets

Capital Assets, which include property, plant and equipment, are reported in the governmental activities column in the government-wide financial statements. 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 \$2,500 or more for capitalizing these assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Furniture, fixtures and equipment	5-10 years
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See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Compensated Absences

Depending on length of service, all employees receive from ten to fifteen days of noncumulative vacation leave each year. Sick leave, which is noncumulative, is earned at the rate of five days each year and one day for every working year over three years, not to exceed fifteen days. There are no accumulated and vested benefits related to vacation and sick leave that require accrual or disclosure.

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 borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted assets - Consists of assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions of enabling legislation.
- c. Unrestricted assets - All other assets that do not meet the definition of "restricted" or "net investment in capital assets."

The Lincoln Parish Assessor has implemented GASB 54. The Assessor assumes that when amounts are expended for purposes for which funds in any of the unrestricted classifications could be used, committed amounts are reduced first, followed by assigned amounts and then unassigned amounts.

**Committed Fund Balance:** The Assessor's highest level of decision making authority is through the process of adopting an ordinance. As such, a proposed ordinance is advertised to be presented in an open session for discussion. Once the discussion session is closed, a vote is taken on the proposed ordinance.

**Assigned Fund Balance:** The Assessor has no assigned fund balance.

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**F. Revenues, Expenditures, And Expenses**

Revenues

Ad valorem and the related state revenue sharing taxes are recorded 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 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.

The Lincoln Parish Assessor reports deferred inflows of resources on its balance sheet. Deferred inflows arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. In subsequent periods, when both revenue recognition criteria are met, the deferred inflows is removed from the balance sheet and revenue is recognized.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by character and function. In the fund financial statements, expenditures are classified by character.

**G. Budgetary Practices**

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. 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. All changes in the budget must be approved by the Assessor. Formal budgetary integration is employed as a management control device during the year. The budget was not amended for the fiscal year ended December 31, 2013.

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**H. Use of Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires 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 and expenditures during the reporting period. Actual results could differ from those estimates.

**I. Subsequent Events**

Management has evaluated subsequent events through May 31, 2014, the date the financial statements were available to be issued.

**NOTE 2 - ACCOUNTS RECEIVABLE AND PRINCIPAL TAXPAYERS**

Taxes Receivable is reported net of an allowance for uncollectible accounts of \$1,915.

As provided by Louisiana Revised Statute 47:1925, the assessor is authorized to levy an ad valorem tax in lieu of pro rata deductions from ad valorem taxing authorities. The authorized millage should be an amount necessary to provide no less ad valorem taxes than that received by the assessor in the initial year. The maximum allowable rate is 2.22 mills; the Lincoln Parish Assessor levied 2.22 mills for 2013 to provide funding for the office.

The following are the principal taxpayers for the parish and their 2013 assessed valuation:

	2013 Assessed Valuation	Percent of Total Assessed Valuation
Wildhorse Resources, LLC	29,649,437	8.05%
Centerpoint MS River Transmission	13,173,680	3.58%
Weyerhaeuser NR Company LA762	9,500,740	2.58%
Midcontinent Express Pipeline LLC	9,156,010	2.49%
Gulf Crossing Pipeline Company	8,509,720	2.31%
LaCledde Gas Co.	7,345,910	2.00%
Centerpoint Energy Gas Transmission	6,412,860	1.74%
Community Trust Bank	5,799,353	1.58%
Entergy Louisiana, Inc.	4,222,100	1.15%
Roseburg Forest Products	4,136,734	1.12%
Total	<u>97,906,544</u>	<u>26.60%</u>

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 3 - CASH AND INTEREST-BEARING DEPOSITS**

Under state law, the Assessor may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Assessor may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2013 the Assessor has cash and interest-bearing deposits (book balances) as follows:

Demand Deposits	211,785
Time Deposits	<u>902,800</u>
	<u>1,114,585</u>

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 (FDIC) or the pledge of securities owned by the fiscal agent bank. The FDIC insures accounts up to \$250,000. 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 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. Deposit balances (bank balances) at December 31, 2013 are secured as follows:

Bank Balances	<u>1,128,532</u>
Federal deposit insurance	475,732
Pledged securities (Category 3)	<u>652,800</u>
Total	<u>1,128,532</u>

Pledged securities in Category 3 include uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Assessor's name. Even though the pledged securities are considered uncollateralized (Category 3) Louisiana Revised State 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 4 - CAPITAL ASSETS**

Capital asset balances and activity for the year ended December 31, 2013 are as follows:

	<u>Balance</u> <u>1/01/13</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/13</u>
Capital Assets:				
Equipment, furniture and fixtures	318,264	7,673	-	325,937
Less accumulated depreciation:				
Equipment, furniture and fixtures	<u>192,256</u>	<u>14,459</u>	<u>-</u>	<u>206,715</u>
Net Capital Assets	<u>126,008</u>			<u>119,222</u>

Depreciation expense of \$14,459 was charged to the general government function.

**NOTE 5 - PENSION PLAN**

Substantially all employees of the Lincoln Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. The system provides retirement, death, and disability benefits to plan members and beneficiaries. Benefits are established by statute.

The system issues an annual publicly available report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 14699, Baton Rouge, Louisiana 70898-4699 or by calling (318)425-4446.

Plan members are required by state statute to contribute a percentage of their annual covered salary and the Lincoln Parish Assessor is required to contribute at an actuarially determined rate. During the year ended December 31, 2013, the employee rate remained at 8%; the employer rate was 13.5% in 2013. Contributions to the system include .0025% 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 Lincoln Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year.

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana  
Notes to Financial Statements

**NOTE 5 - PENSION PLAN (continued)**

The payroll covered by the plan and the Lincoln Parish Assessor's required contribution to the system are as follows:

Payroll Covered	403,793
Required Contribution	54,512

In the current year, the required contribution was funded 100%. The required contribution was also funded 100% in 2007 through 2012.

**NOTE 6 - DEFERRED COMPENSATION PLAN**

The Lincoln Parish Assessor offers its employees participation in the State of Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. The plan is reported as an agency fund in the State of Louisiana's financial statements. The plan, available to all Assessor's employees, permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship. The Assessor's Office provides a match of 100% for employees participating in the plan.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the State of Louisiana (without being restricted to the provisions of benefits under the plan) subject only to the claims of the general creditors of the State of Louisiana. Participants' rights under the plan are equal to those of general creditors of the State of Louisiana in an amount equal to the fair market value of the deferred account for each participant.

**NOTE 7 - POST EMPLOYMENT BENEFITS**

Plan Description - Employees of the Assessor's Office voluntarily participated in the State of Louisiana's Assessor's Insurance Fund. The Plan and related trust were established on August 30, 1988, pursuant to Louisiana R. S. 47:1022. The Assessor's Insurance Fund provides health benefits, life insurance coverage, long-term disability benefits, vision, long term care and death benefits to participants and to their beneficiaries and covered dependents. Retired employees are entitled to similar health benefits (in excess of Medicare coverage) provided they have attained at least age 55 with twelve years of service or thirty years of service regardless of age. The Plan issues a publicly available financial report.

See Auditors' Report.



LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 7 - POST EMPLOYMENT BENEFITS (continued)**

Funding Policy - The contribution requirements of plan members and the Assessor are established and may be amended by R. S. 47:1022. Employees do not contribute to their post employment benefits cost until they become retirees and begin receiving those benefits. Contribution amounts vary depending on what healthcare provider is selected from the plan and if the member has Medicare coverage. The Assessor's Insurance Fund offers various plans for both active and retired employees.

The Assessor's office finances the other post employment benefit on a pay-as-you-go basis with the Assessor contributing monthly amounts. The Assessor's office does not cover the insurance cost for all retirees. For 2013, the Assessor paid a total of \$18,726 in premiums for three retirees.

Annual Other Post Employment Benefit Cost and Liability - The Assessor's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45, which was implemented prospectively beginning with the year ended December 31, 2009. The ARC represents a level of funding that, if paid on an ongoing basis, would cover normal cost each year and amortize any unfunded actuarial accrued liability (UAAL) over a period of 30 years. The total ARC for 2013 is set forth below:

Normal Cost	142,405
Amortization of UAAL	<u>142,999</u>
Annual Required Contribution	<u>285,404</u>

The following schedule presents the Assessor's OPEB obligation for the fiscal year 2013:

Annual required contribution	285,404
Interest of prior year Net OPEB Obligation	37,770
Adjustment to ARC	<u>(57,824)</u>
Annual OPEB Cost	265,350
Contributions made - current year retiree premiums	<u>(18,726)</u>
Change in Net OPEB obligation	246,624
Beginning Net OPEB obligation	944,248
Ending Net OPEB obligation	<u>1,190,872</u>

Using the pay-as-you-go method, the Assessor contributed 32% of the annual post employment benefits cost for the year ended December 31, 2013.

Funded Status and Funding Progress - During the year 2013, the Assessor's only contributions were the current year's premiums. Since the plan is not funded, the Assessor's entire actuarial accrued liability of \$2,335,111 was unfunded for 2013.

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 7 - POST EMPLOYMENT BENEFITS (continued)**

The funded status of the plan, as determined by an actuary as of January 1, 2013, is as follows:

Actuarial accrued liability (AAL)	2,335,111
Actuarial value of plan assets	0
Unfunded actuarial accrued liability (UAAL)	<u>2,335,111</u>
Funded ratio (actuarial value of plan assets/AAL)	0%
Covered Payroll	400,522
UAAL as a percentage of covered payroll	583%

Actuarial Methods and Assumptions - Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities consistent with the long-term perspective of the calculations.

In the January 1, 2013 actuarial valuation, the unit credit actuarial cost method was used. The actuarial assumptions included a 4% discount rate for valuing liabilities. The RP Mortality system table with floating Scale AA projections were used for both males and females. Retirement rate assumptions differ by employment group and date of plan participation. It was assumed that 100% of employees who elect coverage while in active employment and who are eligible for retiree medical benefits will elect to continue medical coverage in retirement. For those who elect coverage, it was assumed that they will continue to be covered by the same plan as retirees that they were in while active. It was assumed that 100% of members electing coverage will also elect coverage for a spouse. The medical cost inflation trend assumed an increase between 4.6% and 6.1%.

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Notes to Financial Statements

**NOTE 8 - RELATED PARTY TRANSACTIONS**

The Lincoln Parish Assessor entered into a cooperative endeavor agreement with the Lincoln Parish Police Jury, the City of Ruston, Lincoln Parish Clerk of Court, Lincoln Parish Fire District No. 1, Lincoln Parish Sheriff, and the Lincoln Parish Communication District No. 1 to create the Lincoln Parish Geographic Information System (GIS) District. GIS is governed by a board of seven members, including the Lincoln Parish Assessor. The Lincoln Parish Assessor agreed to a one year commitment to provide funds up to \$25,000 plus internet costs for the next year. The Assessor paid \$22,917 in 2013 to GIS.

The Lincoln Parish Assessor's office is located in the a building owned by the Police Jury. The Police Jury provides the office space for the Assessor's office. Minor repairs, electricity, water, and sewer fees are all paid by the Police Jury.

The Lincoln Parish Assessor and ten other political subdivisions entered into a cooperative endeavor to create the Lincoln Parish Information Technology Department (IT Department). The IT Department will be governed by a board. The board will consist of a member from each political subdivision. The IT Department shall assist in the technical aspects of and support for the various computer system of each political subdivision. The Lincoln Parish Assessor agreed to a one year commitment to provide funds of \$14,000. The Assessor paid \$14,000 in 2013 to the IT Department.

**NOTE 9 - LEASE**

The Lincoln Parish Assessor leases a vehicle under a cancelable operating lease agreement. The agreement requires the Assessor to buy and maintain liability and physical damage insurance and to maintain and repair the vehicle to keep it in good working order and condition. At the end of the lease, the Assessor may be required to pay an additional charge to lessor for excess wear and excess mileage. If the lease is terminated before the term has expired, a similar charge may be required. In February 2012, the Assessor entered into an operating lease agreement for a 2011 Chevrolet Equinox SUV. The lease calls for 38 monthly payments of \$521.

In March 2012, the Assessor entered into a five year cancelable operating lease for a Xerox copier. The lease calls for 60 monthly payments of \$243.

A schedule of lease payments made during the year ended December 31, 2013 is as follows:

2011 Chevrolet Equinox	6,258
2012 Xerox Copier	2,911

See Auditors' Report.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana  
Notes to Financial Statements

**NOTE 10 - CONTRACTS AND COMMITMENTS**

The Assessor's office entered into a contract with Pictometry International Corp. for image library licensed software for a two year contract costing \$81,568.50. In 2013, \$50,508.50 was paid.

The Assessor's office entered into a contract with ESRI for additional software starting in 2012. The total fee for this in 2013 was \$3,889.86.

The Assessor's office entered into a contract with Marshall & Swift for additional software starting on February 1, 2013. The total fee for this in 2013 was \$5,293.40. The additional amounts of \$10,634.27 will be paid in the following two years (\$5,317 per year).

The Assessor's office entered into a contract with DataScout, LLC to host and utilize Database property records. The original term was September 2013 through December 2013. The Contract will automatically renew for a two year period ending December 31, 2015. Various factors are used to calculate the cost. In 2013, the Assessor paid \$1,332.50

The Assessor's office entered into a contract with Arkansas CAMA Technology to assist in professional appraisal services during the 2013-2016 reassessment cycle. The services will be billed on an hourly basis. In 2013 the Assessor paid \$9,048.71 for the services.

**NOTE 11- 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; injuries to employees; and natural disasters. The Assessor has obtained coverage from various commercial insurance companies to reduce the exposure to these risks.

See Auditors' Report.

**OTHER REQUIRED  
SUPPLEMENTARY INFORMATION**

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Statement Of Revenues, Expenditures, And Changes In Fund Balance  
Budget (GAAP Basis) And Actual - Governmental Fund Type  
For The Year Ended December 31, 2013  
(Unaudited)

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Ad Valorem Taxes	810,000	811,930	1,930
State Revenue Sharing	48,116	47,239	( 877)
Other Revenue - preparing tax rolls, etc.	33,000	29,917	( 3,083)
Interest	<u>10,000</u>	<u>7,211</u>	<u>( 2,789)</u>
Total Revenues	<u>901,116</u>	<u>896,297</u>	<u>( 4,819)</u>
Expenditures			
Current -			
General Government:			
Intergovernmental	25,000	22,917	2,083
Personnel Services and Related Benefits	618,500	553,295	65,205
Operating Service	176,850	138,743	38,107
Materials and Supplies	25,400	20,415	4,985
Travel and Other Charges	33,766	19,388	14,378
Capital Outlay	<u>15,000</u>	<u>7,673</u>	<u>7,327</u>
Total Expenditures	<u>894,516</u>	<u>762,431</u>	<u>132,085</u>
Excess (deficiency) of Revenues over expenditures	<u>6,600</u>	<u>133,866</u>	<u>127,266</u>
Fund Balance - Beginning of Year		<u>1,738,449</u>	
Fund Balance - End of Year		<u>1,872,315</u>	

See Auditors' Report. The accompanying notes are an integral part of these statements.

LINCOLN PARISH ASSESSOR  
Ruston, Louisiana

Schedule of Funding Progress for the Other Postemployment Benefits Plan  
For The Year Ended December 31, 2013  
(Unaudited)

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL)- Projected Unit Cost (b)	Unfunded AAL (UAAL) (b-a)	Fund Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
Jan 1, 2011	None	\$2,045,582	\$2,045,582	0.0%	\$391,398	523%
Jan 1, 2012	None	\$2,335,111	\$2,335,111	0.0%	\$452,985	515%
Jan 1, 2013	None	\$2,335,111	\$2,335,111	0.0%	\$400,522	583%

See Auditors' Report. The accompanying notes are an integral part of these statements.

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

Lincoln Parish Assessor  
Ruston, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Lincoln Parish Assessor, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Lincoln Parish Assessor's basic financial statements, and have issued our report thereon dated May 31, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Lincoln 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 Lincoln Parish Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of Lincoln 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 Lincoln 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

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

COCHRAN, CLARK & ROBINSON

A handwritten signature in blue ink that reads "Cochran, Clark & Robinson". The signature is written in a cursive style.

Rayville, LA  
May 31, 2014

LINCOLN PARISH ASSESSOR  
RUSTON, LOUISIANA

Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2013

**A. SUMMARY OF AUDIT RESULTS**

1. The Auditors' report expresses an unqualified opinion on the financial statements of the Lincoln Parish Assessor.
2. No instances of noncompliance material to the financial statements of the Lincoln Parish Assessor were disclosed during the audit.
3. No significant deficiency relating to the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements performed in Accordance with Government Auditing Standards.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

See Auditors' Report.