

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

**Basic Financial Statements**  
**With Independent Accountant's Review Report**  
**and Agreed-Upon Procedures Report**  
**As of and for the Year Ended**  
**December 31, 2021**

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

Basic Financial Statements  
With Independent Accountant's Review Report  
and Agreed-Upon Procedures Report  
As of and for the Year Ended  
December 31, 2021

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Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

## **Independent Accountant's Review Report**

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

I have reviewed the accompanying financial statements of the governmental activities and the major fund of the Tensas Parish Assessor as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Tensas Parish Assessor basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

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

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

### **Accountant's Responsibility**

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AIPCA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

I am required to be independent of the Tensas Parish Assessor and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my review.

### **Accountant's Conclusion**

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Independent Accountants Review Report

December 31, 2021

**Supplementary Information**

The accompanying schedule of compensation, benefits, and other payments to agency head on page 42 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the supplementary information and, accordingly, do not express an opinion on such information.

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion, analysis, and the budgetary comparison information, the Schedule of Changes in Net OPEB Liability and Related Ratios, the Schedule of Employer's share of the Net Pension Liability, and the Schedule of Employer Contributions, as listed in the table of contents, are presented to supplement the basic financial statements. Such information, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. I have not audited, reviewed, or complied the required supplementary information and I do not express an opinion, a conclusion, nor provide any assurance on it.



West Monroe, Louisiana

April 21, 2022

**REQUIRED SUPPLEMENTARY INFORMATION**  
**PART I**

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

**Management's Discussion and Analysis**  
December 31, 2021

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, 2021. 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.

*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 \$337,485. 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

	2021	2020
<b>ASSETS</b>		
Cash and cash equivalents	\$558,517	\$437,987
Receivables	74,339	173,425
Net Pension asset	161,417	
Capital assets (net of accumulated depreciation)	1,230	1,817
<b>TOTAL ASSETS</b>	<b>795,503</b>	<b>613,229</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension related	522,571	594,791

<b>LIABILITIES</b>		
Accounts payable	\$9	\$930
Withholdings payable	690	
Net pension liability		75,538
Net OPEB Obligation	<u>667,705</u>	<u>644,199</u>
TOTAL LIABILITIES	<u>668,404</u>	<u>720,667</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension and OPEB related	312,185	131,006
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	1,230	1,817
Unrestricted	<u>336,255</u>	<u>354,530</u>
TOTAL NET POSITION	<u>\$337,485</u>	<u>\$356,347</u>

#### STATEMENT OF ACTIVITIES

	<u>2021</u>	<u>2020</u>
Taxation:		
Personal services	\$439,120	\$447,683
Operating services	35,170	32,757
Materials and supplies	1,668	1,971
Travel	12,316	12,317
Depreciation expense	<u>1,125</u>	<u>1,017</u>
Total Program Expenses	489,399	495,745
Program revenues - charges for services - fees, charges and commissions	<u>3,587</u>	<u>2,838</u>
Net Program Expenses	<u>(485,812)</u>	<u>(492,907)</u>
General revenues:		
Taxes - ad valorem	382,832	379,875
Federal in lieu of taxes	2,562	2,725
Intergovernmental - state funds - state revenue sharing	7,652	7,681
Interest earned	568	813
Other revenues	<u>73,338</u>	<u>72,174</u>
Total General Revenues	<u>466,952</u>	<u>463,268</u>
Change in Net Position	(18,860)	(29,639)
Net Position - Beginning of year	<u>356,345</u>	<u>385,986</u>
Net Position - End of year	<u>\$337,485</u>	<u>\$356,347</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, 2021, the General Fund unassigned fund balance of \$632,157 showed an increase of \$21,675 over December 31, 2020.

### General Fund Budgetary Highlights

There were 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, 2021, \$1,230, net of accumulated depreciation. This investment includes furniture and equipment. There were increases in capital assets of \$538 and no decreases in capital assets for the year. Net pension asset is \$161,417 at December 31, 2021.

**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, 2021 is \$667,705.

## **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.

April 21, 2022

**BASIC FINANCIAL STATEMENTS**

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

STATEMENT OF NET POSITION  
December 31, 2021

<b>ASSETS</b>	
Cash and cash equivalents	\$558,517
Receivables	74,339
Net Pension asset	161,417
Capital assets (net of accumulated depreciation)	<u>1,230</u>
TOTAL ASSETS	<u>795,503</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Pension and OPEB related	522,571
<b>LIABILITIES</b>	
Accounts payable	9
Withholdings payable	690
Net OPEB obligation	<u>667,705</u>
TOTAL LIABILITIES	668,404
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension and OPEB related	312,185
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	1,230
Unrestricted	<u>336,255</u>
TOTAL NET POSITION	<u>\$337,485</u>

See accompanying notes and independent accountant's review report.



TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

STATEMENT OF ACTIVITIES  
December 31, 2021

Taxation:	
Personal services	\$439,120
Operating services	35,170
Materials and supplies	1,668
Travel	12,316
Depreciation expense	<u>1,125</u>
Total Program Expenses	<u>489,399</u>
Program revenues - Charges for services -	
Fees, charges, and commissions for services	<u>3,587</u>
Net Program Expenses	<u>(485,812)</u>
General revenues:	
Taxes - ad valorem	382,832
Intergovernmental:	
Federal in lieu of taxes	2,562
State funds - state revenue sharing (net)	7,652
Interest earned	568
Other revenues	<u>73,338</u>
Total General Revenues	<u>466,952</u>
Change in Net Position	(18,860)
Net Position - Beginning of year	<u>356,345</u>
Net Position - End of year	<u>\$337,485</u>

See accompanying notes and independent accountant's review report.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana  
GOVERNMENTAL FUND

Balance Sheet, December 31, 2021

**ASSETS**

Cash and cash equivalents	\$558,517
Receivables	<u>74,339</u>
<b>TOTAL ASSETS</b>	<b><u>\$632,856</u></b>

**LIABILITIES AND FUND BALANCE**

## Liabilities:

Accounts payable	\$9
Withholdings payable	<u>690</u>
Total liabilities	<u>699</u>
Fund balance - unassigned	<u>632,157</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$632,856</u></b>

See accompanying notes and independent accountant's review report.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

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

For the Year Ended December 31, 2021

Total Fund Balance at December 31, 2021 - Governmental Fund (Statement C)		<u>\$632,157</u>
Net Pension asset		161,417
Deferred outflows of resources		522,571
Cost of capital assets at December 31, 2021	\$22,798	
Less: Accumulated depreciation as of December 31, 2021	<u>(21,568)</u>	1,230
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net OPEB obligation		(667,705)
Deferred inflows of resources		<u>(312,185)</u>
Net Position at December 31, 2021 (Statement A)		<u><u>\$337,485</u></u>

See accompanying notes and independent accountant's review report.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana  
GOVERNMENTAL FUND

Statement of Revenues, Expenditures,  
and Changes in Fund Balance

For the Year Ended December 31, 2021

**REVENUES**

Taxes - ad valorem	\$382,832
Federal in lieu of taxes	2,562
Intergovernmental revenues - state funds - state revenue sharing	7,652
Fees, charges, and commissions for services	3,587
Use of money and property - interest earnings	568
Total revenues	397,201

**EXPENDITURES**

## Current:

## General government - taxation:

Personal services	325,834
Operating services	35,170
Materials and supplies	1,668
Travel and other charges	12,316
Capital outlay	538
Total expenditures	375,526

**EXCESS OF REVENUES OVER EXPENDITURES**

21,675

**FUND BALANCE AT BEGINNING OF YEAR**

610,482

**FUND BALANCE AT END OF YEAR**

\$632,157

See accompanying notes and independent accountant's review report.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

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

For the Year Ended December 31, 2021

Total net change in fund balance - governmental fund (Statement D)	\$21,675
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental fund 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.	(587)
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental fund. 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.	(104,912)
Non-employer contributions to cost-sharing pension plan	73,338
Pension expense	<u>(8,374)</u>
Change in net position of governmental activities (Statement B)	<u>(\$18,860)</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, 2021

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a 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 when the exchange occurs (regardless of when cash is received or disbursed). Revenues,

## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

### Notes to the Financial Statements (Continued)

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 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, 2021, the assessor has cash and equivalents (book balances) totaling \$558,517.

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the 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 or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 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 bank has failed to pay deposited funds upon demand. Further,

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

Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Assessor's name. The Assessor does not have a policy concerning custodial risk.

These deposits are secured as follows:

Bank Balances	<u>\$452,047</u>
Federal deposit insurance	\$371,004
Pledged securities (uncollateralized)	<u>163,886</u>
Total	<u><u>\$534,890</u></u>

**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, 2021.

## **I. PENSION PLANS**

The Tensas Parish Tax Assessors's 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 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.

## **J. EQUITY CLASSIFICATIONS**

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

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

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

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

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

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

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

*Committed* - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Assessor's highest level of decision-making authority.

*Assigned* - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

*Unassigned* - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of \$632,157. If applicable, the Assessor would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds. The Assessor considers restricted amounts have been spent when an expenditure has been incurred for the purpose for which both restricted and unrestricted fund balance is available.

**K. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisitions of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

**L. ESTIMATES**

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

**2. LEVIED TAXES**

The Assessor levied a millage of 6.59 for ad valorem taxes for 2021.

The following are the principal taxpayers for the parish and their 2021 assessed valuation:

	2021 Assessed Valuation	% of Total Assessed Valuation
American River Trans. Co.	\$13,695,700	21.68%
Cross Keys Bank	1,970,909	3.12%
Entergy Louisiana, Inc.	1,740,410	2.75%
Plains Pipeline LP	1,155,600	1.83%
Tensas State Bank	778,577	1.23%
Panola Company, LTD	498,910	0.79%
Bunge North America, Inc.	479,118	0.76%
Somerset Plantation	465,530	0.74%
Marlin Resources, LLC	436,522	0.69%
Tensas Farm Services, Inc.	405,437	0.64%
Total	<u>\$21,626,713</u>	<u>34.23%</u>



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

**3. RECEIVABLES**

The General Fund receivables of \$74,339 at December 31, 2021, are as follows:

<u>Class of receivables:</u>	
Taxes - Ad valorem	\$66,687
Intergovernmental revenue:	
State funds - state revenue sharing (net)	<u>7,652</u>
Total	<u><u>\$74,339</u></u>

**4. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, January 1, 2021	\$22,260
Additions	538
Deletions	<u>NONE</u>
Balance, December 31, 2021	22,798
Less accumulated depreciation	<u>(21,568)</u>
Net Capital Assets	<u><u>\$1,230</u></u>

Depreciation expense of \$1,125 was charged to the taxation function.

**5. PENSION PLAN**

The Tensas Parish Tax Assessor contributes to the Louisiana Assessor’s Retirement Fund (fund) which is a cost-sharing, multiple employer, defined benefit pension plan. Substantially all employees participate in the Plan. The Fund was created by Act 91 Section 1 of the 1950 regular Legislature Session, and it functions 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

## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

### Notes to the Financial Statements (Continued)

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(asset), 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. Employer contributions, on which the employer allocations are based, are recognized in the period in which the employee is compensated for services performed.

The preparation of schedules of employer allocations and pension amounts by employer in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions that affect the reported amounts of assets and liabilities. Accordingly, actual results may differ from estimated amounts.

#### *Plan Fiduciary Net Position*

Plan fiduciary net position is a significant component of the Fund's collective net pension liability (asset). 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 and assumptions primarily relate to actuarial evaluations or unsettled transactions and events as of the date of the financial statements and estimates in 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 Fund 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.lla.la.gov](http://www.lla.la.gov), or by contacting the Louisiana Assessors' Retirement fund, Post Office Box 14699, Baton Rouge, Louisiana 70898.

#### *Plan Benefits*

##### *Pension benefits*

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



## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

### Notes to the Financial Statements (Continued)

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.

Members whose first employment making them eligible for membership began prior to October 1, 2006, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 36 consecutive months, multiplied by their total years of service, not to exceed 100% of final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2006, but before October 1, 2013, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2013 but who have less than thirty years of service, are entitled to annual pension benefits equal to three percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members whose first employment making them eligible for membership began on or after October 1, 2013 and have thirty or more years of service, are entitled to annual pension benefits equal to three and one-third percent of their highest monthly average final compensation received during any 60 consecutive months, multiplied by their total years of service, not to exceed 100% of monthly average final compensation. Members may elect to receive their pension benefits in the form of a joint and survivor annuity.

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

The Fund also provides death and disability benefits. Benefits are established or amended by state statute.

#### *Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2021, the actual employer contribution rate was 8%, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Members are required by state statute to contribute 8% of their annual covered salary. 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. 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. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. The Tensas Parish Assessor's contributions to the Fund

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

for the year ending December 31, 2021 were \$16,478. Non-employer contribution revenue for the year ended December 31, 2021 was \$73,338.

The Assessor has elected under state statute to pay both the employer and the employee contributions to the retirement system. Due to this election, the Assessor contributed an additional 18,183 on behalf of the employees for the year.

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

For the years ended December 31, 2021 and 2020, the Assessor reported a liability (asset) of (\$161,417) and \$75,538, respectively, for its proportionate share of the net pension liability (asset). The net pension liability was measured as of September 30, 2021, 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, 2021, the Assessors' proportion was 0.4910 percent, which was an increase of 0.0035 from its proportion measured as of September 30, 2020.

For the year ended December 31, 2021, the Assessor recognized pension expense of \$24,857 plus difference in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$(16,483). Total pension expense for the Assessor for the year ended December 31, 2021 was \$8,374.

At December 31, 2021, 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
Differences between expected and actual experience	\$12,910	\$42,928
Changes in assumptions	167,518	
Net Difference between projected and actual earnings on pension plan		257,144
Changes in employer's proportion of beginning NPL	276	1,863
Differences between employer and proportionate share of contributions		267
Subsequent measurement contributions	2,841	
Total	\$183,545	\$302,202

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

\$2,841 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, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	
2022	(\$28,154)
2023	(29,649)
2024	(50,126)
2025	(37,723)
2026	9,003

**Actuarial assumptions.** The total pension liability in the September 30, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	September 30, 2021
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment rate of return	5.50%, net of investment expense, including inflation
Inflation rate	2.10%
Salary increases	5.25%
Annuitant and beneficiary mortality	Pub-2010 Public Retirement Plans Mortality Table for General Healthy Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Active members mortality	Pub-2010 Public Retirement Plans Mortality Table for General Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.
Disabled lives mortality	Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 120% with full generational projection using the appropriate MP-2019 improvement scale.

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

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

*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 5.50%, 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.

	1% Decrease (4.50%)	Current Discount Rate (5.50%)	1% Increase (6.50%)
Assessors' proportionate share of the net pension liability	\$123,786	(\$161,417)	(\$403,567)

**6. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

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

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

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 50% of the previous amount at age 70, and additionally by 50% upon retirement if before age 70.

*Employees covered by the benefit terms* - At December 31, 2021, the following employees were covered by the benefit terms:

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

Inactive employees or beneficiaries currently receiving benefit payments	1
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	<u>2</u>
Total employees	<u><u>3</u></u>

**Total OPEB Liability**

The Assessor's total OPEB liability of \$667,705 was measured as of December 31, 2021 and was determined by an actuarial valuation as of that date.

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

Inflation	2.0%
Salary increases	3.0%, including inflation
Discount rate	2.12%, annually (Beginning of Year to Determine ADC)
	2.06% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	5.5% annually until year 2030, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2021, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2021 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2021.

**Changes in the Total OPEB Liability**

Balance at December 31, 2020	\$644,199
Changes for the year:	
Service cost	15,775
Interest	13,824
Differences between expected and actual experience	(4,226)
Changes in assumptions	5,670
Benefit payments and net transfers	<u>(7,537)</u>
Net Changes	<u>23,506</u>
Balance at December 31, 2021	<u><u>\$667,705</u></u>



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

*Sensitivity of the total OPEB liability to changes in the discount rate* - The following presents the total OPEB liability of the Assessor, as well as what the Assessor's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.06%) or 1-percentage-point higher (3.062%) than the current discount rate:

	<b>1.0% Decrease (1.06%)</b>	<b>Current Discount Rate (2.06%)</b>	<b>1.0% Increase (3.06%)</b>
Total OPEB liability	\$774,545	\$667,705	\$582,147

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

	<b>1.0% Decrease (4.5%)</b>	<b>Current Discount Rate (5.5%)</b>	<b>1.0% Increase (6.5%)</b>
Total OPEB liability	\$603,990	\$667,705	\$746,191

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

For the year ended December 31, 2021, the Assessor recognized OPEB expense of \$112,449. At December 31, 2021, the Assessor reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual expenditures	\$307,005	(\$5,530)
Changes in assumptions	32,022	(4,454)
Total	<u>\$339,027</u>	<u>(\$9,984)</u>

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

Year ended December 31:	
2022	\$82,849
2023	82,849
2024	82,849
2025	80,495
2026	0
Thereafter	\$0

## TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

### **7. DEFERRED COMPENSATION**

All of the employees of the Tensas Parish Assessor are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their salary (not to exceed statutory amount set by the IRS) to the plan on a pre-tax basis. The contributions are withheld from the employees' paycheck and the Assessor matches contributions up to maximum allowed per pay period of the employees salary. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The Tensas Parish Assessor does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended December 31, 2021, the Assessor's office matched \$24,000 of deferred contributions.

### **8. LITIGATION AND CLAIMS**

The Tensas Parish Assessor is not involved in any litigation at December 31, 2021, nor is she aware of any unasserted claims.

### **9. 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, 2021

	ORIGINAL/ FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Taxes - ad valorem	\$360,000	\$382,832	\$22,832
Federal in lieu of taxes	2,000	2,562	562
Intergovernmental revenues - state funds - state revenue sharing	8,400	7,652	(748)
Fees, charges, and commissions for services	2,000	3,587	1,587
Use of money and property - interest earnings	800	568	(232)
Total revenues	<u>373,200</u>	<u>397,201</u>	<u>24,001</u>
<b>EXPENDITURES</b>			
Current:			
General government - taxation			
Personal services and related benefits	348,100	325,834	22,266
Operating services	35,200	35,170	30
Materials and supplies	3,000	1,668	1,332
Travel and other charges	4,000	12,316	(8,316)
Capital outlay	3,000	538	2,462
Total expenditures	<u>393,300</u>	<u>375,526</u>	<u>17,774</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(20,100)	21,675	41,775
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>448,674</u>	<u>610,482</u>	<u>161,808</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$428,574</u>	<u>\$632,157</u>	<u>\$203,583</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, 2021

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. There were no budget amendments.

Tensas Parish Assessor  
 Schedule of Changes in Net OPEB Liability and Related Ratios  
 FYE December 31, 2021

<b>Total OPEB Liability</b>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Service cost	\$4,044	\$3,548	\$6,293	\$15,775
Interest	5,015	5,420	4,453	13,824
Changes of benefits terms	NONE	NONE	NONE	NONE
Differences between expected and actual experience	(5,013)	5,792	456,164	(4,226)
Changes of assumptions	(10,394)	21,543	25,071	5,670
Benefit payments	<u>(6,989)</u>	<u>(7,373)</u>	<u>(7,144)</u>	<u>(7,537)</u>
Net change in total OPEB liability	(13,337)	28,930	484,837	23,506
Total OPEB liability - beginning	<u>143,769</u>	<u>130,432</u>	<u>159,362</u>	<u>644,199</u>
Total OPEB liability - ending	<u><u>\$130,432</u></u>	<u><u>\$159,362</u></u>	<u><u>\$644,199</u></u>	<u><u>\$667,705</u></u>
Covered employee payroll	\$227,282	\$234,100	\$227,282	\$234,100
Net OPEB liability as a percentage of covered-employee payroll	57.39%	68.07%	283.44%	285.22%
<i>Benefit Changes</i>	None	None	None	None
<i>Changes in Assumptions</i>				
<i>Discount Rate:</i>	4.10%	2.74%	2.12%	2.06%
<i>Mortality:</i>	RP-2000	RP-2000	RP-2014	RP-2014
<i>Trend:</i>	5.5%	5.5%	Variable	Variable

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

See independent accountant's report and the related notes to the financial statements.

**Tensas Parish Assessor**  
**Schedule of Employer's Share of Net Pension Liability**  
**December 31, 2021**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.493498%	\$172,525	\$200,265	86.15%	89.98%
2015	0.501694%	\$262,548	\$210,808	124.54%	85.57%
2016	0.507933%	\$179,234	\$221,144	81.05%	90.68%
2017	0.515691%	\$90,489	\$226,399	39.97%	95.61%
2018	0.515643%	\$100,243	\$227,282	44.11%	95.46%
2019	0.510888%	\$134,763	\$227,282	59.29%	94.12%
2020	0.494436%	\$75,538	\$227,282	33.24%	96.79%
2021	0.494436%	(\$161,417)	\$227,282	(71.02)%	106.48%

\* Amounts presented were determined as of the measurement date.

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

See independent accountant's report and the related notes to the financial statements.

**Tensas Parish Assessor  
Schedule of Employer Contributions  
December 31, 2021**

Fiscal Year *	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
2014	\$27,036	\$27,036	\$0	\$200,265	13.50%
2015	\$28,459	\$28,459	\$0	\$210,808	13.50%
2016	\$29,854	\$29,854	\$0	\$221,144	13.50%
2017	\$22,640	\$22,640	\$0	\$226,399	10.00%
2018	\$18,183	\$18,183	\$0	\$227,282	8.00%
2019	\$18,183	\$18,183	\$0	\$227,282	8.00%
2020	\$18,183	\$18,183	\$0	\$227,282	8.00%
2021	\$18,183	\$18,183	\$0	\$227,282	8.00%

\* Amounts presented were determined as of the measurement date.

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

See independent accountant's report and the related notes to the financial statements.

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended December 31, 2021

DONNA RATCLIFF, ASSESSOR

PURPOSE	AMOUNT
Salary	\$123,174
Expense allowance	12,317
Benefits-insurance	24,247
Benefits-retirement	20,663
Benefits-medicare	2,302
Benefits-deferred compensation	12,000
Insurance - surety bond	100
Association dues	2,489

See independent accountant's report and the related notes to the financial statements.



**Independent Accountant's Report on Applying  
Agreed-Upon Procedures**

The following independent accountant's report on applying agreed upon procedures is presented in compliance with the requirements of *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, 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.**  
A PROFESSIONAL ACCOUNTING CORPORATION  
116 Professional Drive - West Monroe, LA 71291  
Phone (318) 329-8880 - Fax (318) 239-8883

Practice Limited to  
Governmental Accounting,  
Auditing and  
Financial Reporting

### Independent Accountant's Report On Applying Agreed-Upon Procedures

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

I have performed the procedures enumerated below on the Tensas Parish Assessor's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2021, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. Management of the Tensas Parish Assessor is responsible for its financial records and compliance with applicable laws and regulations.

The Tensas Parish Assessor has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the Tensas Parish Assessor's compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2021. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

#### Public Bid Law

1. Obtain documentation for all expenditures made during the fiscal year for material and supplies exceeding \$30,000 and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute(R.S.) 39:1551-39;1775 (the state procurement code); RS 38:2211-2296 (the public bid law), or the regulations of the Divisions of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no purchases for materials and supplies and public works made during the year within the above scope.

#### Code of Ethics for Public Officials and Public Employees

2. Obtain a list of the immediate family members of the Assessor as defined by LSA-RS 42:1101-1124 (the ethics law).

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

Management provided me with the requested information.

3. Obtain a list of all employees paid during the fiscal year.

Management provided me with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

5. Obtain a list of all disbursements made during the year, and a list of outside business interest of elected official and employees and elected officials' and employees' immediate families. Report whether vendors appear on both lists.

Management provided the requested information. None of the businesses of elected official, employees, and elected officials' and employees' immediate families appeared as vendors on the list of disbursements.

### **Budgeting**

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget and there were no budget amendments.

7. Trace documentation for the adoption of the budgets and approval of any amendments to the minute book, and report whether there are any exceptions.

I traced the adoption of the original budget to documentation of the assessor on December 21, 2020. There was no amended budget.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more and whether actual expenditures exceed budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceed budgeted amounts by 10% or more per category or 5% or more in total).

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Budgeted revenues for the year did not exceed actual revenues by more than 5%. Actual expenditures did not exceed budgeted expenditures by more than 5%.

**Accounting and Reporting**

9. Obtain the list of all disbursements made during the fiscal year. Randomly select 6 disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- (a) Report whether the 6 disbursements agree to the amount and payee in the supporting documentation.

Each of the 6 selected disbursements agreed with the amount and payee in the supporting documentation.

- (b) Report whether the 6 disbursements are coded to the correct fund and general ledger account.

All of the 6 disbursements were properly coded to the correct fund and general ledger account.

- (c) Report whether the 6 disbursements were approved in accordance with management's policies and procedures.

All 6 disbursements were approved by the Assessor.

**Meetings**

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by RS 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

I inquired of management whether agendas for meetings were posted at the meeting place at least twenty-four hours prior to the meeting. Management stated that agendas were posted and a copy is retained with the minutes. From examination of these notices I determined that the date and time of posting is written on the notice to indicate compliance.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

**Debt**

11. Obtain bank deposit slips for the fiscal year and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission and report any exceptions.

I scanned all bank deposit slips for the year and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

**Advances and Bonuses**

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advance, or gifts.

I scanned payroll disbursements for the fiscal year. I found no payments or approval for payments to employees that would constitute bonuses, advances or gifts.

**State Audit Law**

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The assessor's report was due by June 30, 2022, and was submitted April 21, 2022.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A.(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The assessor did not enter into any contracts during the test period.

**Prior Year Comments**

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

My prior year report, dated June 1, 2021, did not contain any suggestions, exceptions, recommendations or comments.

TENSAS PARISH ASSESSOR  
St. Joseph, Louisiana

I was engaged by the Tensas Parish Assessor to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. I was not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Assessor's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of the Tensas Parish Assessor and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on the Assessor's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



West Monroe, Louisiana  
April 21, 2022

## **Louisiana Attestation Questionnaire**

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the questionnaire.



# Assessor Donna R. Ratcliff

## Tensas Parish Assessor's Office

Phone 318-766-3501

Mary Jo Finley, CPA, Inc.  
116 Professional Drive  
West Monroe, LA 71291



P. O. Box 197  
St. Joseph, LA 71366

Mary Jo Finley, CPA, Inc.,

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2021 and the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, I make the following representations to you.

These representations are based on information available to me as of April 21, 2022.

### PUBLIC BID LAW

1. It is true that I have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [ X ] No [ ] N/A [ ]

### CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1124.

Yes [ X ] No [ ] N/A [ ]

3. It is true no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980 under circumstances which would constitute a violation of R.S. 42:1119.

Yes [ X ] No [ ] N/A [ ]

## **BUDGETING**

4. I have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No  N/A

## **ACCOUNTING AND REPORTING**

5. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No  N/A

6. I have filed my annual financial statements in accordance with R.S. 24:514, and 33:463 were applicable.

Yes  No  N/A

7. I have had my financial statements reviewed in accordance with R.S. 24:513.

Yes  No  N/A

8. I did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1A(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes  No  N/A

9. I have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes  No  N/A

## **MEETINGS**

10. I have complied with the provisions of the Open Meetings Law, R.S. 42:11 through 42:28.

Yes [ X ] No [ ] N/A [ ]

**DEBT**

11. It is true I have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have I entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60 - 1410:65.

Yes [ X ] No [ ] N/A [ ]

**ADVANCES AND BONUSES**

12. It is true I have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [ X ] No [ ] N/A [ ]

**PRIOR-YEAR COMMENTS**

13. I have resolved all prior-year recommendations and/or comments.

Yes [ X ] No [ ] N/A [ ]

**GENERAL**

14. I am responsible for my compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [ X ] No [ ] N/A [ ]

15. I have evaluated my compliance with these laws and regulations prior to making these representations.

Yes [ X ] No [ ] N/A [ ]

16. I have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes [ X ] No [ ] N/A [ ]

17. I have made available to you all records that I believe are relevant to the foregoing agreed-upon procedures.

Yes [ X ] No [ ] N/A [ ]

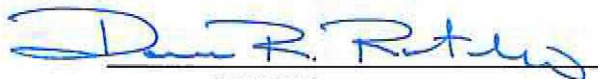
18. I have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible non compliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes [ X ] No [ ] N/A [ ]

19. I will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of my report.

Yes [ X ] No [ ] N/A [ ]

The previous responses have been made to the best of my belief and knowledge.

  
Assessor

April 21, 2022  
Date