

**WEST CARROLL PARISH ASSESSOR**  
**Oak Grove, Louisiana**

**Annual Financial Statements**  
**With Independent Auditor's Report**  
**As of and for the Year Ended**  
**December 31, 2017**

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

Annual Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended December 31, 2017  
With Supplemental Information Schedules

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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 Auditor's Report

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

### Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities and major fund of the West Carroll Parish Assessor, a component unit of the West Carroll Parish Police Jury, as of December 31, 2017, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

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

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

### *Auditor's Responsibility*

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the West Carroll Parish Assessor's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the West Carroll Parish Assessor's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
Independent Auditor's Report,  
December 31, 2017

*Opinions*

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and major fund of the West Carroll Parish Assessor as of December 31, 2017, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Other Matters*

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 7 through 10, the budgetary comparison information on pages 36 through 37, the schedule of funding progress for the retiree healthcare plan on page 38, and the schedule of the Assessors' proportionate share of the net pension liability on pages 39 through 40, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

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

The combining and individual nonmajor fund financial statements are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The schedule of compensation, benefits, and other payments to agency head on page 42 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
Independent Auditor's Report,  
December 31, 2017

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

In accordance with *Government Auditing Standards*, I have also issued a report dated April 19, 2018, on my consideration of the West Carroll Parish Assessor's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the West Carroll Parish Assessor's internal control over financial reporting and compliance.



West Monroe, Louisiana  
April 19, 2018

**REQUIRED SUPPLEMENTARY INFORMATION  
PART I**

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

**Management's Discussion and Analysis**  
December 31, 2017

As management of the West Carroll Parish Assessor, I offer readers of the West Carroll Parish Assessor's financial statements this narrative overview and analysis of the financial activities of the West Carroll Parish Assessor for the fiscal year ended December 31, 2017. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**Overview of the Financial Statements**

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

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

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

The *statement of net position* presents information on all of the West Carroll 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 West Carroll 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 West Carroll Parish Assessor, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the West Carroll Parish Assessor are governmental funds.

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

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The West Carroll 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 West Carroll 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 West Carroll Parish Assessor exceeded liabilities by \$55,044. Approximately 1% of the West Carroll 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 West Carroll 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

	2017	2016
<b>ASSETS</b>		
Cash and cash equivalents	\$148,260	\$170,764
Receivables	303,404	289,583
Capital assets (net of accumulated depreciation)	806	1,594
TOTAL ASSETS	\$452,470	\$461,941
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pension related	55,154	56,942
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$507,624	\$518,883
<b>LIABILITIES</b>		
Accounts payable	\$2,359	\$2,442
Withholdings payable	2,978	2,689
Due to Assessor	100,228	100,228
Net pension liability	73,179	134,314
Net OPEB obligations	208,212	209,023
Total Liabilities	386,956	448,696
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pension related	65,624	25,133
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	806	1,594
Unrestricted	54,238	43,460
TOTAL NET POSITION	\$55,044	\$45,054
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION</b>	\$507,624	\$518,883

STATEMENT OF ACTIVITIES

	2017	2016
<b>Taxation:</b>		
Personal services	\$326,821	\$320,267
Operating services	36,429	35,940
Materials and supplies	5,152	4,953
Travel and other charges	19,374	18,426
Depreciation expense	788	2,011
Total Program Expenses	388,564	381,597
Program revenues - Fees, charges, and commissions for services	4,071	5,125
Net Program Expenses	(384,493)	(376,472)
<b>General revenues:</b>		
Taxes - ad valorem	321,448	295,422
Intergovernmental - state funds - state revenue sharing	17,238	17,297
Interest earned	611	506
Other revenues	55,186	70,905
Total General Revenues	394,483	384,130
Special item - Gain on disposition of assets		
Change in Net Position	9,990	7,658
Net Position - Beginning of year	45,054	37,396
Net Position - End of year	\$55,044	\$45,054

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

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

As of December 31, 2017, the general fund's governmental fund balances of \$346,099 showed a decrease of \$8,889 over December 31, 2016.

### **General Fund Budgetary Highlights**

The major difference between expenditures in the original budget and the final budget were due to an increase in personal services, operating services, travel and other charges and capital outlay. The difference between revenues in the original budget and the final budget was due to a decrease in fees, charges and commissions.

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

**Capital assets.** The West Carroll Parish Assessor's investment in capital assets for its governmental activities as of December 31, 2017, amounts to \$806 (net of accumulated depreciation). This investment includes furniture and equipment. There were no increases and no decreases in capital assets for the year ended December 31, 2017.

**Long-term debt.** The West Carroll Parish Assessor contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the assessor's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at December 31, 2017 is \$208,212. Net pension liability is \$73,179 at December 31, 2017.

### **Requests for Information**

This financial report is designed to provide a general overview of the West Carroll 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 West Carroll Parish Assessor, P.O. Box 610, Oak Grove, LA 71263.

April 19, 2018

**BASIC FINANCIAL STATEMENTS**

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

STATEMENT OF NET POSITION  
December 31, 2017

<b>ASSETS</b>	
Cash and cash equivalents	\$148,260
Receivables	303,404
Capital assets (net of accumulated depreciation)	<u>806</u>
TOTAL ASSETS	<u>452,470</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Pension related	<u>55,154</u>
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	<u><u>\$507,624</u></u>
<b>LIABILITIES</b>	
Accounts payable	\$2,359
Withholdings payable	2,978
Due to assessor	100,228
Net pension liability	73,179
Net OPEB obligation	<u>208,212</u>
TOTAL LIABILITIES	386,956
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension related	65,624
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	806
Unrestricted	<u>54,238</u>
TOTAL NET POSITION	<u>55,044</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u><u>\$507,624</u></u>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

STATEMENT OF ACTIVITIES  
December 31, 2017

Taxation:	
Personal services	\$326,821
Operating services	36,429
Materials and supplies	5,152
Travel	19,374
Depreciation expense	788
Total Program Expenses	<u>388,564</u>
Program revenues - Fees, charges, and commissions for services	<u>4,071</u>
Net Program Expenses	(384,493)
General revenues:	
Taxes - ad valorem	321,448
Intergovernmental - state funds - state revenue sharing	17,238
Interest earned	611
Other revenues	55,186
Total General Revenues	<u>394,483</u>
Change in Net Position	9,990
Net Position - Beginning of year	<u>45,054</u>
Net Position - End of year	<u><u>\$55,044</u></u>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
GOVERNMENTAL FUNDS

Balance Sheet, December 31, 2017

**ASSETS**

Cash and cash equivalents	\$148,260
Receivables	<u>303,404</u>
TOTAL ASSETS	<u>\$451,664</u>

**LIABILITIES AND FUND EQUITY**

Liabilities:	
Accounts payable	\$2,359
Withholdings payable	2,978
Due to Assessor	<u>100,228</u>
TOTAL LIABILITIES	<u>105,565</u>
Fund Equity - fund balances - unassigned	<u>346,099</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$451,664</u>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

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

For the Year Ended December 31, 2017

Total Fund Balances at December 31, 2017 - Governmental Funds (Statement C)		<u>\$346,099</u>
Deferred outflows of resources		55,154
Cost of capital assets at December 31, 2017	\$25,077	
Less: Accumulated depreciation as of December 31, 2017	<u>(24,271)</u>	806
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net pension liability		(73,179)
Net OPEB obligation		(208,212)
Deferred inflows of resources		<u>(65,624)</u>
Net Position at December 31, 2017 (Statement A)		<u><u>\$55,044</u></u>

The accompanying notes are an integral part of this statement.



WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures,  
and Changes in Fund Balances

For the Year Ended December 31, 2017

**REVENUES**

Taxes - ad valorem	\$321,448
Intergovernmental revenues - state grants - State revenue sharing	17,238
Fees, charges, and commissions for services	4,071
Use of money - interest earnings	611
Total revenues	<u>343,368</u>

**EXPENDITURES**

## Current:

## General government - taxation:

Personal services	291,302
Operating services	36,429
Materials and supplies	5,152
Travel and other charges	19,374
Total expenditures	<u>352,257</u>

**EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES**

(8,889)

**FUND BALANCES AT BEGINNING OF YEAR**354,988**FUND BALANCES AT END OF YEAR**\$346,099

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

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

For the Year Ended December 31, 2017

Total net change in fund balances - governmental funds (Statement D)	(\$8,889)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	(788)
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	811
Non-employer contributions to cost-sharing pension plan	55,186
Pension expense	<u>(36,330)</u>
Change in net position of governmental activities (Statement B)	<u><u>\$9,990</u></u>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended December 31, 2017

**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.

At December 31, 2017, there are 7,494 real, movable, and public service assessment listings totaling \$78,606,194. This represents an increase of 13 assessment listings. The total taxable valuation increased by \$3,540,702.

The accompanying financial statements of the West Carroll 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.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the West Carroll Parish Police Jury is the financial reporting entity for West Carroll 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 West Carroll 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

WEST CARROLL PARISH ASSESSOR  
Oak Grove, 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 West Carroll 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 West Carroll 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 assessor first uses restricted resources to finance qualifying activities.

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

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

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

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

**Allocation of Indirect Expenses** - The assessor reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each 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. Each major fund is presented in a separate column.

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. 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:**

The 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 fund 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:

##### **Revenues**

Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due when the tax roll is filed with the recorder

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

of mortgages and become delinquent on December 31. Ad valorem taxes are generally collected in November and December of the current year and January and February of the ensuing year.

Compensation from taxing bodies is recorded in the year the ad valorem taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The compensation is generally collected in December of the current year and January 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, compensation from taxing bodies, 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 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, 2017, the assessor has cash and cash equivalents (book balances) totaling \$148,260.

Demand deposits	\$25,466
Time deposits	<u>122,794</u>
Total	<u><u>\$148,260</u></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 or the pledge of securities owned by the fiscal agent bank. All deposits are fully secured by federal deposit insurance at December 31, 2017.

**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 are granted from 14 to 21 days of noncumulative vacation leave and 12 to 18 days of noncumulative sick leave each year, depending on length of service. At December 31, 2017, there are no accumulated and vested benefits relating to vacation that require accrual or disclosure.

**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; and injuries to employees. To handle such risk of loss, the assessor maintains commercial insurance policies covering her automobile, professional liability 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, 2017.

**I. PENSION PLANS**

The West Carroll 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



WEST CARROLL PARISH ASSESSOR  
 Oak Grove, Louisiana  
 Notes to the Financial Statements (Continued)

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.

**2. RECEIVABLES**

The following is a summary of receivables at December 31, 2017:

<u>Class of receivables:</u>	
Taxes - ad valorem	\$285,654
State revenue sharing	17,238
Fees, charges and commissions	<u>512</u>
Total	<u><u>\$303,404</u></u>

**3. PRINCIPAL TAXPAYERS**

The following are the principal taxpayers for the parish and their 2017 assessed valuation (amounts expressed in thousands):

	<u>2017 Assessed Valuation</u>	<u>Per cent of Total Assessed Valuation</u>
Trunkline Gas Company	\$21,403	27.23%
BP America, Inc.	2,174	2.77%
Agspring Mississippi Region LLC	2,059	2.62%
Southern Natural Gas Company	1,964	2.50%
Entergy Louisiana Holdings, Inc	1,893	2.41%
ANR Pipeline	1,048	1.33%
Northeast Louisiana Power Coop	872	1.11%
Mid-Valley Pipeline Co.	774	0.98%
Crop Production Services	491	0.62%
Lamb Weston Inc.	<u>392</u>	<u>0.50%</u>
Total	<u><u>\$33,070</u></u>	<u><u>42.07%</u></u>

WEST CARROLL PARISH ASSESSOR  
 Oak Grove, Louisiana  
 Notes to the Financial Statements (Continued)

**4. CHANGES IN CAPITAL ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, January 1, 2017	\$25,077
Additions	NONE
Deletions	<u>NONE</u>
Balance, December 31, 2017	25,077
Less accumulated depreciation	<u>(24,271)</u>
Net Capital Assets	<u><u>\$806</u></u>

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

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

*Summary of Significant Accounting Policies.*

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

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

*Plan Fiduciary Net Position*

Plan fiduciary net position is a significant component of the Fund’s collective net pension liability. The Fund’s plan fiduciary net position was determined using the accrual basis of accounting. The Fund’s

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the Fund's investments. Accordingly, actual results may differ from estimated amounts.

***Plan Description.***

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

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

***Plan Benefits***

***Pension benefits***

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

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

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

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

*Death benefits*

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

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

*Disability Benefits*

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

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

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

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

## WEST CARROLL PARISH ASSESSOR

Oak Grove, Louisiana

### Notes to the Financial Statements (Continued)

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

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

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

#### *Excess Benefit Plan*

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

#### *Contributions*

Contributions for all members are established by statute at 8.0% of earned compensation. The contributions are deducted from the member's salary and remitted by the participating agency. Administrative costs of the Fund are financed through employer contributions. According to state statute, contributions for all employers are actuarially determined each year. Employer contributions were 10% of the members' earnings for the year ended September 30, 2017. 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.

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

At December 31, 2017, the Assessor reported a liability of \$73,179 for its proportionate share of the net pension liability. The net pension liability was measured as of September 30, 2017, 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-

WEST CARROLL PARISH ASSESSOR  
 Oak Grove, Louisiana  
 Notes to the Financial Statements (Continued)

term share of contributions to the pension plan relative to the projected contributions of all participating assessors', actuarially determined. At September 30, 2017, the Assessors' proportion was 0.417 percent, which was an increase of 0.036 from its proportion measured as of September 30, 2016.

For the year ended December 31, 2017, the Assessor recognized pension expense of \$17,844 plus the difference in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$36,330. Total pension expense for the Assessor for the year ended December 31, 2017 was \$54,174.

At December 31, 2017, the Assessor reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Beginning balance	\$59,901	\$28,092
Change in system deferred outflows and inflows of resources	(13,197)	37,438
Differences between Assessor contributions and proportionate share of contributions		94
Changes in proportionate share	8,913	
Contributions for measurement period	(18,307)	
Assessor contributions subsequent to the measurement date	17,844	
Total	\$55,154	\$65,624

\$17,844 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, 2017. 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:	
2018	\$7,146
2019	10,887
2020	(14,080)
2021	(6,474)
2022	5,402

**Actuarial assumptions.** The total pension liability in the September 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

WEST CARROLL PARISH ASSESSOR  
 Oak Grove, Louisiana  
 Notes to the Financial Statements (Continued)

Inflation	2.50%
Salary increases	5.75% (Including inflation and merit increases)
Investment rate of return	6.75%, net of investment expense

Active member mortality rates were based on the RP-2000 Employee Table set back four years for males and three years for females. Disabled Lives Mortality rates were based on the RP-2000 disabled Lives Mortality Tables set back five years for males and three years for females.

The discounted rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions and the other assumptions the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

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

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

The following presents the net pension liability of the fund calculated using the discount rate of 6.75%, 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 (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
Assessors' proportionate share of the net pension liability	\$248,152	\$73,179	(\$76,819)

**6. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

*Plan Description.* The West Carroll Parish Tax Assessor's medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement.

Employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service.

WEST CARROLL PARISH ASSESSOR

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

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

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

**Funding Policy.** Until 2009, the West Carroll Parish Tax Assessor recognized the cost of providing post-employment medical and life insurance benefits (the West Carroll Parish Tax Assessor's portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2017 and 2016, the West Carroll Parish Assessor's portion of health care and life insurance funding cost for retired employees totaled \$7,252 and \$6,714, respectively.

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

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

	<u>2017</u>
Normal cost	\$3,154
30-year UAL amortization amount	<u>7,014</u>
Annual required contribution (ARC)	<u><u>\$10,168</u></u>

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

	<u>2017</u>	<u>2016</u>
Beginning Net OPEB Obligation	\$209,023	\$209,699
Annual required contribution	10,168	9,777
Interest on net OPEB obligation	8,361	8,388
Adjustment to annual required contribution	<u>(12,088)</u>	<u>(12,127)</u>
Annual OPEB cost (expense)	6,441	6,038



WEST CARROLL PARISH ASSESSOR  
 Oak Grove, Louisiana  
 Notes to the Financial Statements (Continued)

Contributions made	<u>(\$7,252)</u>	<u>(\$6,714)</u>
Change in Net OPEB Obligation	(811)	(676)
Net OPEB obligation at end of year	<u>\$208,212</u>	<u>\$209,023</u>

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

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Liability (Asset)</u>
December 31, 2017	\$ 6,441	112.58%	\$ 208,212
December 31, 2016	\$ 6,038	111.20%	\$ 209,023

**Funded Status and Funding Progress.** In 2017 and 2016, the West Carroll Parish Tax Assessor made no contributions to its post employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the January 1, 2017 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year December 31, 2017 was \$126,152 which is defined as that portion, as determined by a particular actuarial cost method (the West Carroll Parish Tax Assessor used the Projected Unit Credit Cost Method), of the actuarial present value of post employment plan benefits and expenses which is not provided by normal cost.

Actuarial Accrued Liability (AAL)	\$126,152
Actuarial Value of Plan Assets (AVP)	NONE
Unfunded Act. Accrued Liability (UAAL)	\$126,152
Funded Ratio (AVP/AAL)	0.00%
Covered Payroll (active plan members)	216,898
UAAL as a percentage of covered payroll	58.16%

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

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the West Carroll Parish Tax Assessor and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the West Carroll Parish Tax Assessor and its plan members to that point. The projection of benefits for financial reporting purposes

WEST CARROLL PARISH ASSESSOR

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the West Carroll Parish Tax Assessor and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

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

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

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

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

**Investment Return Assumption (Discount Rate)** - GASB Codification Section P50 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

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

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

**Method of Determining Value of Benefits** - The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been

WEST CARROLL PARISH ASSESSOR

Oak Grove, Louisiana

Notes to the Financial Statements (Continued)

used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical, dental and life insurance for the retirees only and not for dependents. The rates provided applicable before and after age 65 are "blended" rates. Since GASB Codification Section P50 mandates that "unblended" rates be used, we have estimated the unblended rates for retired before Medicare eligibility to be 130% of the blended rate and 80% of the blended rate after Medicare eligibility.

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

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

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

## 7. LITIGATION AND CLAIMS

The West Carroll Parish Assessor is not involved in any litigation at December 31, 2017, nor is she aware of any unasserted claims.

**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
For the Year Ended December 31, 2017

	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
Taxes - ad valorem	\$295,000	\$295,000	\$321,448	\$26,448
Intergovernmental-state funds- state revenue sharing	17,000	17,000	17,238	238
Fees, charges, and commissions for services	2,800	2,250	4,071	1,821
Use of money and property - interest earnings	150	150	611	461
Total revenues	<u>314,950</u>	<u>314,400</u>	<u>343,368</u>	<u>28,968</u>
<b>EXPENDITURES</b>				
Current:				
General government - taxation:				
Personal services and related benefits	279,200	303,015	291,302	11,713
Operating services	39,985	40,985	36,429	4,556
Materials and supplies	6,050	6,050	5,152	898
Travel and other charges	18,250	22,250	19,374	2,876
Capital outlay		1,000		1,000
Total expenditures	<u>343,485</u>	<u>373,300</u>	<u>352,257</u>	<u>21,043</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(28,535)	(58,900)	(8,889)	50,011
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>340,000</u>	<u>354,988</u>	<u>354,988</u>	NONE
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$311,465</u>	<u>\$296,088</u>	<u>\$346,099</u>	<u>\$50,011</u>

See accompanying note to budgetary comparison schedule.

West Carroll Parish Assessor  
Oak Grove, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE

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. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and subsequent amendments.

**West Carroll Parish Tax Assessor  
Employee Health Care Plan  
December 31, 2017**

**Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
December 31, 2008	\$0	\$334,650	\$334,650	0.00%	\$137,357	243.64%
December 31, 2011	\$0	\$112,376	\$112,376	0.00%	\$163,900	68.56%
December 31, 2014	\$0	\$116,635	\$116,635	0.00%	\$180,840	64.50%

Note:

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

**West Carroll Parish Assessor**  
**Schedule of Employer's Share of Net Pension Liability**  
**December 31, 2017**

Actuarial Valuation Date	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
September 30, 2015	0.370995%	\$194,150	\$155,054	125.21%	85.57%
September 30, 2016	0.380634%	\$134,314	\$167,616	80.13%	90.68%
September 30, 2017	0.417043%	\$73,179	\$187,934	38.94%	95.61%

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



**West Carroll Parish Assessor  
Schedule of Employer Contributions  
December 31, 2017**

Actuarial Valuation Date	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
September 30, 2015	\$20,932	\$20,932	\$0	\$155,054	13.50%
September 30, 2016	\$21,135	\$21,135	\$0	\$167,616	12.61%
September 30, 2017	\$17,484	\$17,484	\$0	\$187,934	9.30%

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

**OTHER SUPPLEMENTARY INFORMATION**

**PART III**

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended December 31, 2017

DEANNA SMITH, ASSESSOR

PURPOSE	AMOUNT
Salary (RS 47:1907)	\$132,403
Expense allowance (RS 47:1907)	12,573
Benefits-insurance (RS 47:1923)	19,606
Benefits-retirement (RS 11:1481)	13,773
Per diem - meals (ACT 706 of 2015 Legislature)	1,050
Travel - mileage reimbursement(ACT 706 of 2015 Legislature)	2,044
Housing and lodging (ACT 706 of 2015 Legislative)	1,693
Registration fees (ACT 706 of 2015 Legislature)	765
Other - paid on behalf of agency head (ACT 706 of 2015 Legislature)	190
Association dues (ACT 706 of 2015 Legislature)	2,622

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

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

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

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

**MARY JO FINLEY, CPA, INC.**  
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 Auditor's Report on Internal Control Over Financial  
Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed  
in Accordance *Government Auditing Standards***

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the West Carroll Parish Assessor, a component unit of the West Carroll Parish Police Jury, as of and for the year ended December 31, 2017 and the related notes to the financial statements, which collectively comprise the West Carroll Parish Assessor's basic financial statements, and have issued my report thereon dated April 19, 2018.

**Internal Control Over Financial Reporting**

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

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

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana  
Independent Auditor's Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
December 31, 2017

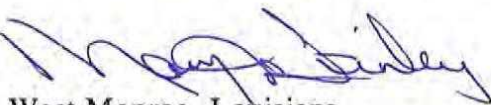
My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether West Carroll Parish Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

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



West Monroe, Louisiana  
April 19, 2018

WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana

Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2017

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the West Carroll Parish Assessor.
2. No instances of noncompliance material to the financial statements of the West Carroll Parish Assessor were disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None



**WEST CARROLL PARISH ASSESSOR  
Oak Grove, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2017**

There were no findings reported in the audit report for the year ended December 31, 2016.