

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

**Annual Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 2012
With Supplemental Information Schedules**

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Annual Financial Statements
With Independent Auditor's Report
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Independent Auditor's Report

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities and major fund of the Tensas Parish Assessor, a component unit of the Tensas Parish Police Jury, as of December 31, 2012, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana
Independent Auditor's Report,
December 31, 2012

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and major fund of the Tensas Parish Assessor as of December 31, 2012, 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

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 31 through 32, and the schedule of funding progress for the retiree healthcare plan on page 33 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.

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

The supplemental information schedules listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana
Independent Auditor's Report,
December 31, 2012

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued a report dated March 7, 2013, on my consideration of the Tensas Parish Assessor's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Tensas Parish Assessor's internal control over financial reporting and compliance.



West Monroe, Louisiana
March 7, 2013

**REQUIRED SUPPLEMENTARY INFORMATION
PART I**

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Management's Discussion and Analysis
December 31, 2012

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, 2012. 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 Assets and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the assessor's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

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

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

The *statement of net assets* presents information on all of the Tensas Parish Assessor's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets 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 assets changed during the most recent fiscal year. All changes in net assets 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 assets 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 \$337,197. Approximately 2% of the Tensas Parish Assessor's net assets 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 assets 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 ASSETS
Governmental Funds

	<u>2012</u>	<u>2011</u>
ASSETS		
Cash and cash equivalents	\$265,925	\$239,925
Receivables	143,353	154,365
Capital assets (net of accumulated depreciation)	5,801	1,154
TOTAL ASSETS	<u>\$415,079</u>	<u>\$395,444</u>
LIABILITIES		
Accounts payable	\$301	\$541
Net OPEB Obligation	77,581	76,077
TOTAL LIABILITIES	<u>77,882</u>	<u>76,618</u>
NET ASSETS		
Invested in capital assets, net of related debt	5,801	1,154
Unrestricted	331,396	317,672
TOTAL NET ASSETS	<u>\$337,197</u>	<u>\$318,826</u>

STATEMENT OF ACTIVITIES

	<u>2012</u>	<u>2011</u>
Taxation:		
Personal services	\$266,171	\$249,285
Operating services	50,395	31,631
Materials and supplies	5,170	1,401
Travel	15,492	16,993
Depreciation expense	1,522	289
Total Program Expenses	<u>338,750</u>	<u>299,599</u>
Program revenues-fees, charges and commissions	7,754	7,123
Net Program Expenses	<u>(330,996)</u>	<u>(292,476)</u>
General revenues:		
Taxes - ad valorem	295,776	276,662
Federal grant	39,122	9,466
Federal in lieu of taxes	3,065	2,818
Intergovernmental - state funds - state revenue sharing	11,114	11,749
Interest earned	290	252
Total General Revenues	<u>349,367</u>	<u>300,947</u>
Change in Net Assets	<u>18,371</u>	<u>8,471</u>
Net Assets - Beginning of year	318,826	310,355
Net Assets - End of year	<u>\$337,197</u>	<u>\$318,826</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, 2012, the General Fund unassigned fund balance of \$408,977 showed an increase of \$15,228 over December 31, 2011.

General Fund Budgetary Highlights

The differences between expenditures in the original budget and the final budget were due to an increase in personal services, operating services and materials and supplies. The differences between revenues in the original budget and the final budget were due to an increase in ad valorem taxes and federal grant and a decrease in state revenue sharing.

Capital Asset and Debt Administration

Capital assets. The Tensas Parish Assessor's investment in capital assets for its governmental activities as of December 31, 2012, \$5,801, net of accumulated depreciation. This investment includes furniture and equipment. There were increases of \$6,169 and no decreases in capital assets for the year.

Long-term debt. The Tensas Parish Assessor contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees through the assessor's group health insurance plan. Net OPEB obligation associated with the Retiree Health Plan at December 31, 2012 is \$77,581.

Requests for Information

This financial report is designed to provide a general overview of the Tensas Parish Assessor's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Tensas Parish Assessor, Courthouse Building, St. Joseph, LA 71366.

March 7, 2013

BASIC FINANCIAL STATEMENTS

TENSAS PARISH ASSESSOR
St. Joseph, LouisianaSTATEMENT OF NET ASSETS
December 31, 2012**ASSETS**

Cash and cash equivalents	\$265,925
Receivables	143,353
Capital assets (net of accumulated depreciation)	<u>5,801</u>
TOTAL ASSETS	<u>\$415,079</u>

LIABILITIES

Accounts payable	\$301
Net OPEB Obligations	<u>77,581</u>
TOTAL LIABILITIES	<u>77,882</u>

NET ASSETS

Invested in capital assets, net of related debt	5,801
Unrestricted	<u>331,396</u>
TOTAL NET ASSETS	<u>\$337,197</u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

STATEMENT OF ACTIVITIES
December 31, 2012

Taxation:	
Personal services	\$266,171
Operating services	50,395
Materials and supplies	5,170
Travel	15,492
Depreciation expense	1,522
Total Program Expenses	<u>338,750</u>
Program revenues - fees, charges and commissions	<u>7,754</u>
Net Program Expenses	<u>(330,996)</u>
General revenues	
Taxes - ad valorem	295,776
Federal grant	39,122
Federal in lieu of taxes	3,065
Intergovernmental revenues - state grant - state revenue sharing	11,114
Interest earnings	290
Total general revenues	<u>349,367</u>
Change in Net Assets	18,371
Net Assets - Beginning of year	<u>318,826</u>
Net Assets - End of year	<u><u>\$337,197</u></u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana
GOVERNMENTAL FUNDS

Balance Sheet, December 31, 2012

ASSETS

Cash and cash equivalents
Receivables

\$265,925
143,353

TOTAL ASSETS

\$409,278

LIABILITIES AND FUND EQUITY

Liabilities:

Accounts payable
Fund Equity - fund balances - unassigned

\$301
408,977

TOTAL LIABILITIES AND FUND EQUITY

\$409,278

The accompanying notes are an integral part of this statement.

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

**Reconciliation of Governmental Funds
Balance Sheet to the Statement of Net Assets**

For the Year Ended December 31, 2012

Total Fund Balances - Governmental Funds (Statement C)		<u>\$408,977</u>
Cost of capital assets	\$47,658	
Less: Accumulated depreciation	<u>(41,857)</u>	5,801
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		<u>(77,581)</u>
Net Assets (Statement A)		<u>\$337,197</u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures,
and Changes in Fund Balances

For the Year Ended December 31, 2012

REVENUES	
Taxes - ad valorem	\$295,776
Federal grant	39,122
Federal in lieu of taxes	3,065
Intergovernmental revenues - state funds - state revenue sharing	11,114
Fees, charges, and commissions for services	7,754
Use of money and property - interest earnings	290
Total revenues	<u>357,121</u>
EXPENDITURES	
Current:	
General government - taxation:	
Personal services	264,667
Operating services	50,395
Materials and supplies	5,170
Travel and other charges	15,492
Capital outlay	6,169
Total expenditures	<u>341,893</u>
EXCESS OF REVENUES OVER EXPENDITURES	15,228
FUND BALANCES AT BEGINNING OF YEAR	<u>393,749</u>
FUND BALANCES AT END OF YEAR	<u><u>\$408,977</u></u>

The accompanying notes are an integral part of this statement.

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

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

For the Year Ended December 31, 2012

Total net change in fund balances - governmental funds (Statement D)	\$15,228
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	4,647
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 Assets and are not reflected in the Statement of Activities.	<u>(1,504)</u>
Change in net assets of governmental activities (Statement B)	<u><u>\$18,371</u></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, 2012

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 Assets (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 Assets, 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 assets are reported in three parts; invested in capital assets, net of any related debt; restricted net assets; and unrestricted net assets.

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:

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

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

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, 2012, the assessor has cash and cash equivalents (book balances) totaling \$265,925.

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These deposits are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash (bank balances) at December 31, 2012, total \$284,206 and are fully secured by federal deposit insurance and pledged securities.

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.

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

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, 2012.

2. PRINCIPAL TAXPAYERS

The following are the principal taxpayers for the parish and their 2012 assessed valuation:

	<u>2012 Assessed Valuation</u>	<u>% of Total Assessed Valuation</u>
American River Trans. Co.	\$11,730,620	21.82%
Cross Keys Bank	1,850,486	3.44%
Entergy Louisiana, Inc.	1,462,990	2.72%
Tensas State Bank	732,264	1.36%

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

	2012 Assessed Valuation	% of Total Assessed Valuation
Wisconsin Barge Line	\$766,230	1.43%
Bunge North America Inc	729,352	1.36%
Bellsouth Telecommunication	507,650	0.94%
Agri-Trans Corporation	505,400	0.94%
Somerset Plantation	407,462	0.76%
Goldman Equipment	351,120	0.65%
Total	<u>\$19,043,574</u>	<u>35.43%</u>

3. RECEIVABLES

The General Fund receivables of \$143,353 at December 31, 2012, are as follows:

<u>Class of receivables:</u>	
Taxes - Ad valorem	\$112,820
Intergovernmental revenue - state revenue sharing (net)	11,114
Grant	18,599
Fees, charges and commission	820
Total	<u>\$143,353</u>

4. CHANGES IN CAPITAL ASSETS

A summary of changes in office furnishings and equipment follows:

Balance, January 1, 2012	\$41,489
Additions	6,169
Deletions	<u>NONE</u>
Balance, December 31, 2012	47,658
Less accumulated depreciation	<u>(41,857)</u>
Net Capital Assets	<u>\$5,801</u>

5. PENSION PLAN

Substantially all employees of the Tensas Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service rendered on or before June 30, 1999, and 3.33 per cent of their final-average salary for each year of credited service rendered on or after July 1, 1999, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, 3060 Valley Creek Road, Baton Rouge, Louisiana 70898, or by calling (225) 928-8886.

Plan members are required by state statute to contribute 8.00 per cent of their annual covered salary and the Tensas Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 13.5 per cent of annual covered payroll. Contributions to the system include one-fourth of one per cent (one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Tensas Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Tensas Parish Assessor's contributions to the system for the years ending December 31, 2012, 2011, and 2010, were \$24,570, \$21,914, and \$22,373, respectively, equal to the required contributions for each year.

6. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

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

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

Dental insurance coverage is provided to retirees. The employer pays 100% of the cost of the dental insurance for the retirees but not for dependents. We have used the unblended rates provided. All of the assumptions used for the valuation of the medical benefits have been used for dental insurance except for

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

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.

Life insurance coverage is provided to retirees and the blended rate (active and retired) IS \$0.47 per \$1,000 of insurance. The amount of insurance coverage while active is continued after retirement, but retiree insurance coverage amounts are reduced to 50% fo the original amount at age 70. The employer pays 100% of the “cost” of the retiree life insurance but it is based on the blended rate. Since GASB 45 requires the use of “unblended” rates, we have used the 94GAR mortality table described below to “unblend” the rates so as to reproduce the composite blended rate overall as the rate structure to calculate the actuarial valuation results for life insurance. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption; zero trend was used for life insurance.

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

Funding Policy. Until 2009, the Tensas Parish Tax Assessor recognized the cost of providing post-employment medical and life insurance benefits (the Tensas Parish Tax Assessor’s portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2012 and 2011, the Tensas Parish Assessor’s portion of health care and life insurance funding cost for retired employees totaled \$10,167and \$3,320, respectively.

Effective January 1, 2009, the Tensas Parish Tax Assessor implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions* (GASB 45). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

Annual OPEB Cost and Net OPEB Obligation. The Tensas Parish Assessor’s Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. 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 43/45) has been used for the post-employment benefits. The actuarially computed ARC is as follows:

	2012
Normal cost	\$3,937
30-year UAL amortization amount	9,091
Annual required contribution (ARC)	<u>\$13,028</u>

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

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

	2012	2011
Beginning Net OPEB Obligation	\$76,077	\$50,468
Annual required contribution	13,028	28,036
Interest on net OPEB obligation	3,043	893
Adjustment to annual required contribution	(4,400)	NONE
Annual OPEB cost (expense)	11,671	28,929
Contributions made	(10,167)	(3,320)
Change in Net OPEB Obligation	1,504	25,609
Net OPEB obligation at end of year	<u>\$77,581</u>	<u>\$76,077</u>

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

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Liability (Asset)</u>
December 31, 2012	\$ 11,671	87.11%	\$ 77,581
December 31, 2011	\$ 28,929	11.48%	\$ 76,077

Funded Status and Funding Progress. In 2012, the Tensas Parish Tax Assessor made no contributions to its post employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the January 1, 2012 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year December 31, 2012 was \$157,175 which is defined as that portion, as determined by a particular actuarial cost method (the Tensas Parish Tax Assessor used the Projected Unit Credit Cost Method), of the actuarial present value of post employment plan benefits and expenses which is not provided by normal cost.

Actuarial Accrued Liability (AAL)	\$157,175
Actuarial Value of Plan Assets (AVP)	NONE
Unfunded Act. Accrued Liability (UAAL)	\$157,175
Funded Ratio (AVP/AAL)	0.00%
Covered Payroll (active plan members)	171,161
UAAL as a percentage of covered payroll	92.00%

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);

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

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

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

Actuarial Value of Plan Assets - There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45.

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 Statement 45 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 projections performed by the Office of the Actuary at the Centers for Medicare & Medicaid Services as published in National Health Care Expenditures Projections: 2003 to 2013, Table 3: National Health Expenditures, Aggregate and per Capita Amounts, Percent Distribution and Average Annual Percent Change by Source of Funds: Selected Calendar Years 1990-2013, released in January, 2004 by the Health Care Financing

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

Administration (www.cms.hhs.gov). “State and Local” rates for 2008 through 2013 from this report were used, with rates beyond 2013 graduated down to an ultimate annual rate of 5.0% for 2016 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, was used. This is a published mortality table which was designed to be used in determining the value of accrued benefits in defined benefit pension plans.

Method of Determining Value of Benefits - The “value of benefits” has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical, dental and life insurance for the retirees only and not for dependents. The rates provided applicable before and after age 65 are “blended” rates. Since GASB 45 mandates that “unblended” rates be used, we have estimated the unblended rates for retired before Medicare eligibility to be 130% of the blended rate and 80% of the blended rate after Medicare eligibility.

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

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

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

7. LITIGATION AND CLAIMS

The Tensas Parish Assessor is not involved in any litigation at December 31, 2012, nor is she aware of any unasserted claims.

8. EXPENDITURES OF THE ASSESSOR PAID BY THE POLICE JURY

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

REQUIRED SUPPLEMENTARY INFORMATION

PART II

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND

For the Year Ended December 31, 2012

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
Taxes - ad valorem	\$270,000	\$290,000	\$295,776	\$5,776
Federal grant		20,500	39,122	18,622
Federal in lieu of taxes	4,000	3,000	3,065	65
Intergovernmental revenues - state funds - state revenue sharing	12,000	10,500	11,114	614
Fees, charges, and commissions for services	6,800	7,000	7,754	754
Use of money and property - interest earnings	200	268	290	22
Total revenues	<u>293,000</u>	<u>331,268</u>	<u>357,121</u>	<u>25,853</u>
EXPENDITURES				
Current:				
General government - taxation				
Personal services and related benefits	238,510	275,000	264,667	10,333
Operating services	28,575	50,000	50,395	(395)
Materials and supplies	1,500	5,500	5,170	330
Travel and other charges	17,766	17,766	15,492	2,274
Capital outlay	2,000	2,000	6,169	(4,169)
Total expenditures	<u>288,351</u>	<u>350,266</u>	<u>341,893</u>	<u>8,373</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	4,649	(18,998)	15,228	34,226
FUND BALANCE AT BEGINNING OF YEAR	<u>360,000</u>	<u>393,749</u>	<u>393,749</u>	NONE
FUND BALANCE AT END OF YEAR	<u>\$364,649</u>	<u>\$374,751</u>	<u>\$408,977</u>	<u>\$34,226</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, 2012

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

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

**Tensas Parish Tax Assessor
Employee Health Care Plan
December 31, 2012**

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
December 31, 2008	\$0	\$322,228	\$322,228	0.00%	\$151,060	213.00%
December 31, 2011	\$0	\$157,175	\$157,175	0.00%	\$171,161	92.00%

Note:

Generally accepted governmental accounting principles (GASB Codification Po50.131-132) require that the schedule present information from the last three actuarial valuations. Because the requirements of GASB 45 were implemented starting with the year ended December 31, 2009, only two valuations are available. Additional information will be added after the next valuation. Subsequent to that, information will be presented for the latest three valuations.

**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.

**Report on Internal Control Over Financial
Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed
in Accordance *Government Auditing Standards***

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Tensas Parish Assessor, a component unit of the Jackson Parish Police Jury, as of and for the year ended December 31, 2012 and the related notes to the financial statements, which collectively comprise the Tensas Parish Assessor's basic financial statements, and have issued my report thereon dated March 7, 2013.

Internal Control Over Financial Reporting

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

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

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana
Independent Auditor's Report on Compliance
And Internal Control Over Financial Reporting, etc.
December 31, 2012

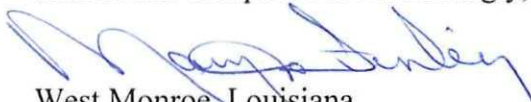
My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify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

Compliance and Other Matters

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

Purpose of this Report

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



West Monroe, Louisiana
March 7, 2013

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

**Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2012**

A. SUMMARY OF AUDIT RESULTS

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

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

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

**Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2012**

There were no findings reported in the audit report for the year ended December 31, 2011.