

# **WINN PARISH ASSESSOR**

FINANCIAL REPORT  
DECEMBER 31, 2012

SHANNA JONES, CPA  
WINNFIELD, LOUISIANA

**WINN PARISH ASSESSOR**  
**FINANCIAL REPORT**  
**DECEMBER 31, 2012**

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# *Shanna Jones, CPA*

*157 Larry Bruce Rd  
Winnfield, LA 71483  
792-8544*

## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Honorable Lawrence Desadier, CLA  
Winn Parish Assessor  
Winnfield, Louisiana

I have reviewed the accompanying financial statements of the governmental activities and major fund of Winn Parish Assessor, a component unit of the Winn Parish Police Jury, as of December 31, 2012, which collectively comprise the Assessor's basic financial statements as listed in the Table of Contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Assessor's personnel. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management of the Assessor is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

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

My review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America. The Budgetary Comparison Schedule on page 24 is presented for purposes of additional analysis and is not a required part of the basic financial statements but is required by the Governmental Accounting Standards Board. The supplementary information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and I am not aware of any material modifications that should be made thereto.

The Winn Parish Assessor has omitted the Management's Discussion and Analysis that is required to be presented for purposes of additional analysis. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Stand-

ards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, I have issued a report dated April 24, 2013, on the results of our agreed-upon procedures on pages 26 through 28. Pages 29 through 30 present the Louisiana Attestation Questionnaire.

A handwritten signature in cursive script that reads "Shanna Jones".

Shanna Jones, CPA  
Winnfield, Louisiana  
April 24, 2013

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

**WINN PARISH ASSESSOR**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2012**

	<u>Governmental Activities</u>
<b>ASSETS:</b>	
Current Assets:	
Cash & Cash Equivalents	\$ 182,067
Accounts Receivable	291,140
Prepaid Expenses	<u>9,751</u>
Total Current Assets	482,958
Non-current Assets:	
Capital Assets (Net)	<u>11,025</u>
Total Assets	<u>493,983</u>
 <b>LIABILITIES:</b>	
Current Liabilities:	
Accounts Payable	418
Payroll & Related Liabilities	<u>8,734</u>
Total Liabilities	<u>9,152</u>
 <b>NET POSITION:</b>	
Invested in Capital Assets	11,025
Unrestricted	<u>473,806</u>
Total Net Position	<u><u>\$ 484,831</u></u>

See accompanying notes and independent accountant's review report.

**WINN PARISH ASSESSOR**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Activities</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Net (Expense) Revenue and Changes in Net Position Government Activities</u>
Governmental Activities:			
General Government	\$ 315,948	\$ 2,223	\$ ( 313,725)
General Revenues:			
Taxes:			
Ad Valorem Taxes			341,005
Intergovernmental Revenue:			
State Revenue Sharing			26,189
Miscellaneous:			
Interest Earnings			673
Other			<u>1,638</u>
Total General Revenues			<u>369,505</u>
Change in Net Position			55,780
Net Position, As Restated January 1, 2012			<u>429,051</u>
Net Position December 31, 2012			<u><u>\$ 484,831</u></u>

See accompanying notes and independent accountant's review report.

## FUND FINANCIAL STATEMENTS

**WINN PARISH ASSESSOR**  
**BALANCE SHEET—GOVERNMENTAL FUND**  
**DECEMBER 31, 2012**

ASSETS:

Current Assets:

Cash & Cash Equivalents	\$ 182,067
Accounts Receivable	291,140
Prepaid Expenses	<u>9,751</u>

Total Assets 482,958

LIABILITIES:

Accounts Payable	418
Payroll Liabilities	<u>8,734</u>

Total Liabilities 9,152

FUND BALANCE:

Nonspendable	9,751
Unassigned	<u>464,055</u>

Total Fund Balance 473,806

Total Liabilities & Fund Balance \$ 482,958

See accompanying notes and independent accountant's review report.

**WINN PARISH ASSESSOR**  
**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2012**

Total Fund Balance for the Governmental Fund at December 31, 2012	\$ 473,806
Total Net Position reported for Governmental Activities in the Statement of Net Position is different because:	
Capital Assets used in Governmental Activities are not financial resources and, therefore, are not reported in the fund. Those assets consist of:	
Equipment and Furniture	125,261
Less: Accumulated Depreciation	<u>( 114,236)</u>
Total Net Position of Governmental Activities at December 31, 2012	<u>\$ 484,831</u>

See accompanying notes and independent accountant's review report.

**WINN PARISH ASSESSOR**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE—GOVERNMENTAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

REVENUES:

Taxes:		
Ad Valorem Taxes	\$	341,005
Intergovernmental:		
State Revenue Sharing		26,189
Charges for Services		
Tax Rolls & Notices		2,223
Miscellaneous		
Interest		673
Other		<u>1,638</u>
Total Revenues		<u>371,728</u>

EXPENDITURES:

Current:		
General Government:		
Personnel Services & Related Benefits		286,081
Operating Services		26,041
Travel & Other Charges		-
Capital Outlay		<u>6,874</u>
Total Expenditures		<u>318,996</u>
Excess of Revenues over Expenditures		52,732
Fund Balance—Beginning of Year		<u>421,074</u>
Fund Balance—End of Year	\$	<u><u>473,806</u></u>

See accompanying notes and independent accountant's review report.

**WINN PARISH ASSESSOR**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUND**  
**TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Net Change in Fund Balance—Governmental Fund	\$	52,732
Amounts reported for Governmental Activities		
In the Statement of Activities are different because:		
Governmental Funds report Capital Outlays as		
expenditures. However, in the Statement of		
Activities the cost of these assets is allocated over		
their estimated useful lives as depreciation expense.		
The cost of Capital Assets recorded in the current		
period is		
		6,874
Depreciation expense on Capital Assets is reported in		
the Government-wide Financial Statements, but		
does not require the use of current financial resources		
and is not reported in the Fund Financial Statements.		
Current year depreciation expense is		
		<u>( 3,826)</u>
Net Change in Net Position per Statement of Activities	\$	<u>55,780</u>

See accompanying notes and independent accountant’s review report.

## NOTES TO FINANCIAL STATEMENTS

**WINN PARISH ASSESSOR**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 1—INTRODUCTION**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Winn Parish Assessor (the “Assessor”) is elected by the voters of the parish. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor, who is elected for a four year term, is authorized to appoint as many deputies as may be necessary for efficient operation of the office and 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 Assessor’s office is located in the Winn Parish Courthouse in Winnfield, Louisiana. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing which is due May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

**NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting and reporting policies of the Winn Parish Assessor conform to Generally Accepted Accounting Principles (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the *Louisiana Governmental Audit Guide*.

Reporting Entity

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

Governmental Accounting Standard Board (GASB) Statement No. 61 amended Statement No. 14’s established criteria for determining which component units should be considered part of the Winn Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability.

**WINN PARISH ASSESSOR**  
**NOTES TO FINANCIAL STATEMENTS**  
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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
  - 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's 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 provides office facilities for the Winn Parish Assessor, the Assessor was determined to be fiscally dependent on the police jury and accordingly is considered a component unit of the Winn 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 financial reporting entity.

Basis of Presentation

Government-Wide Financial Statements (GWFS)

As required by Governmental Accounting Standards Board (GASB), the District implemented GASB Statement No. 63 during the year ended December 31, 2012. GASB Statement No. 63 includes deferred outflows and inflows of resources to the assets and liabilities previously reported on the GWFS and reports the residual effect as Net Position. It changes the titles in the GWFS from Net Assets to Net Position.

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Assessor's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the

**WINN PARISH ASSESSOR**  
**NOTES TO FINANCIAL STATEMENTS**  
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program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Accounting

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

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

The major fund of the Assessor is described below:

Governmental Fund:

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

Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made.

Accrual Basis—Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Assessor as a whole. Both of these statements are prepared using the economic measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Modified Accrual Basis—Fund Financial Statements (FFS)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are

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considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Assessor considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. In addition, the Assessor records ad valorem revenue in the year in which the ad valorem taxes are assessed and levied. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Assets Liabilities and Equity

Cash and Cash Equivalents—The Assessor’s cash and cash equivalents are considered to be cash in demand deposits, interest bearing deposits and time deposits.

Capital Assets—The Assessor reports property and equipment in the governmental activities column in the GWFS. Capital assets are carried at historical 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 \$300 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized. Also the Assessor’s FFS expense assets as capital outlays in the year occurring.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets’ estimated useful lives using the straight-line method. The assets estimated useful lives are as follows:

Furniture, fixtures, and equipment	5-10 years
------------------------------------	------------

Compensated Absences—Employees of the Winn Parish Assessor do not accrue or “carry forward” any type of leave from year to year. Therefore no entry is made to record compensated absences.

Equity Classifications—In the GWFS, equity is classified as net position and displayed in three components as applicable. The components are as follows:

Invested in Capital Assets—Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position—Net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

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**NOTES TO FINANCIAL STATEMENTS**  
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Unrestricted Net Position—All other net position that does not meet the definition of “restricted” or “invested in capital assets.”

In the Fund Financial Statements, governmental fund equity is classified as fund balance. Beginning with fiscal year 2011, the Assessor implemented GASB Statement 54 “Fund Balance Reporting and Governmental Fund Type Definitions”. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The General Fund, the Assessor’s only major governmental fund, has a nonspendable fund balance of \$9,751 which represents prepaid expenses. The remaining fund balance of \$464,055 is classified as unassigned.

Budget

Each year, the Winn Parish Assessor adopts a budget for the fiscal year. The budget is open for public inspection. All budgetary appropriations laps at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

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**NOTES TO FINANCIAL STATEMENTS**  
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Estimates

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

**NOTE 3—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 their principal offices in Louisiana.

At December 31, 2012, the carrying amount of the Assessor's cash and cash equivalents totaled \$182,067. 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 banks. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agents. These securities are held in the name of the pledging fiscal agent banks in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2012, the Assessor used a financial institution the balance of which totaled \$189,312. All of the balance is secured from risk by FDIC insurance.

**NOTE 4—ACCOUNTS RECEIVABLE**

Accounts receivable at December 31, 2012, consisted of amounts due as follows:

Ad valorem taxes	\$ 288,905
Tax roll notices	2,223
Miscellaneous	<u>12</u>
Total Accounts Receivable	<u>\$ 291,140</u>

All receivables are considered to be collectible and therefore no allowance for doubtful accounts is recorded.

**WINN PARISH ASSESSOR**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

NOTE 5—CAPITAL ASSETS

Capital asset balances and activity for the year ended December 31, 2012 are as follows:

<u>Governmental Activities</u>	<u>Balance 01/01/11</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/12</u>
Capital Assets:				
Equipment & Furniture	\$ 118,387	\$ 6,874	\$ -	\$ 125,261
Less: Accumulated Depreciation	<u>(110,410)</u>	<u>( 3,826)</u>	<u>-</u>	<u>(114,236)</u>
Net Capital Assets	<u>\$ 7,977</u>			<u>\$ 11,025</u>

Depreciation expense for the year ended December 31, 2012 of \$3,826 is charged to the general government function.

NOTE 6—AD VALOREM TAXES

The Assessor levies taxes on real and business personal property located within the boundaries of Winn Parish. Property taxes are levied by the Assessor on property values assessed by the Winn Parish Tax Assessor and approved by the State of Louisiana Tax Commission.

The Winn Parish Sheriff's Office bills and collects property taxes for the Assessor. Collections are remitted to the Assessor monthly. The Assessor recognizes property tax revenues when levied.

Property Tax Calendar

Assessment Date	January	1
Levy Date	June	30
Tax Bills Mailed	October	15
Total Taxes Due	December	31
Penalties & Interest Added	January	31
Lien Date	January	31
Tax Sale	May	15

The Assessor is permitted to levy taxes up to 10% of the assessed property valuation for each specified purpose or, in the aggregate for all purposes 25% of the assessed valuation for the payment of principal and interest on long-term debt after the approval by voters of the parish. Property taxes are recorded as receivables and revenues in the year assessed.

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**NOTES TO FINANCIAL STATEMENTS**  
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Assessed values are established by the Winn Parish Assessor each year on a uniform basis at the following ratios to fair market value:

10% Land	15% Machinery
10% Residential Improvements	15% Commercial Improvements
15% Industrial Improvements	25% Public Service Properties, excluding land

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2012. Total assessed value for the Assessor was \$81,765,406 in 2012. Louisiana state law exempts the first \$7,500 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption for the Assessor was a total of \$16,923,888 of the assessed value in 2012. For the year ended December 31, 2012, taxes of 5.04 mills were authorized and levied on the properties. Taxes collected totaled \$341,005, after adjustments from the prior year.

The principal taxpayers of the parish are:

Taxpayer	Assessed Value	Percent of Assessor's Total Assessed Value
West Fraser	\$ 5,567,276	6.81%
Weyerhaeuser	4,995,203	6.11%
Entergy Louisiana, LLC	4,860,090	5.94%
Plum Creek Timber	1,708,597	2.09%
Arclin USA, Inc.	1,643,008	2.01%
Gulf South Pipeline Co.	1,361,460	1.67%
Kansas City Southern Railway	1,327,730	1.62%
Bank of Winnfield	1,316,869	1.61%
BellSouth Telecommunications	1,157,320	1.42%
Tennessee Gas Pipeline Co	1,149,000	1.41%
Total	\$ 25,086,553	30.69%

**NOTE 7—EMPLOYEE RETIREMENT SYSTEM**

*Plan Description* - All full-time employees of the Winn Parish Assessor participate in the Louisiana Assessors Retirement System ("System"), a multiple-employer (cost-sharing), defined benefit pension plan, controlled and administered by a separate board of trustees.

All full-time employees of the Assessor's office 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 at any age with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 percent of their final-average salary for each year

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of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 60 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 or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement Fund, Post Office Box 14699, Baton Rouge, Louisiana 70898, or by calling (318) 925-4446.

*Funding Policy* - Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the Winn Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 13.5 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one percent 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 Winn 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 Winn Parish Assessor's combined contributions to the System for the years ending December 31, 2012, 2011, and 2010 were \$42,843, \$40,263, and \$36,443 respectively. These amounts were equal to the required contributions for the year.

**NOTE 8—OTHER POST-EMPLOYMENT BENEFITS**

During the year ended December 31, 2012, the Assessor's office provided no post-employment benefits such as health and dental care. Therefore no disclosure for GASB No. 45 is required.

Due to these post-employment benefits having been recorded on the Government-Wide Financial Statement of Net Position as a Noncurrent Liability, Net Position as of the beginning of this fiscal year had to be restated. The calculation is as follows:

Net Position December 31, 2011	\$	423,222
Remove: OPEB Liability Accrued		5,829
Net Position January 1, 2012 as Restated	\$	429,051

**WINN PARISH ASSESSOR**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 9—SERVICES PROVIDED BY WINN PARISH POLICE JURY**

The Winn Parish Police Jury provides the Winn Parish Assessor with office facilities and the related utility costs and insurance on such facilities.

**NOTE 10—LITIGATION**

On January 31, 2012 a suit was filed by a prior Assessor against the current Assessor's office. A ruling in favor of the current assessor was issued in December of 2012. However as of December 31, 2012 the time to appeal had not expired and therefore, the actions of this suit cannot be determined at this time.

**NOTE 11—SUBSEQUENT EVENTS**

Management has evaluated events through April 24, 2013, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED  
SUPPLEMENTARY INFORMATION

**WINN PARISH ASSESSOR**  
**BUDGETARY COMPARISON SCHEDULE—GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	Budget <u>Original/Final</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
<b>REVENUES:</b>			
Taxes:			
Ad Valorem	\$ 290,120	\$ 341,005	\$ 50,885
Intergovernmental:			
State Revenue Sharing	25,664	26,189	525
Charges for Services	0	2,223	2,223
Miscellaneous:			
Interest	700	673	( 27)
Other	<u>3,500</u>	<u>1,638</u>	<u>( 1,862)</u>
 Total Revenues	 <u>319,984</u>	 <u>371,728</u>	 <u>51,744</u>
 <b>EXPENDITURES:</b>			
Current—General Government			
Personnel Services &			
Related Benefits	296,269	286,081	10,188
Operating Services	15,000	26,041	( 11,041)
Travel and Other Charges	3,000	0	3,000
Capital Outlay	<u>0</u>	<u>6,874</u>	<u>( 6,874)</u>
 Total Expenditures	 <u>314,269</u>	 <u>318,996</u>	 <u>( 4,727)</u>
 Excess (Deficiency) of Revenues, over Expenditures	 5,715	 52,732	 47,017
 Fund Balance—Beginning of Year	 <u>421,074</u>	 <u>421,074</u>	 <u>-</u>
 Fund Balance—End of Year	 <u>\$ 426,789</u>	 <u>\$ 473,806</u>	 <u>\$ 47,017</u>

See independent accountant's review report.

## SUPPLEMENTARY INFORMATION

# Shanna Jones, CPA

157 Larry Bruce Rd  
Winnfield, LA 71483  
792-8544

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Lawrence Desadier, CLA  
Winn Parish Assessor  
Winnfield, Louisiana

I have performed the procedures included in the *Louisiana Governmental Audit Guide*, which were agreed to by the management of the Winn Parish Assessor, and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Winn Parish Assessor's compliance with certain laws and regulations during the year ended December 31, 2012, included in the Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Governmental Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### PUBLIC BID LAW

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000 and determine whether such purchases were made in accordance with LSA-RS 38:2211-2296 (the public bid law).

No expenditures found to be in violation.

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

2. Obtained from management a list of the immediate family members of each board member as defined by LSA-RS 42:1124 (the code of ethics), and a list of outside business interest of all board members and their immediate families.

Management provided me with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided me with all payroll records.

(Continued)

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees on the list provided in agreed-upon procedure (3) matched any name provided in agreed-upon procedure (2).

#### BUDGETING

5. Obtained a copy of the legally adopted budget and all amendments.

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

6. Trace the budget adoption and amendments to the minute book.

The Winn Parish Assessor is an independently elected official; therefore, no meetings or minutes are necessary to adopt the budget.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5 % or more, or if actual expenditures exceed budgeted amounts by 5% or more.

I compared total revenues and expenditures for the year to total budgeted revenues and expenditures. Unfavorable variances of the totals did not exceed five percent (5%).

#### ACCOUNTING AND REPORTING

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

Each disbursement appeared properly coded to the correct fund and general ledger account, with the exception of capital outlays which were reclassified as such.

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting indicated approvals.

(Continued)

## MEETINGS

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:1 through 42:13 (the open meetings law).

Not applicable.

## DEBT

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I inspected copies of all bank deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

## ADVANCES AND BONUSES

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees that may constitute bonuses, advance, or gifts.

There were no payments that appeared to be either advances or bonuses.

## PRIOR COMMENTS AND RECOMMENDATIONS

The prior year report dated April 26, 2012, did not include any comments or unresolved matters.

I was not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Winn Parish Assessor and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Shanna Jones*

Shanna Jones, CPA  
Winnfield, Louisiana  
April 24, 2013

WINN PARISH ASSESSOR  
LOUISIANA ATTESTATION QUESTIONNAIRE

Shanna Jones, CPA  
157 Larry Bruce Rd  
Winnfield, LA 71483

In connection with your review of our financial statements as of December 31, 2012, and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of December 31, 2012.

**Public Bid Law**

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

Yes  No

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

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

Yes  No

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

Yes  No

**Budgeting**

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

Yes  No

**Accounting and Reporting**

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

Yes [] No [  ]

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [] No [  ]

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes [] No [  ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes [] No [  ]

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [] No [  ]

**Advances and Bonuses**

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

Yes [] No [  ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

  
Lawrence Desadier  
Winn Parish Assessor