



**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA**

**FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION**

DECEMBER 31, 2012

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date SEP 18 2013

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
FINANCIAL STATEMENTS
WITH SUPPLEMENTARY INFORMATION
DECEMBER 31, 2012**

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FINANCIAL STATEMENTS

**MARY SUE STAGES, CPA
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Association of Governmental Accountants
Governmental Audit Quality Control Center*

INDEPENDENT AUDITORS' REPORT

The Honorable Randy Ritchie
West Feliciana Parish Assessor
P. O. Box 279
St. Francisville, Louisiana 70775

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the aggregate remaining fund information of the West Feliciana Parish Assessor, a component unit of the West Feliciana 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 West Feliciana Parish Assessor's 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

Our responsibility is to express an opinion on the component unit financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of

the entity's internal control Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the aggregate remaining fund information of the West Feliciana Parish Assessor, a component unit of the West Feliciana Parish Police Jury, as of December 31, 2012, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters - Required Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 28, 2013, on our consideration of the West Feliciana Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the West Feliciana Parish Assessor's internal control over financial reporting and compliance.



Mary Sue Stages, CPA
A Professional Accounting Corporation
Baker, LA
June 28, 2013

REQUIRED SUPPLEMENTARY INFORMATION
(PART 1 OF 2)

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2012**

Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in Statement No. 34. Its purpose is to provide an overview of the financial activities of the Assessor based on currently known facts, decisions and/or conditions.

OVERVIEW OF THE YEAR

The schedule of the Assessor's office centers on the legislative mandate to reassess all parcels every four years. In order to comply with this request, we spend three years gathering the necessary statistical data and the 4th year is for reevaluation. To effectively revalue all parcels, we have attempted to place all necessary data on the desktop.

Our office worked diligently to gather photos and sketches of all structures within the Parish. These were placed on the computer system in digital form. It is our plan for all parcels to be revisited to compare and update as necessary. Our goal is to revisit each parcel within the 4-year cycle. The purpose of the photos and digital sketches is to help ensure the fair and equitable assessment of all property within the Parish.

All parcels have been mapped using digital imagery. Those maps are published on the web. The purpose of publishing the maps is to make them available to the public so individual taxpayers may view and offer feedback as to the correctness of the parcel lines, employees have access to identify and locate property and other government agencies have access. We have future plans to expand the web maps to include layers such as sales to aid in the valuation of property. All documents relating to the parcel are scanned and maintained in the assessment software or in the case of the conveyance records, the book, page and document number are maintained.

Currently all Deputy Assessors are required to achieve certification through the Louisiana Assessor's Association. These courses are fundamental to the fair and equal assessment of property.

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

These financial statements are comprised of three components – (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplementary information contained in this report provided for additional information.

Government-wide Financial Statements. The government-wide financial statements present financial information for all activities of the Assessor from an economic resource measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the Assessor's overall financial status. They include a statement of net assets and statement of activities.

Statement of Net Position. This statement presents information on all of the Assessor's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference between these reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Assessor is improving or not.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2012**

Statement of Activities This statement presents information showing how the Assessor's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Assessor's financial reliance on general revenues

The government-wide financial statements can be found on pages 9-10 of this report

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 Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Assessor has only one category of funds: 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 except that the focus with fund statements is to provide a distinct view of the Assessor's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provides reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints.

Governmental funds of the Assessor include a general fund

The fund financial statements can be found on pages 12-15 of this report.

Budgetary comparison schedules are included for governmental funds under required supplementary information – part 2 of 2. These schedules indicate the Assessor's compliance with its adopted and final revised budgets.

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.

The index of the notes is found on page 17 with the actual notes beginning immediately afterwards.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Assessor's budgetary comparisons found immediately after the notes.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2012**

FINANCIAL ANALYSIS OF THE FUND

Net position are an indicator of the Assessor's financial position from year to year. A summary of net position follows.

**SUMMARY OF NET POSITION
Governmental Activities**

	<u>2012</u>	<u>2011</u>
Assets		
Current assets	\$ 652,450.66	\$ 622,192.73
Investments	2,060,416.09	2,020,489.28
Capital assets, net	32,983.21	45,614.05
Total Assets	<u>2,745,849.96</u>	<u>2,688,296.06</u>
Liabilities		
Current liabilities	10,813.03	6,012.09
Long-term liabilities	119,450.80	89,467.77
Total Liabilities	<u>130,263.83</u>	<u>95,479.86</u>
Net Position		
Net investment in capital assets	32,983.21	45,614.05
Unrestricted	2,582,602.92	2,547,202.15
Net Position	<u>2,615,586.13</u>	<u>2,592,816.20</u>

A summary of changes in net position is as follows.

**SUMMARY OF CHANGES IN NET POSITION
Governmental Activities**

	<u>2012</u>	<u>2011</u>
Revenues		
Charges for services	\$ 3,386.66	\$ 9,187.14
General revenues	643,112.48	624,673.75
Total Revenues	646,499.14	633,860.89
Expenses		
General government	623,729.21	543,802.87
Change in net position	22,769.93	90,058.02
Net position, beginning, as restated	<u>2,592,816.20</u>	<u>2,502,758.18</u>
Net position, ending	<u>2,615,586.13</u>	<u>2,592,816.20</u>

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2012**

BUDGETARY HIGHLIGHTS

The Assessor received \$10,533 more in revenues than it anticipated during the current year. Expenditures, on the other hand, were \$7,229 more than anticipated. Overall, there was a positive variance of \$3,304 in the change in fund balances. The Assessor is in compliance with the Governmental Budget Act.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets The Assessor's investment in capital assets, net of accumulated depreciation and related debt, at December 31, 2012 and 2011, was \$32,983 and \$45,614, respectively. Capital assets at year-end are summarized as follows:

	<u>2012</u>	<u>2011</u>
CAPITAL ASSETS		
Net of Accumulated Depreciation		
Governmental Activities		
Depreciable Assets		
Equipment and furniture	\$ 32,983.21	\$ 45,614.05
Vehicles	<u>.00</u>	<u>.00</u>
 Net Depreciable Assets	 <u>32,983.21</u>	 <u>45,614.52</u>

Long-Term Debt Long-term obligations of the Assessor include other post-employment benefits estimated to be \$110,451 and \$89,468 at December 31, 2012 and 2011, respectively. Other post-employment benefits include health insurance premiums paid for employees that retire from the Assessor's office based on several actuarial assumptions such as longevity, retirement age and anticipated earnings at the time of retirement. While this liability must be reported, the Assessor is not required to fund it currently.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Assessor's finances, comply with finance-related laws and regulations and demonstrate the Assessor's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting Randy Ritchie, West Feliciana Parish Assessor, P. O. Box 279, St. Francisville, Louisiana 70775.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
STATEMENT OF NET POSITION
DECEMBER 31, 2012**

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 26,084 74
Receivables, net	
Taxes	594,156 82
Revenue sharing	24,982 00
Interest	4,089 22
Prepaid expenses	3,137 88
Investments	2,060,416 09
Capital assets, net of accumulated depreciation	<u>32,983 21</u>
Total Assets	<u>2,745,849 96</u>
 <u>DEFERRED OUTFLOWS OF RESOURCES</u>	
	-
 <u>LIABILITIES</u>	
Current Liabilities	
Payroll withholdings and related payables	10,813 03
 Long-Term Liabilities	
Other post-employment benefits payable	<u>119,450 80</u>
Total Liabilities	<u>130,263 83</u>
 <u>DEFERRED INFLOWS OF RESOURCES</u>	
	<u>-</u>
 <u>NET POSITION</u>	
Net investment in capital assets	32,983 21
Unrestricted	<u>2,582,602 92</u>
Total Net Position	<u><u>2,615,586 13</u></u>

See Accompanying Notes and Independent Auditors' Report

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2012**

<u>Functional/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u>
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities					
General government	\$ 623,729 21	\$ 3,386 66	\$ -	\$ -	\$ (620,342 55)
Total Governmental Activities	<u>623,729 21</u>	<u>3,386 66</u>	<u>-</u>	<u>-</u>	<u>(620,342 55)</u>

General Revenues

Ad valorem taxes	599,973 43
Revenue sharing	26,319 00
Other revenues	89 47
Interest income	16,730 58

Total General Revenues 643,112 48

Change in Net Position 22,769 93

Net Position, beginning, as restated 2,592,816 20

Net Position, ending 2,615,586 13

See Accompanying Notes and Independent Auditors' Report

FUND FINANCIAL STATEMENTS

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2012**

	<u>General Fund</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 26,084.74
Receivables, net	
Taxes	594,156.82
Revenue sharing	24,982.00
Interest	4,089.22
Prepaid expenses	3,137.88
Investments	<u>2,060,416.09</u>
Total Assets	<u><u>2,712,866.75</u></u>
 <u>LIABILITIES AND FUND BALANCES</u>	
Liabilities:	
Payroll withholdings and related payables	10,813.03
Fund Balances	
Unrestricted	<u>2,702,053.72</u>
Total Liabilities and Fund Balances	<u><u>2,712,866.75</u></u>

See Accompanying Notes and Independent Auditors' Report

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
DECEMBER 31, 201**

Total Fund Balances - Total Governmental Funds \$ 2,702,053.72

Amounts reported for governmental activities in the
Statement of Net Position are different because:

Capital assets used in governmental activities are not current
financial resources and, therefore, are not reported in the
Governmental Funds Balance Sheet. This is the capital
assets, net of accumulated depreciation, reported on the
Statement of Net Position. 32,983.21

Long-term liabilities are not due and payable in the current period
and, therefore, are not reported in the Governmental Funds Balance
Sheet. This is the long-term obligations reported on the Statement
of Net Position.

Other post-employment benefits (119,450.80)

Total Net Position - Governmental Activities 2,615,586 13

See Accompanying Notes and Independent Auditors' Report

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2012**

	<u>General Fund</u>
<u>REVENUES</u>	
Ad valorem taxes	\$ 599,973.43
Intergovernmental:	
State revenue sharing	26,319.00
Charges for services:	
Informational services	3,386.66
Other revenues	89.47
Interest income	<u>16,730.58</u>
Total Revenues	646,499.14
 <u>EXPENDITURES</u>	
General government:	
Salaries and related benefits	472,907.88
Materials/supplies	9,063.67
Operating	38,951.66
Professional services	38,476.46
Travel and education	7,465.66
Capital outlay	<u>14,250.01</u>
Total Expenditures	<u>581,115.34</u>
Change in Fund Balances	65,383.80
Fund Balances, beginning	<u>2,636,669.92</u>
Fund Balances, ending	<u><u>2,702,053.72</u></u>

See Accompanying Notes and Independent Auditors' Report

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2012**

Net Change in Fund Balances - Total Governmental Funds \$ 65,383.80

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 those
assets is allocated over their estimated useful lives as
depreciation expense. This is the amount by which
depreciation charged differed from capital outlay in the
current period. (12,630.84)

Some expenses reported in the Statement of Activities do not
require the use of current financial resources and are, therefore,
not reported as expenditures in the governmental funds financial
statements. These include the following.

Annual required contribution for other post-employment benefits (29,983.03)

Change in Net Position - Governmental Activities 22,769.93

See Accompanying Notes and Independent Auditors' Report

NOTES TO FINANCIAL STATEMENTS

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
INDEX TO NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

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**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the West Feliciana Parish Assessor (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 responsible for the actions of his deputies.

The office is headquartered in the West Feliciana Parish Courthouse in St. Francisville, Louisiana. It is funded primarily through ad valorem taxes.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting practice of the Assessor conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guidelines set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

Financial Reporting Entity: Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the West Feliciana Parish Police Jury is the financial reporting entity for West Feliciana Parish. The Assessor, therefore, is considered a component unit of the West Feliciana Parish Police Jury. It has been determined that the financial statements of the Police Jury would be misleading if data of the Assessor is not included because of the nature or significance of the relationship. The accompanying financial statements present only the transactions of the West Feliciana Parish Assessor.

Government-wide Accounting: In accordance with Government Accounting Standards Board Statement No. 63, the Assessor has presented a statement of net position and statement of activities for the Assessor as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

Policies specific to the government-wide statements are as follows.

Eliminating Internal Activity

Interfund receivables and payable are eliminated in the statement of net position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

Capitalizing Assets

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net position.

Program Revenues

The statement of activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Assessor. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use

Indirect Expenses

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Assessor has chosen not to do so.

Operating Revenues

Proprietary funds separately report operating and non-operating revenues

Restricted Net Position

Restricted net position are those for which a constraint has been imposed either externally or by law. The Assessor recognizes the use of restricted resources for expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted resources are used.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Fund Accounting: The Assessor uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate entity with a self-balancing set of accounts. Funds of the Assessor are classified under one category: governmental. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds Governmental funds account for all or most of the Assessor's general activities, including the collection and disbursement of specific or legally reserved monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the Assessor include:

- 1 General – accounts for all activities not required to be reported in another fund.

Basis of Accounting/Measurement Focus: In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles. The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental and business-type activities are included in the statement of net assets. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

Budgets and Budgetary Accounting: The Assessor adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. The proposed budget is made available for public inspection no later than fifteen days prior to the beginning of the budgeted year. In accordance with Louisiana R.S. 47.1908, the Assessor carries forward into subsequent years any unused appropriations. There were amendments made to the budget during the year ended December 31, 2012.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Cash and Cash Equivalents: Cash includes amounts in demand deposits, interest bearing demand deposits and time certificates. Cash equivalents include amounts in investments with original maturities of 90 days or less. 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.

Investments: Investments are limited by Louisiana Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

Inventory: Inventory of the Assessor includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

Receivables: Trade receivables are recorded at management's estimate of the amount that is expected to be collected. This is based in part on historical information. No allowance for receivables has been recorded as management expects 100% of its outstanding receivables to be collected. Revenues become susceptible to accrual when they become both measurable and available.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Capital Assets: The Assessor's assets are recorded at historical cost. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows: equipment and furniture – 5-7 years and vehicles – 5 years

Compensated Absences: The Assessor has the following policy relating to vacation and sick leave

Employees earn from five to fifteen days of vacation leave each year depending on length of service. Sick leave accumulates at a rate of one day per month and may be carried over from one year to the next. When accumulated sick leave reaches 60 days, the rate becomes ½ day per month. Unused sick leave is not paid at termination

At December 31, 2012, there were no accumulated and vested benefits that require disclosure.

Long-Term Obligations: In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net assets. In the Assessor financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Net Position/Fund Balances: In the statement of net position, the difference between a government's assets, deferred outflows or resources, liabilities and deferred inflow of resources is recorded as net position. The three components of net position are as follows.

Net Investment in Capital Assets

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

Restricted Net Position

Net position that are reserved by external sources, such as banks or by law, are reported separately as restricted net position. When assets are required to be retained in perpetuity, these non-expendable net position are recorded separately from expendable net position. These are components of restricted net position.

Unrestricted Net Position

This category represents net position not appropriable for expenditures or legally segregated for a specific future use.

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

Non-spendable

This includes amounts in permanent funds and inventories that are permanently precluded from conversion to cash.

Restricted

Fund balances that are restricted include those resources constrained to a specific purpose by enabling legislation, external parties or constitutional provisions.

Committed

Fund balances may be committed for a specific purpose by the highest level of decision-making authority through a formal action such as the adoption of an ordinance. The removal of or change in this commitment can only be accomplished by the same level of authority through the same type of action taken to commit the fund balances initially.

Assigned

Resources earmarked for a specific purpose by a government's management are reported as assigned fund balances.

Unassigned

This category represents that portion of equity that are available for any purpose.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Inter-fund Transactions: All interfund transactions except quasi-external transactions are reported as operating transfers. These are eliminated in the government-wide statements.

NOTE 2 – CASH AND CASH EQUIVALENTS

At December 31, 2012, the Assessor had cash and cash equivalents (book balances) totaling \$26,084,75 in interest-bearing demand deposits.

These deposits are stated at cost, which approximates market. Under state law, they 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. These securities are held in the name of the pledging fiscal agent bank in a holding, or custodial bank that is mutually acceptable to both parties.

All deposits of the Fund are covered by insurance (FDIC) or collateralized with securities that are held by the entity in the entity's name or registered in the entity's name. Even though the pledged securities are considered uncollateralized under the provision of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 – INVESTMENTS

Investments at December 31, 2012, are as follows

<u>Type of Investment</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Carrying Amount</u>
Certificates of deposit	\$ 1,245,611.31	\$ 1,245,611.31	\$ 1,245,611.31
LAMP	<u>814,804.78</u>	<u>814,804.78</u>	<u>814,804.78</u>
Total	<u>2,060,416.09</u>	<u>2,060,416.09</u>	<u>2,060,416.09</u>

All investments of the Assessor fall within category 1 - insured. The certificates of deposit include maturities of 9 months or 1 year. The remaining investments are in a local government investment pool that is administered by a non-profit corporation, LAMP, Inc. This corporation was organized under the laws of the State of Louisiana, and its purpose is to provide a safe environment for the placement of public funds in short-term, high-quality investments. Investments included in its portfolio, that is restricted to those issued, guaranteed or backed by the U.S. Treasury, the U.S. Government or one of its assigns, include only those with maturities of ninety days or less. This design allows participants immediate access to their funds.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

NOTE 4 – RECEIVABLES

The net receivables at December 31, 2012, are as follows:

Taxes	\$ 594,156.82
State revenue sharing	24,982.00
Interest on time deposits	<u>4,089.22</u>
Total	<u>623,228.04</u>

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2012, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Capital Assets, being depreciated				
Furniture & equipment	\$ 482,255.61	\$ 14,250.01	\$.00	\$ 496,505.62
Less: accumulated depreciation	<u>436,641.56</u>	<u>26,880.85</u>	<u>.00</u>	<u>463,522.41</u>
Net Furniture & Equipment	45,614.50	(12,630.84)	.00	32,983.21
Vehicles	30,626.44	.00	.00	30,626.44
Less: accumulated depreciation	<u>30,626.44</u>	<u>.00</u>	<u>.00</u>	<u>30,626.44</u>
Net Vehicles	.00	.00	.00	00
Net Capital Assets	<u>45,614.50</u>	<u>(12,630.84)</u>	<u>.00</u>	<u>32,983.21</u>

All depreciation expense was charged to governmental activities

NOTE 6 – ACCOUNTS AND OTHER PAYABLES

The following is a summary of payables at December 31, 2012:

Payroll withholdings/related payables	\$ <u>10,813.03</u>
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NOTE 7 – POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The Assessor may provide certain continuing health care and life insurance benefits for its retired employees through the Louisiana Office of Group Benefits. Substantially all of the Assessor's employees become eligible for those benefits if they reach normal retirement age while working for the Assessor and were covered by the Assessor's active medical plan immediately prior to retirement. Those benefits include joint payment of monthly premiums for the coverage provided.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Plan Description The Louisiana Assessors' Association Employee Benefits Plan is a self-funded group medical indemnity plan administered by the Insurance Committee of the Assessors' Insurance Fund dba Louisiana Assessors' Association as authorized under Louisiana R.S. 47:1922. There are three plans available to eligible retirees for health care - Preferred Provider Organization (PPO), Non-PPO and Out-of-Area

Funding Policy Premiums paid for healthcare coverage vary depending on the plan chosen. The plan is currently financed on a pay-as-you-go basis by the Assessor with four retirees participating at a cost of approximately \$20,350+/- in 2012.

OPEB Cost/Obligation The Assessor's Annual Required Contribution (ARC) was computed through an alternative measurement method as opposed to obtaining actuarial valuations. This type of method is allowed under GASB Statement No 45 for sole employers in a plan with fewer than 100 total plan members. This alternative method includes the same broad measurement steps as an actuarial valuation such as projecting future cash outlays for benefits, discounting projected benefits to present value and allocating the present value of benefits to periods using an actuarial cost method. It permits the simplification of certain assumptions. The ARC presents a level of funding that, if paid on an ongoing basis, would cover normal costs each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. An attained age cost method, level dollar amount, was used. The total ARC for the year beginning January 1, 2012, is as follows:

Normal cost	\$ 20,413
30 year UAL amortization amount	<u>29,890</u>
Annual Required Contribution (ARC)	<u>50,303</u>

The Assessor's OPEB obligation for the year ended December 31, 2012, is as follows:

Annual required contribution/OPEB Cost	\$ 50,303
Contributions made	<u>(20,320)</u>
Change in Net OPEB Obligation	29,983
Net OPEB obligation, beginning	<u>89,468</u>
Net OPEB obligation, ending	119,291

Utilizing the pay-as-you-go method, the Assessor contributed 41% of the annual post-employment benefits cost during the current year.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

Funding Status and Funding Progress As of December 31, 2012, the Assessor had not made any contributions to its post-employment benefits plan trust. Funding status and progress is summarized below.

Unfunded actuarial accrued liability (UAAL)	\$ 500,921
Covered payroll (active employees)	267,867
 UAAL as a percentage of covered payroll	 187%

Assumptions Valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the healthcare cost trends. Amounts determined regarding the funded status of the plan and the ARCs of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial assumptions included a 5% discount rate, 3% inflation rate and a 3% payroll growth rate. Average life expectancy beyond an average retirement age of 59 was estimated at 13 years.

NOTE 8 – LEVIED TAXES

During 1990, Louisiana R.S. 47.1925.1 and 1925.2(a) were amended and reenacted to create an assessment district in West Feliciana Parish to fund the office of the Assessor. This law provides for funding by levying a millage determined by the Legislative Auditor to yield tax revenues in an amount equal to monies currently received from pro rata deductions of all ad valorem taxes collected in the parish. For the year 2012, taxes were levied at 2.20 mills.

NOTE 9 – ON-BEHALF PAYMENTS

The Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana R.S. 33:4713, is paid by the West Feliciana Parish Police Jury. These expenses are not included in the accompanying financial statements.

NOTE 10 – LEASES

Operating Leases There are no operating leases reported in the accompanying financial statements

Capital Leases The Assessor has no capital leases.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

NOTE 11 – PENSION PLAN

Substantially all employees of the West Feliciana 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

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 retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least twelve years of credited service, or at or after age 50 with at least thirty years of credited service are entitled to a retirement benefit payable monthly for life, equal to 3 percent of their final average salary for each year of credited service, not to exceed 100 percent of their final average salary. Final average salary is the employee's average salary over the thirty-six consecutive or joined months that produce the highest average. Employees who terminate with at least twelve years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefits 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 Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166 or by calling (318) 425-4446.

Plan members are required by state statute to contribute 8% of their annual covered salary and the West Feliciana Parish Assessor is required to contribute at an actuarially determined rate. That rate as of December 31, 2012, is 13.5% of annual covered payroll. Contributions to the System include ¼% of 1% 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 West Feliciana Parish Assessor are established and may be amended by state statute. As provided by Louisiana R.S. 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 West Feliciana Parish Assessor's contributions to the System for the years ending December 31, 2012, 2011, and 2010 were \$68,199, \$51,731 and \$65,266, respectively, equal to the required contributions for each year.

NOTE 12 – DEFERRED COMPENSATION PLAN

The Assessor's office offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan available to all Assessor employees permits them to defer a portion of their salary until future years. The Assessor matched employee contributions up to 100% of the employees' deferral. This matching contribution for the year ended December 31, 2012, was \$13,050.

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

NOTE 13 – RELATED PARTY TRANSACTIONS

There were no related party transactions that require disclosure in the accompanying basic financial statements

NOTE 14 – LITIGATION

There is no litigation that would require disclosure in the accompanying basic financial statements.

NOTE 15 – SUBSEQUENT EVENTS

There were no events between the close of the year through issuance of this report that would materially impact these basic financial statements.

REQUIRED SUPPLEMENTARY INFORMATION
(PART 2 OF 2)

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED DECEMBER 31, 2012**

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Ad valorem taxes	\$ 591,624.00	\$ 590,517.02	\$ 599,973.43	\$ 9,456.41
State revenue sharing	22,308.00	27,144.00	26,319.00	(825.00)
Informational services	6,500.00	3,222.00	3,386.66	164.66
Other revenue	-	83.00	89.47	6.47
Interest income	19,000.00	15,000.00	16,730.58	1,730.58
Total Revenues	639,432.00	635,966.02	646,499.14	10,533.12
<u>EXPENDITURES</u>				
Salaries and related benefits	244,497.00	461,162.00	472,907.88	(11,745.88)
Materials and supplies	13,140.00	8,991.00	9,063.67	(72.67)
Operating	37,125.00	42,689.00	38,951.66	3,737.34
Professional services	103,100.00	38,926.00	38,476.46	449.54
Travel and education	18,000.00	7,868.00	7,465.66	402.34
Capital outlay	2,500.00	14,250.00	14,250.01	(0.01)
Total Expenditures	418,362.00	573,886.00	581,115.34	(7,229.34)
Change in Fund Balances	221,070.00	62,080.02	65,383.80	3,303.78
Fund Balances, beginning	2,636,669.92	2,636,669.92	2,636,669.92	-
Fund Balances, ending	2,857,739.92	2,698,749.94	2,702,053.72	3,303.78

See Independent Auditors' Report

SUPPLEMENTARY INFORMATION

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*Louisiana Society of Certified Public Accountants
American Institute of Certified Public Accountants
Association of Governmental Accountants
Governmental Audit Quality Control Center*

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

The Honorable Randy Ritchie
West Feliciana Parish Assessor
P. O. Box 279
St. Francisville, Louisiana 70775

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and remaining fund information of the West Feliciana Parish Assessor as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the West Feliciana Parish Assessor's financial statements, and have issued our report thereon dated June 28, 2013.

Compliance and Other Matters

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

Internal Control over Financial Reporting

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

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

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

Purpose of this Report

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



Mary Sue Stages, CPA
A Professional Accounting Corporation
Baker, LA
June 28, 2013

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
SCHEUDLE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2012**

We have audited the financial statements of the West Feliciana Parish Assessor as of and for the year ended December 31, 2012, and have issued our report thereon dated June 28, 2013. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2012, resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

A Report on Compliance and Internal Control Material to the Financial Statements

Internal Control	Control Deficiency	<input type="checkbox"/> No
	Material Weakness	<input type="checkbox"/> No
Compliance	Compliance Material to F/S	<input type="checkbox"/> No

B. Federal Awards

Internal Control	Control Deficiency	<input type="checkbox"/> No
	Material Weakness	<input type="checkbox"/> No
Compliance	Compliance Material to F/S	<input type="checkbox"/> No

C. Identification of Major Programs

N/A

Section II Financial Statement Findings

None

Section III Federal Award Findings and Questioned Costs

None

**WEST FELICIANA PARISH ASSESSOR
ST. FRANCISVILLE, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION PLAN
YEAR ENDED DECEMBER 31, 2012**

Section I Compliance and Internal Control Material to the Financial Statements

N/A

Section II Compliance and Internal Control Material to Federal Awards

N/A

Section III Financial Statement Findings

N/A