

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia
Parish Police Jury)
VIDALIA, LOUISIANA

ANNUAL FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED
JUNE 30, 2018

WITH
INDEPENDENT AUDITOR'S REPORT



SILAS SIMMONS LLP

CERTIFIED PUBLIC ACCOUNTANTS *and* ADVISORS

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

Annual Financial Statements
As of and for the Year Ended June 30, 2018

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CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

Annual Financial Statements
As of and for the Year Ended June 30, 2018

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INDEPENDENT AUDITOR'S REPORT

Honorable Clyde Ray Webber, Jr.
Concordia Parish Clerk of Court
Vidalia, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Concordia Parish Clerk of Court, a component unit of the Concordia Parish Police Jury, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Concordia Parish Clerk of Court's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these 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 involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the 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, the major fund, and the aggregate remaining fund information of the Concordia Parish Clerk of Court as of June 30, 2018, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and budgetary comparison information on pages 4 through 7 and 27 through 28, and the Louisiana Clerks of Court Retirement and Relief Fund's schedules of the proportionate share of the net pension asset and contributions on pages 29 through 30, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. 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 basic financial statements, and other knowledge we obtained during our audit of the basic 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 Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Concordia Parish Clerk of Court's basic financial statements. The Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Agency Head is presented for purposes of additional analysis and is not a required part of the basic financial statements.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 27, 2018, on our consideration of the Concordia Parish Clerk of Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of 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 Concordia Parish Clerk of Court's internal control over financial reporting and compliance.

This report is intended for the information of the members of the Concordia Parish Clerk of Court, the Concordia Parish Police Jury, and the Legislative Auditor of the State of Louisiana and is not intended to be, and should not be, used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "Silas Simmons, LLP".

Natchez, Mississippi
August 27, 2018

SECTION I
REQUIRED SUPPLEMENTARY INFORMATION
MANAGEMENT'S DISCUSSION AND ANALYSIS

**CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA**

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2018

INTRODUCTION

This discussion and analysis of the Concordia Parish Clerk of Court's financial performance provides an overview of the financial activities as of and for the fiscal year ended June 30, 2018. This should be read in conjunction with the financial statements and the accompanying notes to the financial statements. The financial statements include the general fund (operating fund) and two agency funds (advanced deposit fund and registry of court fund).

The Concordia Clerk of Court is located in the Concordia Parish Courthouse in Vidalia, Louisiana. Concordia Parish is located along the Mississippi River in East Central Louisiana.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:

- The governmental activities reported total ending deficit fund balance of (\$695), at June 30, 2018. This compares to the prior year ending deficit fund balance of (\$20,434), at June 30, 2017, showing an increase of \$19,739 during the current year.
- Total spending for all judicial activities for 2018 was \$787,882 for the year, which was \$19,739 less than the total revenues of \$807,621. For 2017, spending was \$740,875 and revenues were \$778,542. Revenues in 2017 were \$37,667 more than expenditures.
- Total net position is comprised of the following:
 1. Capital assets of \$13,927 included office equipment, furniture, and fixtures, net of accumulated depreciation.
 2. Unrestricted net assets (deficit) of (\$14,622) represent the portion available to maintain the continuing operations.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Concordia Parish Clerk of Court's basic financial statements. The Clerk's basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

The financial statements include the following funds:

General Fund

The General Fund, as provided by Louisiana Revised Statute R.S. 13:781, is the principal fund of the Clerk and accounts for the operations of the Clerk's office. The various fees and charges due to the Clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2018

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

Agency Fund

The Advance Deposit and Registry of Court Agency Funds account for assets held as an agent for others. Agency funds are custodial in nature and do not involve measurement of results of operations.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

Statement of Net Position

The following table represents a condensed Statement of Net Position as of June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Assets		
Current assets	\$ 521,848	\$ 493,405
Capital assets, net	<u>13,927</u>	<u>27,059</u>
Total assets	<u>\$ 535,775</u>	<u>\$ 520,464</u>
Deferred outflows of resources	<u>\$ 203,824</u>	<u>\$ 331,645</u>
Liabilities and Net Position		
Current liabilities	\$ 27,389	\$ 20,560
Noncurrent liabilities	<u>670,813</u>	<u>788,003</u>
Total liabilities	<u>\$ 698,202</u>	<u>\$ 808,563</u>
Deferred inflows of resources	<u>\$ 42,092</u>	<u>\$ 63,980</u>
Net Position		
Investment in capital assets, net of related debt	\$ 13,927	\$ 27,059
Unrestricted (deficit)	<u>(14,622)</u>	<u>(47,493)</u>
Total net position (deficit)	<u>\$ (695)</u>	<u>\$ (20,434)</u>

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2018

OVERVIEW OF THE FINANCIAL STATEMENTS (continued)

Changes in Fund Balances

The following table reflects the condensed Statement of Revenues, Expenditures, and Changes in Fund Balances for the years ended June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Total revenues	\$ 807,621	\$ 778,542
Total expenditures	<u>787,882</u>	<u>740,875</u>
Increase in fund balances	\$ 19,739	\$ 37,667
Net position, beginning	<u>(20,434)</u>	<u>(58,101)</u>
Net position, ending	<u>\$ (695)</u>	<u>\$ (20,434)</u>

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual revenues, \$818,006, were more than budgeted revenues, \$712,776, by \$105,230.

Actual expenditures, \$779,178, were more than budgeted expenditures, \$712,692, by \$66,486.

The original budget was not amended during this fiscal year.

CAPITAL ASSETS

The investment in capital assets, \$95,088, net of accumulated depreciation, \$81,161, for governmental activities as of June 30, 2018, was \$13,927.

DEBT

At year end, the Concordia Parish Clerk of Court had no debt outstanding.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Clerk considered many factors when budgeting the fiscal year rates and fees that would be charged. One of those factors is the new laws and regulations.

Historically, the office staff and costs remain stable with small increases in operating expenses. If these costs remain consistent, the Clerk's General Fund balance is expected to remain the same by the close of the next fiscal year.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2018

CONTACTING FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Concordia Parish Clerk of Court's finances and to show the Clerk's accountability for the money it receives and spends. If you have any questions about this report or need additional financial information, contact the Honorable Clyde Ray Webber, Jr., Clerk of Court for Concordia Parish, 4001 Carter Street, Vidalia, Louisiana 71373, or at (318) 336-4204.

SECTION II
BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

STATEMENT OF NET POSITION

JUNE 30, 2018

ASSETS

Cash and cash equivalents	\$ 514,180
Accounts receivable	7,668
Capital assets, net of accumulated depreciation	<u>13,927</u>
Total assets	<u>\$ 535,775</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows of resources	<u>\$ 203,824</u>
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LIABILITIES

Accounts payable and accrued expenses	\$ 27,389
Accrued compensated absences	5,225
Net pension liability	<u>665,588</u>
Total liabilities	<u>\$ 698,202</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows of resources	<u>\$ 42,092</u>
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NET POSITION

Investment in capital assets, net of related debt	\$ 13,927
Unrestricted (deficit)	<u>(14,622)</u>
Total net position (deficit)	<u>\$ (695)</u>

The accompanying notes are an integral part of this statement.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net (Expenses) Revenues and Changes of Primary Government</u>
Governmental Activities			
General government	\$ <u>787,882</u>	\$ <u>733,600</u>	\$ <u>(54,282)</u>
General revenues:			
Miscellaneous			\$ 70,018
Interest income			<u>4,003</u>
Total general revenues			\$ <u>74,021</u>
Changes in net position			\$ 19,739
Net position – beginning of year (deficit)			<u>(20,434)</u>
Net position – end of year (deficit)			\$ <u>(695)</u>

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

BALANCE SHEET - GOVERNMENTAL FUND

JUNE 30, 2018

ASSETS

Cash and cash equivalents	\$ 514,180
Accounts receivable	<u>7,668</u>
Total assets	<u>\$ 521,848</u>

LIABILITIES AND FUND BALANCES

Liabilities	
Accounts payable and accrued expenses	<u>\$ 27,389</u>
Fund balance	
Unassigned	<u>\$ 494,459</u>
Total liabilities and fund balances	<u>\$ 521,848</u>

The accompanying notes are an integral part of this statement.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION

JUNE 30, 2018

Total fund balance - governmental fund (Statement C)	\$	494,459
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Amounts reported for governmental activities in the statement of net position (government-wide financial statements) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds.

Capital assets	\$	95,088	
Less accumulated depreciation		<u>(81,161)</u>	13,927

Deferred outflows and inflows are not financial resources or currently payable

Deferred outflows	\$	203,824	
Deferred inflows		<u>(42,092)</u>	161,732

Long-term liabilities are not due and payable in the current year and therefore are not reported in the governmental funds:

Net pension liability	\$	(665,588)	
Accrued compensated absences		<u>(5,225)</u>	(670,813)

Total net position of governmental activities (Statement A) (deficit)	\$	<u>(695)</u>
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The accompanying notes are an integral part of this statement.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUND

FOR THE YEAR ENDED JUNE 30, 2018

REVENUES

Licenses and permits - marriage	\$	2,243
Fees, charges, and commissions for services		
Court costs, fees, and charges		403,265
Fees for recording legal documents		293,204
Fees for certified copies of documents		34,888
Use of money and property - interest earnings		4,003
Other		<u>70,018</u>
Total revenues	\$	<u>807,621</u>

EXPENDITURES

General government - judicial		
Personnel services	\$	421,782
Related benefits		125,772
Operating expenses		184,203
Supplies		32,772
Travel & Professional Fees		5,086
Other		<u>16,392</u>
Total expenditures	\$	<u>786,007</u>

EXCESS OF REVENUES OVER EXPENDITURES

\$ 21,614

Fund balance - beginning of year

472,845

Fund balance - end of year

\$ 494,459

The accompanying notes are an integral part of this statement.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - GOVERNMENTAL FUND TO THE
STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2018

Net Change in Fund Balances - Total Governmental Fund (Statement E)	\$	21,614
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Amounts reported for *governmental activities* in the statement of activities (government-wide financial statements) are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capital outlays in the period:

Depreciation expense		(13,132)
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Net pension expense is reported in governmental funds as expenditures as they are paid, however, in the statement of activities the net pension expense is reported according to estimates required by GASB 68:

Pension expenses paid	\$	106,554	
Pension expenses per GASB 68		(106,962)	(408)

Some items reported in the statement of activities do not provide or require the use of current financial resources and, therefore, are not reported as revenues/expenditures in governmental funds. These activities include:

Change in compensated absences	\$	2,725	
Changes in deferrals related to pensions		8,940	11,665

Change in Net Position of Governmental Activities (Statement B)	\$	19,739
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The accompanying notes are an integral part of this statement.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2018

	Advance Deposits Fund	Registry of the Court Fund	Total
ASSETS			
Cash and cash equivalents	\$ 568,124	\$ 450,179	\$ 1,018,303
LIABILITIES			
Unsettled deposits	\$ 568,124	\$ 450,179	\$ 1,018,303
Net position	\$ -	\$ -	\$ -

The accompanying notes are an integral part of this statement.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

JUNE 30, 2018

	<u>Advance Deposits Fund</u>	<u>Registry of the Court Fund</u>	<u>Total</u>
ADDITIONS			
Deposits	\$ 560,652	\$ 85,849	\$ 646,501
Interest earned	<u>983</u>	<u>1,932</u>	<u>2,915</u>
Total deposits	<u>\$ 561,635</u>	<u>\$ 87,781</u>	<u>\$ 649,416</u>
DEDUCTIONS			
Distributed to litigants	\$ 176,186	\$ 187,398	\$ 363,584
Distributed to general fund	296,328	-	296,328
Distributed to others	<u>127,285</u>	<u>-</u>	<u>127,285</u>
Total deductions	<u>\$ 599,799</u>	<u>\$ 187,398</u>	<u>\$ 787,197</u>
CHANGES IN NET POSITION	\$ (38,164)	\$ (99,617)	\$ (137,781)
Unsettled deposits - beginning of year	<u>606,288</u>	<u>549,796</u>	<u>1,156,084</u>
Unsettled deposits - end of year	<u>\$ 568,124</u>	<u>\$ 450,179</u>	<u>\$ 1,018,303</u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Concordia Parish Clerk of Court serves as ex-officio notary public; the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The Clerk is elected for a four-year term.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The financial statements of the Clerk have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999.

B. Reporting Entity

The Clerk is an independently elected official; however, the Clerk is fiscally dependent on the Concordia Parish Police Jury. The Police Jury maintains and operates the Parish courthouse in which the Clerk's office is located and provides funds for equipment and furniture of the Clerk's office. Because the Clerk is fiscally dependent on the Police Jury, the Clerk was determined to be a component unit of the Concordia Parish Police Jury, the financial reporting entity.

C. Fund Accounting

The Clerk uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Clerk functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all or most of the Clerk's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations by the Clerk. The following are the Clerk's governmental funds:

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Fund Accounting (continued)

General Fund

The general fund (salary fund), as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk and accounts for the operations of the Clerk's office. The various fees and charges due to the Clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

Fiduciary Funds

Fiduciary funds reporting focuses on net position and changes in net position. The only funds accounted for in this category by the Clerk are agency funds. The agency funds account for assets held by the Clerk as an agent for litigants held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus but use the modified accrual basis of accounting. The advance deposit and registry of court agency funds account for assets held as an agent for others.

D. Measurement Focus/Basis of Accounting

Fund Financial Statements

The amounts reflected in the balance sheet and statement of revenues, expenditures, and changes in fund balance - governmental fund, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of operations.

The amounts reflected in the fund financial statements use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Fees for certified copies, recording legal documents, marriage licenses, and commissions for services are recorded in the year they are earned. Interest income on time deposits is recorded when the time deposits have matured and the income is available. Interest receivables are accrued in the advance deposit fund; all other revenues are recorded when received.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Measurement Focus/Basis of Accounting (continued)

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the Clerk as a whole. These statements include all the financial activities of the Clerk. Information contained in these statements reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues

Program revenues included in the Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from general revenues.

E. Budgetary Practices

The Clerk annually adopts a budget for the general fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget, and public hearings on the budget. Any amendments to the budget are published in the Clerk's official journal. Budgetary integration is employed as a management tool.

F. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, and money market accounts. Cash equivalents include time deposits maturing within 90 days. Under state law, the Clerk may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. Clerk's Fees Transferred from Advance Deposit Fund

These fees represent revenue to the Clerk earned from everyday operations such as copying and faxing for litigants. These fees are collected by a transfer of litigant's money deposited in the advance deposit fund to the salary fund.

**CONCORDIA PARISH CLERK OF COURT
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VIDALIA, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

H. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are recorded in the statement of net position and statement of activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Office equipment	5 years
Furniture and fixtures	10 years
Leased equipment	5 years

I. Compensated Absences

The Clerk has the following policy relating to vacation and sick leave:

Employees of the Clerk's office earn from 5 to 15 working days of annual leave each year depending on length of service. Vacation is noncumulative.

Each employee is allowed 10 days of sick leave per calendar year with pay. Sick leave is noncumulative.

In addition to the above, additional absences may be granted on an individual basis, giving consideration to individual needs, length of service, et cetera.

Each female employee is authorized six weeks of maternity leave with pay.

The cost of leave taken is recognized as current year expenditure when taken. The cost of accrued absences at June 30, 2018, is \$5,225.

J. Use of Estimates

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

K. Net Position/Fund Balances

In the statements of net position, the difference between a government's assets and liabilities is recorded as net position. The two components of net position are as follows:

CONCORDIA PARISH CLERK OF COURT
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NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

K. Net Position/Fund Balances (continued)

Invested in Capital Assets, Net of Related Debt - 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.

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

Deferred Outflows/Inflows of Resources

The statement of financial position will often report a separate section for deferred outflows and (or) deferred inflows of financial resources. Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources until that time.

NOTE 2 - CASH AND CASH EQUIVALENTS

At June 30, 2018, the Clerk has cash and cash equivalents book balances as follows:

	General Government	Fiduciary Activities	Total
Demand deposit	\$ 255,185	\$ 781,892	\$ 1,037,077
Certificate of deposit	258,995	-	258,995
LAMP account	-	236,411	236,411
Total	<u>\$ 514,180</u>	<u>\$ 1,018,303</u>	<u>\$ 1,532,483</u>

These deposits are stated at cost, which approximates market. Under state law, federal deposit insurance or the pledge of securities owned by the fiscal agent banks must secure these deposits. 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 banks in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2018, the Clerk has \$1,584,777 in deposits (collected bank balances). These deposits are secured from risk by \$558,322 of federal deposit insurance and \$1,570,750 in pledged securities owned by the fiscal agent bank.

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NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 2 - CASH AND CASH EQUIVALENTS (continued)

LAMP:

Investments held at June 30, 2018, consist of \$236,411 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at \$236,411 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and, therefore, not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the state of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 regular session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h), which allows all municipalities, parishes, school boards, and any other political subdivisions of the state to invest in "investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's investment guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 297 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2018, were as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Charges for services	\$ 7,668
Net accounts receivable	<u>\$ 7,668</u>

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NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 4 - CHANGES IN CAPITAL ASSETS

A summary of changes in capital assets follows:

	Balance 6/30/2017	Additions	Retirements	Balance 6/30/2018
Capital assets being depreciated				
Furniture, fixtures, and equipment	\$ 95,088	\$ -	\$ -	\$ 95,088
Less accumulated depreciation	(68,029)	(13,132)	-	(81,161)
Total capital assets, net	<u>\$ 27,059</u>	<u>\$ (13,132)</u>	<u>\$ -</u>	<u>\$ 13,927</u>

NOTE 5 - ACCOUNTS AND OTHER PAYABLES

The following is a summary of payables at June 30, 2018:

Accounts	\$ 23,051
Withholdings	4,338
Total	<u>\$ 27,389</u>

NOTE 6 - PENSION PLAN

Substantially all employees of the Clerk are members of the Louisiana Clerks of Court Retirement and Relief Fund, a multiple-employer, public employee retirement system controlled and administered by a separate board of trustees.

All regular employees earning at least \$100 per month who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

Contributions to the System include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. State statute requires covered employees to contribute a percentage of their salaries to the System. As provided by Louisiana Revised Statute 11:103, the employer's 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. Members are required to contribute 8.25% of their annual covered salary and the Clerk is required to contribute at an actuarially determined rate. The current rate is 19.00% of annual covered payroll. The Clerk contributed the entire 27.25%. The Clerk's contributions for the year ending June 30, 2018, was \$106,554, equal to the required contributions of the year.

The Louisiana Clerks of Court Association issues a publicly available actuarial valuation and required supplementary information. That information may be obtained by writing to Louisiana Clerks of Court Association, 11745 Bricksome, Suite B-1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 6 - PENSION PLAN (continued)

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

At June 30, 2018, the Clerk reported a liability of \$665,588 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportion of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating clerks, actuarially determined. At June 30, 2017, the Clerk's proportion was .4399%.

For the year ended June 30, 2018, the Clerk recognized pension expense of \$104,574, plus net amortization of deferred amounts from changes in proportion of \$2,388. At June 30, 2018, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 20,157	\$ 17,465
Changes of assumptions	29,029	-
Net difference between projected and actual earnings on pension plan investments	9,115	-
Changes in proportion and differences between Clerk contributions and proportionate share of contributions	38,969	24,627
Clerk contributions subsequent to the measurement date	<u>106,554</u>	<u>-</u>
Total	<u>\$ 203,824</u>	<u>\$ 42,092</u>

\$106,554 reported as deferred outflows of resources related to pensions resulting from Clerk contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019	\$ 14,749
2020	45,748
2021	13,791
2022	(19,110)

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

Valuation date	June 30, 2017
Actuarial cost method	Entry Age Normal
Actuarial assumptions:	
Investment rate of return	7.00%, net of investment expense, including inflation
Projected salary increases	5.00%

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VIDALIA, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 6 - PENSION PLAN (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

Mortality rates	RP-2000 Employee Table (set back 4 years for males and 3 years for females) RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females) RP-2000 Healthy Annuitant Table (set forward 1 year for males)
Expected remaining service lives	2017 - 5 years 2016 - 5 years 2015 - 5 years 2014 - 5 years
Cost-of-living adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The actuarial assumptions used in the June 30, 2017, valuation (excluding mortality) was based on actuarial funding valuation and results of an actuarial experience study for the period July 1, 2009 to June 30, 2014, unless otherwise specified.

The mortality rate assumption used was verified by combining data from this plan with three other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2009 through June 30, 2014.

The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 7.60% as of June 30, 2017. Best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2017, are summarized in the following table:

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NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 6 - PENSION PLAN (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources
Related to Pensions (continued)

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income:		
Core fixed income	5.0%	1.75%
Core plus fixed income	15.0%	2.25%
Domestic Equity:		
Large cap domestic equity	21.0%	5.25%
Nonlarge cap domestic equity	7.0%	5.00%
International Equity:		
Large cap international equity	14.0%	5.25%
Small cap international equity	6.5%	5.25%
Emerging markets	6.5%	7.25%
Real Estate	10.0%	4.50%
Master Limited Partnerships	5.0%	7.00%
Hedge Funds	10.0%	3.00%
	<u>100.0%</u>	

Discount Rate. The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on these assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity to Changes in Discount Rate:

The following presents the net pension liability of the participating employers calculated using the discount rate of 7.00%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 6.00% or one percentage point higher 8.00% than the current date.

	Changes in Discount Rate		
	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Net Pension Liability	\$ 1,018,589	\$ 665,588	\$ 365,903

**CONCORDIA PARISH CLERK OF COURT
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VIDALIA, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED JUNE 30, 2018

NOTE 7 - DEFERRED COMPENSATION PLAN

Starting in October 1999, the Clerk employees had the option of becoming participants in the State of Louisiana Deferred Compensation Plan. This Plan was established pursuant to IRC Section 457 and Louisiana R.S. 42:1301-1308. The Plan provides state, parish, and municipal employees with the opportunity to invest money on a before-tax basis, using payroll deduction.

The participants may choose the amount to contribute with the maximums defined by the Internal Revenue Code and the investment option(s). The Clerk agreed to match each participant's contribution up to a maximum of 3% for the year ending June 30, 2018.

NOTE 8 - RISK MANAGEMENT

General Liability Insurance

The Clerk is exposed to various risks of loss related to tort, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk purchases commercial insurance policies for any and all claims relating to the above types of risks.

The Clerk's payment of the deductible is the only liability associated with these insurance policies. There has been no significant reduction in insurance coverage in the prior year. The amount of settlements has not exceeded insurance coverage for each of the past three fiscal years.

Health Insurance

The Clerk provides health and life insurance to employees through the Louisiana Clerks of Court Association. Under this insurance program, the Clerk pays initial premiums based on the level of the employee's participation and has no further liabilities on any claims.

SECTION III
REQUIRED SUPPLEMENTARY INFORMATION

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GOVERNMENTAL FUND

FOR THE YEAR ENDED JUNE 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u> <u>Budget</u> <u>Basis</u>	<u>Differences</u> <u>Positive</u> <u>(Negative)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Licenses and permits - marriage \$	2,400	\$ 2,400	\$ 2,243	\$ (157)
Fees, charges, and commissions for services:				
Court costs, fees, and charges	392,256	392,256	413,650	21,394
Fees for recording legal documents	228,000	228,000	293,204	65,204
Fees for certified copies of documents	50,640	50,640	34,888	(15,752)
Use of money and property	1,560	1,560	4,003	2,443
Other	37,920	37,920	70,018	32,098
Total revenues	<u>\$ 712,776</u>	<u>\$ 712,776</u>	<u>\$ 818,006</u>	<u>\$ 105,230</u>
EXPENDITURES				
General government - judicial				
Personnel services	\$ 402,612	\$ 402,612	\$ 414,954	\$ (12,342)
Related benefits	124,680	124,680	125,771	(1,091)
Travel	-	-	5,086	(5,086)
Operating expenses	140,760	140,760	184,203	(43,443)
Supplies	27,000	27,000	32,773	(5,773)
Other	17,640	17,640	16,391	1,249
Total expenditures	<u>\$ 712,692</u>	<u>\$ 712,692</u>	<u>\$ 779,178</u>	<u>\$ (66,486)</u>
EXCESS OF REVENUES OVER EXPENDITURES	\$ 84	\$ 84	\$ 38,828	\$ 38,744
Fund balance - beginning of year	<u>475,352</u>	<u>475,352</u>	<u>475,352</u>	<u>-</u>
Fund balance - end of year	<u>\$ 475,436</u>	<u>\$ 475,436</u>	<u>\$ 514,180</u>	<u>\$ 38,744</u>

See Independent Auditor's Report.

CONCORDIA PARISH CLERK OF COURT
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VIDALIA, LOUISIANA

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION

FOR THE YEAR ENDED JUNE 30, 2018

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION

Budgetary Comparison Schedule

1. Basis of Presentation

The budgetary comparison schedule presents the original legally adopted budget, the final legally adopted budget, the actual data on the GAAP basis, and variances between the final budget and the actual data.

2. Budget Amendments and Revisions

The budget is adopted by the Clerk. A budgetary comparison is presented for the general fund consistent with GAAP. There were no nonmajor funds.

3. Budget/GAAP Reconciliation

The major differences between the budgetary basis and the GAAP basis are:

- a. Revenues are recorded when received in cash (budgetary) as opposed to when susceptible to accrual (GAAP).
- b. Expenditures are recorded when paid in cash (budgetary) as opposed to when susceptible to accrual (GAAP).

The following schedule reconciles net change in fund balances on the budgetary basis schedules to the GAAP basis financial statements for the general fund:

Net change in fund balance – budget basis	\$	38,828
Increase (decrease)		
Net adjustments for revenue accruals		(10,385)
Net adjustments for expenditure accruals		<u>(6,829)</u>
Net change in fund balance – GAAP basis	\$	<u>21,614</u>

See Independent Auditor's Report.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
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SCHEDULE OF THE CLERK'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

LOUISIANA CLERKS OF COURT RETIREMENT AND RELIEF FUND

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Clerk's proportion of the net pension liability (asset)	.44%	.42%	.45%	.41%
Clerk's proportionate share of the net pension liability (asset)	\$ 665,588	\$ 785,503	\$ 667,520	\$ 555,051
Clerk's covered-employee payroll	\$ 396,881	\$ 392,336	\$ 370,190	\$ 390,497
Clerk's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	170.22%	200.19%	180.32%	142.14%
Plan fiduciary net position as a percentage of the total pension liability	79.69%	74.17%	78.13%	79.37%

- This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

See Independent Auditor's Report.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

SCHEDULE OF THE CLERK'S CONTRIBUTIONS

LOUISIANA CLERKS OF COURT RETIREMENT AND RELIEF FUND

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contribution	\$ 75,445	\$ 73,562	\$ 76,519	\$ 68,485
Contributions in relation to the actuarially determined contribution	<u>106,569</u>	<u>108,150</u>	<u>105,608</u>	<u>109,708</u>
Contribution deficiency (excess)	<u>\$ (31,124)</u>	<u>\$ (34,588)</u>	<u>\$ (29,089)</u>	<u>\$ (41,223)</u>
Clerk's covered-employee payroll	\$ 391,025	\$ 396,881	\$ 392,336	\$ 370,190
Contributions as a percentage of covered-employee payroll	27.25%	27.25%	26.92%	29.64%

- This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

See Independent Auditor's Report.

**SECTION IV
OTHER INFORMATION**

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

**SCHEDULE OF COMPENSATION, REIMBURSEMENTS, BENEFITS, AND OTHER PAYMENTS TO
AGENCY HEAD**

Agency Head Name: Clyde Ray Webber, Jr., Clerk of Court

Salary	\$ 148,709
Benefits - insurance	6,300
Benefits - retirement	12,120
Benefits - other	1,226
Deferred compensation	2,037
Car allowance	1,846
Dues	2,249
Travel	<u>4,874</u>
	<u>\$ 179,361</u>

See Independent Auditor's Report.

SECTION V
REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS



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

Honorable Clyde R. Webber, Jr.
 Concordia Parish Clerk of Court
 Vidalia, Louisiana

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, the major fund, and the aggregate remaining fund information of the Concordia Parish Clerk of Court, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Concordia Parish Clerk of Court's basic financial statements and have issued our report thereon dated August 27, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Concordia Parish Clerk of Court'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 Concordia Parish Clerk of Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the Concordia Parish Clerk of Court's internal control.

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 internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the 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. We did identify a certain deficiency in internal control, 2017-01 described in the accompanying schedule of findings and responses, that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Concordia Parish Clerk of Court's financial statements are free of 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as item 2018-2.

Concordia Parish Clerk of Court's Response to Findings

The Concordia Parish Clerk of Court's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Concordia Parish Clerk of Court's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.

This report is intended solely for the information and use of management of Concordia Parish Clerk of Court and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink that reads "Silas Simmons, LLP". The signature is written in a cursive, flowing style.

Natchez, Mississippi
August 27, 2018

SECTION VI
SCHEDULE OF FINDINGS AND RESPONSES

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

SCHEDULE OF FINDINGS

FOR THE YEAR ENDED JUNE 30, 2018

SECTION 1: SUMMARY OF AUDITOR'S RESULTS

Financial Statements:

- | | |
|--|-------------|
| 1. Type of auditor's report issued on the financial statements: | Unqualified |
| 2. Internal control over financial reporting: | |
| a. Material weakness(es) identified: | No |
| b. Significant deficiency(ies) identified that are not considered to be material weaknesses? | Yes |
| 3. Material noncompliance relating to the financial statements? | Yes |

**CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA**

STATUS OF PRIOR AUDIT FINDINGS

FOR THE YEAR ENDED JUNE 30, 2018

<u>Reference No.</u>	<u>Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Action/Partial Corrective Action Taken</u>
2017-1	6/30/2017	Due to the small size of the entity and the lack of segregation of duties from employees, many important elements of good internal controls cannot be implemented to ensure adequate protection of the entity's assets.	Management will continue to provide the necessary oversight in its current internal control procedures in order to safeguard assets.

CONCORDIA PARISH CLERK OF COURT
(A Component Unit of the Concordia Parish Police Jury)
VIDALIA, LOUISIANA

CURRENT YEAR FINDINGS, RECOMMENDATIONS, AND CORRECTIVE ACTION PLANNED

FOR THE YEAR ENDED JUNE 30, 2018

SECTION II: FINANCIAL STATEMENT FINDINGS

2018-1	<u>Segregation of Duties (Internal Control Finding)</u>
Condition:	Due to the small size of the entity and the lack of separation of duties from employees, many important elements of good internal controls cannot be implemented to ensure adequate protection of the entity's assets.
Criteria:	The important elements of good internal controls require that the same employee does not handle the functions of collection, accounting, billing, collections, receiving, and check writing.
Cause of condition:	The small size of the entity and the lack of employees.
Effect of condition:	Significant deficiency in internal controls.
Recommendation:	We recommend that management continue to provide the necessary oversight in its internal control procedures, specifically in the areas of cash receipts, recording of transactions, deposits, and review of checks written.
Response:	Management indicates that it is not feasible or cost efficient to provide the internal control that a larger organization could provide. Management will continue to provide the necessary oversight in its current internal control procedures in order to safeguard assets.
2018-2	<u>Budget (Compliance Finding)</u>
Condition:	The Clerk's governmental funds budgeted expenditures exceeded its budgeted amount by 9%. The budgeted amount of the expenditures was \$712,692, and the actual expenditures were \$779,178. Louisiana Revised Statute 39:1311 requires that expenditures not exceed the budget by more than 5%.
Criteria:	Louisiana statute says that government's expenditures must not surpass the budgeted amount by 5% or more.
Effect:	Material weakness in internal controls.
Cause:	The budget did not appear to be amended during the year; therefore, adjustments to the budget were not made in a timely manner.
Recommendation:	We recommend that management regularly review the budget-to-actual during the year and propose adjustments to the budget as necessary to ensure that the 5% threshold is not surpassed.
Response:	Management will work on this for fiscal year 2019.

CONCORDIA PARISH CLERK OF COURT
AGREED-UPON PROCEDURES REPORT
FOR THE YEAR ENDED JUNE 30, 2018



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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Concordia Parish Clerk of Court
 and the Louisiana Legislative Auditor:

We have performed the procedures attached, which were agreed to by Concordia Parish Clerk of Court and the Louisiana Legislative Auditor (LLA) on the control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2017 through June 30, 2018. The Clerk's management is responsible for those control and compliance areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we 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.

Our procedures and findings are included in the supplement to this report.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those control and compliance areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on those control and compliance areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Silas Simmons, LLP

Natchez, Mississippi
 August 27, 2018

CONCORDIA PARISH CLERK OF COURT
 SUPPLEMENTAL SCHEDULE OF AGREED-UPON PROCEDURES AND FINDINGS
 FOR THE YEAR ENDED JUNE 30, 2018

Written Policies and Procedures

1. Obtain and inspect the Clerk's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) *Budgeting*, including preparing, adopting, monitoring, and amending the budget.
 - b) *Purchasing*, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the public bid law, and (5) documentation required to be maintained for all bids and price quotes.
 - c) *Disbursements*, including processing, reviewing, and approving
 - d) *Receipts/Collections*, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
 - e) *Payroll/Personnel*, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
 - f) *Contracting*, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
 - g) *Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)*, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
 - h) *Travel and expense reimbursement*, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
 - i) *Ethics*, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
 - j) *Debt Service*, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Findings: We reviewed the written policies and procedures for the related functions listed in the above procedures. Through our review, we were able to verify that the Clerk has appropriate written policies and procedures for the related topics.

No exceptions were noted during the above procedures.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
 - c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

The above procedures were not performed due to the Clerk not having a board or finance committee.

Bank Reconciliations

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the Clerk's main operating account. Select the Clerk's main operating account and randomly select four additional accounts (or all accounts if less than five). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Findings: We obtained a list of bank accounts from the list management gave for bank confirmations and had management identify the main operating bank account. We selected the main operating bank account and randomly selected four additional bank accounts. We obtained the related bank statements and randomly selected one month from the fiscal period to review whether bank reconciliations had been prepared within two months of the related statement closing date, included evidence of a member of management unrelated to the cash collection/disbursement processes had reviewed each bank reconciliation, and included documentation that management had researched reconciling items that have been outstanding for more than 12 months from that statement closing date.

During testing, we noted no evidence that a member of management or board has reviewed each bank reconciliation. We also noted no evidence that the Clerk researched outstanding items greater than a year.

Collections

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select five deposit sites (or all deposit sites if less than five).

Findings: We reviewed a listing of deposit sites for the fiscal period and management's representation that the listing is complete. The Clerk has only one deposit site.

No exceptions were noted during the above procedures.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., five collection locations for five deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions is not responsible for collecting cash, unless another employee verifies the reconciliation.

Findings: We obtained a listing of collection locations and management's representation that the listing is complete. The Clerk has only one collection location at the one deposit site. We obtained written policies and procedures and inquired of management and employees to determine whether employees who are responsible for cash collections do not share cash drawers/registers, do not prepare/make bank deposits, and are not responsible for posting collection entries to the general ledger or subsidiary ledgers, and employees responsible for reconciling cash collections to the general ledger or subsidiary ledger(s) are not responsible for collecting cash.

During our review of the above procedures, we noted one register used for both the criminal and land department's collections; although, criminal has minimum transactions. We noted a separate register for civil collections.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

Findings: We inquired of management to determine if they are covered by a bond or insurance policy for theft to determine that there is a blanket policy covering theft.

No exceptions were noted during the above procedures.

7. Randomly select two deposit dates for each of the five bank accounts selected for Procedure 3 under "Bank Reconciliations" (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the ten deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than ten miles from the collection location or the deposit is less than \$100).
- e) Trace the actual deposit per the bank statement to the general ledger.

Findings: We randomly selected two deposit dates for each of the five bank accounts selected under Procedure 3 and performed the procedures above by observing that receipts are sequentially pre-numbered, trace to collection documentation and the bank statements. We observed that deposits were made within one business day of receipt and that the deposits were traced from the bank statement to the general ledger.

No exceptions were noted during the above procedures.

Nonpayroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select five locations (or all locations if less than five).

Findings: We obtained a list of locations that process payments and management's representation that the listing is complete. The Clerk has one location for processing payments.

No exceptions were noted during the above procedures.

- 9. For each location selected under Procedure 8, obtain a listing of those employees involved with nonpayroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties, and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
- b) At least two employees are involved in processing and approving payments to vendors.
- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Findings: Using the Clerk's one location, we obtained a list of employees involved with nonpayroll purchasing and payment functions and written policies and procedures. We observed that job duties are properly segregated such that at least two employees are involved in initiating, approving, and placing a purchase request; at least two employees are involved in processing and approving payments to vendors; the employee responsible for processing vendor payments cannot add/modify vendor files; and the officials responsible for signing checks gives the signed checks to an employee to mail who is not responsible for processing payments.

No exceptions were noted during the above procedures.

10. For each location selected under Procedure 8, obtain the Clerk's nonpayroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select five disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under Procedure 9, as applicable.

Findings: For the one location from Procedure 8, we obtained the nonpayroll disbursement transaction population and management's representation that the population is complete. We randomly selected five disbursements and obtained the supporting documentation to observe that the disbursement matched the related original invoice and that the related documentation included evidence of segregation of duties tested under Procedure 9.

No exceptions were noted during the above procedures.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-Cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select five cards (or all cards if less than five) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under Procedure 12, excluding fuel cards, randomly select ten transactions (or all transactions if less than ten) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have ten transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select five reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (Procedure 1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Contracts

- 15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select five contracts (or all contracts if less than five) from the listing, excluding the practitioner's contract, and:
 - a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised) if required by law.
 - b) Observe that the contract was approved by the governing body/board if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment.
 - d) Randomly select one payment from the fiscal period for each of the five contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Payroll and Personnel

- 16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select five employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- 17. Randomly select one pay period during the fiscal period. For the five employees/officials selected under Procedure 16, obtain attendance records and leave documentation for the pay period and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

Ethics

20. Using the 5 randomly selected employees/officials from Procedure 16 under "Payroll and Personnel," obtain ethics documentation from management and:
 - a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Findings: Using five randomly selected employees, we obtained and reviewed ethics documentation for completion of the training and a signature verifying that he/she has read the Clerk's ethics policy during the fiscal period.

During our review of the above procedures, we noted no evidence through signature verification that each selected employee read the Clerk's ethics policy during the fiscal period.

Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

The above procedures were not performed because the Clerk does not have debt.

Other

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

The above procedures were not performed in the current year due to no exceptions in prior year testing.

CONCORDIA PARISH CLERK OF COURT
SCHEDULE OF EXCEPTIONS
FOR THE YEAR ENDED JUNE 30, 2018

<u>Reference No.</u>	<u>Description of Exception</u>
<u>Bank Reconciliations</u> Procedures 3b and 3c	There was not any evidence (initials/ date) that someone other than those handling cash functions reviewed bank reconciliations. There was not any evidence present that the client researched outstanding items greater than a year.
<u>Collections</u> Procedure 5a(1)	During the procedures, we noted that two departments (Criminal and Land) shared one register, which gives multiple users access to the same register.
<u>Ethics</u> Procedure 20b	There was no documentation evidencing that each selected employee read the ethics policy.
<u>Management Response</u> Management will work to correct these findings.	