

**ASSUMPTION PARISH CLERK OF COURT**  
*Napoleonville, Louisiana*

**Annual Financial Report**  
**For the Year Ended June 30, 2024**

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**For the Year Ended June 30, 2024**

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**ASSUMPTION PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2024**

Our discussion and analysis of the Assumption Parish Clerk of Court's (the Clerk) financial performance provides an overview of the financial activities as of and for the fiscal year end. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**FINANCIAL HIGHLIGHTS**

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

- The net position of our governmental activities increased by approximately 8.5% from the prior year. The net position at the close of the year was \$3.3 million.
- Program expenses were \$1.5 million – a slight increase from the prior year. Program revenues (fees for recording, copies, etc.) decreased by \$142,000 or 9%.
- The governmental funds reported total ending fund balance of \$4.8 million of which all is unassigned. The net change in fund balance was an increase of \$304,557.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of a series of financial statements. The Government-Wide Financial Statements (Statement of Net Position and the Statement of Activities) provide information about the governmental activities as a whole and present a longer-term view of the finances. Fund Financial Statements (Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balance, and Combining Statement of Fiduciary Net Assets) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the basic financial statements are fairly stated. The auditor, regarding the Required Supplemental Information is providing varying degrees of assurance. A user of this report should read the Independent Auditor's Report carefully to ascertain the level of assurance being provided for each of the other parts in the Annual Financial Report.

**Government-Wide Financial Statements**

The *government-wide financial statements* present the financial picture from the economic measurement resources focus using the accrual basis of accounting. These statements include all assets (including capital assets) and deferred outflows of resources as well as all liabilities (including non-current liabilities) and deferred inflows of resources. They are intended to provide a broad overview in a manner similar to a private-sector business.

**ASSUMPTION PARISH CLERK OF COURT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

The *Statement of Net Position* presents information on all of the assets and liabilities, with the difference between the two being reported as net position. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *Statement of Activities* presents information showing how the 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. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

***Fund Financial Statements***

The fund financial statements provide detailed information about the most significant funds—not as a whole. Some funds are required to be established by State law and by bond covenants. However, management establishes other funds to help it control and manage resources for particular purposes or to show it is meeting legal responsibilities.

All of the funds are considered governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. All the basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash.

The governmental fund statements provide a detailed short-term view of the operations and basic services provided to residents. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance programs. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term effect of the near-term financing decisions. The reconciliation of differences between the governmental fund financial statements and the government-wide financial statements is explained in a section following each governmental fund financial statement.

The Clerk adopts an annual appropriated budget for the General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget.

**ASSUMPTION PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2024**

**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.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of the financial position of a government. Net assets exceeded liabilities by \$3,316,996 at the close of the fiscal year.

The largest portion of total assets is cash and cash equivalents (\$4,806,342 or 99%). The unrestricted net position was \$3,253,703. The other portion of net position of \$63,293 reflects its investment in capital assets (e.g., office furniture, vehicles, and equipment), less accumulated depreciation. The Clerk uses these capital assets to provide services to residents; consequently, the assets are not available for future spending.

The following table reflects the current and prior year condensed Statement of Net Position:

	FY 2023	FY 2024	Increase (Decrease)
Current Assets	\$ 4,492,498	\$ 4,806,342	\$ 13,844
Capital Assets	69,715	63,293	(6,422)
<b>Total Assets</b>	4,562,213	4,989,635	307,422
<b>Deferred outflows of resources</b>	702,624	465,305	(237,319)
Current Liabilities	8,725	18,012	9,287
Non-current liabilities	1,856,686	1,622,541	(234,145)
<b>Total Liabilities</b>	1,865,411	1,640,553	(224,858)
<b>Deferred inflows of resources</b>	363,103	377,391	14,288
Net Invested in Capital Assets	69,715	63,293	(6,422)
Unrestricted	2,966,608	3,253,703	287,095
<b>Total Net Position</b>	<b>\$ 3,036,323</b>	<b>\$ 3,316,996</b>	<b>\$ 280,673</b>

The net position increased by \$280,673 or approximately 8.5%. Key elements of these activities are as follows:

- Current assets – mainly Cash and investments increased by \$307,422 due to normal operations of the office.
- The non-current liabilities and deferred outflows of resources increased and deferred inflows of resources increased due to the change in the elements of the pension and OPEB liabilities.
- Current liabilities consisted of accounts payable at the end of the year – increased substantially due to the timing of the payroll liabilities at the end of the year.

**ASSUMPTION PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2024**

The following table reflects the condensed Statement of Activities:

	FY 2023	FY 2024	Increase (Decrease)
Total program expenses	\$(1,353,875)	\$(1,548,48)	\$ 194,973
Total program revenues	1,669,584	1,527,252	(142,332)
<b>Net program income</b>	315,709	(21,596)	(337,305)
General revenues	110,392	302,269	191,877
<b>Change in Net Position</b>	426,101	280,673	(145,428)
<b>Net Position:</b>			
Beginning of the year	2,610,222	3,036,323	426,101
End of the year	<u>\$ 3,036,323</u>	<u>\$ 3,316,996</u>	<u>\$ 280,673</u>

The end of the year net position of our governmental activities increased by \$280,673. Total revenues for the year in governmental activities were \$1,829,521 - \$1,527,252 in program revenues and \$302,269 in general revenues – an increase from last year of 3%, mainly due to an increase in fees collected for recording, copies, civil fees.

**FINANCIAL ANALYSIS OF THE CLERK OF COURT'S FUNDS**

The General Fund, reported an unassigned fund balance of \$ 4,788,330, which is an increase of \$304,557 compared to last year. Unassigned fund balance represents 314% of the total general fund expenditures.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The original budget for revenues for the General Fund was not revised during the fiscal year. All variances from budget were in accordance with the Local Government Budget Act.

**CAPITAL ASSETS**

Capital assets included furniture and fixtures, and office equipment recorded at historical cost of \$255,201. Accumulated depreciation of \$191,908 recorded from the cost of assets resulted in the net book balance of assets of \$63,293.

This year, there were \$4,283 additions to capital assets and \$2,852 disposals. Depreciation expense of \$10,704 was recorded for the year. More detailed information about the capital assets is presented in Note 3 to the financial statements.

**ASSUMPTION PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2024**

**LONG TERM OBLIGATION**

The Clerk reported long-term obligations recorded for Other Post-Employment Benefits of \$414,320 and Net Pension Liability of \$1,208,221. More detailed information about the long-term debt is presented in Note 4 and Note 5 to the basic financial statements.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Clerk of Court considered many factors when budgeting for the next year, including increased or decreased rates and fees to be charged. Another one of those factors is the new laws and regulations.

Following is a condensed summary of next year's budget:

Condensed Summary of Budgeted Finances	
	<u>FY 2025</u>
Anticipated revenues	\$1,600,000
<b>Expenditures:</b>	
Current	1,350,000
Capital outlay	<u>250,000</u>
Anticipated expenditures	<u>1,600,000</u>
Excess of revenues	(65,000)
 <b>Fund Balance:</b>	
Beginning of the year	<u>4,483,773</u>
End of the year	<u><u>\$ 418,773</u></u>

**CONTACTING FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of our finances and to show the accountability for the money received. If you have questions about this report or need additional financial information, contact:

Honorable Erin Hebert  
Assumption Parish Clerk of Court  
P.O. Drawer 249  
Napoleonville, LA 70390  
(985) 369-6653  
[ehebert@assumptionclerk.com](mailto:ehebert@assumptionclerk.com)



# STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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## ***INDEPENDENT AUDITOR'S REPORT***

Honorable Erin Hebert  
Assumption Parish Clerk of Court  
Napoleonville, Louisiana

### ***Report on the Audit of the Financial Statements***

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of the Assumption Parish Clerk of Court, (the Clerk), a component unit of the Assumption Parish Police Jury, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund, as of and for the year ended June 30, 2024, 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.

#### ***Basis for Opinions***

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Clerk, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management's 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 statement that are free of material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



***Auditor’s Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis and the Required Supplementary Information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not 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 sufficient evidence to express an opinion or provide any assurance.

***Other Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statement that collectively comprise the basic financial statements. The Schedule of Changes in Fiduciary Liabilities, Schedule of Compensation, Benefits, and Other Payment to the Agency Head and the Justice System Funding Schedules as listed in the table of contents as other supplementary information are presented for the purposes of additional analysis and is not a required part of the basic financial statements. These schedules are the responsibility of management and is 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 statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule 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 November 6, 2024, on our consideration of the 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 testing, and not to provide an opinion on the 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 internal control over financial reporting and compliance.

*Stagni & Company*

November 6, 2024  
Thibodaux, Louisiana



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STAGNI & COMPANY, LLC

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# ASSUMPTION PARISH CLERK OF COURT

Statement of Net Position

June 30, 2024

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 4,727,696
Accounts receivable	78,646
Capital assets, net of accumulated depreciation	63,293
Total assets	<u>4,869,635</u>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	 465,305
 <b>LIABILITIES</b>	
Accounts payable and accrued expenses	18,012
Non-current liabilities:	
Net OPEB liability	414,320
Net Pension liability	1,208,221
Total liabilities	<u>1,640,553</u>
 <b>DEFERRED INFLOWS OF RESOURCES</b>	 377,391
 <b>NET POSITION</b>	
Investment in Capital Assets	63,293
Unrestricted	3,253,703
Total net position	<u>\$ 3,316,996</u>

See notes to financial statements.

# ASSUMPTION PARISH CLERK OF COURT

## Statement of Activities

For the Year Ended June 30, 2024

<b>EXPENSES</b>	<b>Governmental Activities</b>
<i>Judicial:</i>	
Salaries	\$ 811,990
Retirement benefits	246,782
Group insurance	185,767
Deferred compensation	49,913
Clerk supplemental compensation	13,252
Seminars & training	4,181
Professional and technical services	23,177
Equipment maintenance	73,261
Office supplies and maintenance	82,773
Insurance	10,140
Marriage and birth certificate costs	16,163
Book binding and restoration	2,365
LCRAA Portal Fees	6,928
Other	11,452
Depreciation	10,704
<i>Total program expenses</i>	<u>1,548,848</u>
<b>PROGRAM REVENUES</b>	
Charges for services	<u>1,527,252</u>
<i>Total program revenues</i>	<u>1,527,252</u>
<i>Net Program (Income) Expense</i>	(21,596)
<b>GENERAL REVENUES</b>	
Interest earned and other	302,269
Gain from sale of asset	-
<i>Total general revenues</i>	<u>302,269</u>
<i>Change in Net Position</i>	280,673
<b>NET POSITION</b>	
Beginning of year	<u>3,036,323</u>
End of year	<u>\$ 3,316,996</u>

See notes to financial statements.

**ASSUMPTION PARISH CLERK OF COURT**

*Balance Sheet - Governmental Fund*

*June 30, 2024*

<b>ASSETS</b>	<b>General Fund</b>
Cash and cash equivalents	\$ 4,727,696
Accounts receivable	<u>78,646</u>
<i>Total assets</i>	<u><u>\$ 4,806,342</u></u>
<b>LIABILITIES AND FUND BALANCES</b>	
<b><i>Liabilities :</i></b>	
Accounts payable and accrued expenses	\$ 18,012
<i>Total liabilities</i>	<u>18,012</u>
<b><i>Fund Balance :</i></b>	
Unassigned	<u>4,788,330</u>
Total fund balance	<u><u>4,788,330</u></u>
<i>Total liabilities and fund balances</i>	<u><u>\$ 4,806,342</u></u>

***Reconciliation of the Governmental Fund Balance Sheet to the Government-wide Statement of Net Position***

Total fund balance - governmental fund (Fund Financial Statement) \$ 4,788,330

Amounts reported for *governmental activities* in the statement of net position are different because:

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

Add - Capital Assets	\$ 255,201	
Deduct - Accumulated Depreciation	<u>(191,908)</u>	
		63,293

Certain non-current liabilities are not due and payable in the current period and therefore are not reported in the funds.

Net OPEB Liability		(414,320)
Net Pension Liability		<u>(1,208,221)</u>

Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the funds

Deferred outflows- pensions	393,917	
Deferred inflows-pensions	(79,538)	
Deferred inflows-OPEB	(297,853)	
Deferred outflows-OPEB	<u>71,388</u>	
		<u>87,914</u>

Total net position of governmental activities (Government-Wide Financial Statements)		<u><u>\$ 3,316,996</u></u>
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See notes to financial statements.

**ASSUMPTION PARISH CLERK OF COURT**

*Statement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Fund*

*For the Year Ended June 30, 2024*

<b>REVENUES</b>	<b>General Fund</b>
Civil Court Costs	\$ 988,677
Recording Fees	354,132
Xerox copies	5,228
Certified copies	2,560
Mortgage certificates	2,100
Criminal fees	52,202
Cancellations	3,120
Court attendance	4,740
Research fees	36,025
Marriage licenses	2,943
Birth certificates and cards	29,260
Passport fees	14,915
Notary fees	1,800
State supplemental pay	29,550
Interest earned	277,846
Other	24,423
<i>Total revenues</i>	<u>1,829,521</u>

**EXPENDITURES**

**Current - Judiciary:**

Salaries and taxes	811,990
Retirement benefits	218,612
Group insurance	196,474
Deferred compensation	49,913
Clerk supplemental compensation	13,252
Conferences & seminars	4,181
Professional and technical services	23,177
Repairs & maintenance	73,261
Office supplies	82,773
Insurance	10,140
Marriage and birth certificate costs	16,163
Book binding and restoration	2,365
LCRAA Portal Fees	6,928
Other	11,452
	<u>1,520,681</u>
Capital outlay	4,283
<i>Total expenditures</i>	<u>1,524,964</u>

**Net change in fund balance** 304,557

**FUND BALANCES**

Beginning of year	4,483,773
End of year	<u>\$ 4,788,330</u>

See notes to financial statements.

**ASSUMPTION PARISH CLERK OF COURT**

*Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance-  
Governmental Fund to the Statement of Activities  
For the Year Ended June 30, 2024*

Net change in fund balance - governmental fund (Fund Financial Statements)		\$ 304,557	
Amounts reported for <i>governmental activities</i> 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 and reported as depreciation expense.			
Add - capital outlay		\$ 4,283	
Deduct - depreciation expense		<u>(10,704)</u>	(6,421)
Repayment of Non-current liabilities are reported as an expenditure in governmental funds, but the payment reduces long-term obligations in the statement of net position. In the current year, these amounts consists of:			
Pension expense and deferrals		(28,170)	
Other Post-Employment Benefit Cost		<u>10,707</u>	(17,463)
Change in net assets of governmental activities (Government -Wide Financial Statements)			<u>\$ 280,673</u>

See notes to financial statements.

**ASSUMPTION PARISH CLERK OF COURT**

*Combining Statement of Fiduciary Net Assets*

*Agency Funds*

*June 30, 2024*

	<b>Advance Deposit Fund</b>	<b>Registry of the Court Fund</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and cash equivalents	<u>\$ 1,553,340</u>	<u>\$ 293,383</u>	<u>\$ 1,846,723</u>
<i>Total assets</i>	<u><u>\$ 1,553,340</u></u>	<u><u>\$ 293,383</u></u>	<u><u>\$ 1,846,723</u></u>
<b>LIABILITIES</b>			
Due to Salary Fund	69,147	-	\$ 69,147
Unsettled deposits	<u>\$ 1,484,193</u>	<u>\$ 293,383</u>	<u>\$ 1,777,576</u>
<i>Total liabilities</i>	<u><u>\$ 1,553,340</u></u>	<u><u>\$ 293,383</u></u>	<u><u>\$ 1,846,723</u></u>

See notes to the financial statements.



**ASSUMPTION PARISH CLERK OF COURT**

*Schedule of Changes in Fiduciary Liabilities*

June 30, 2024

	<b>Advance Deposit Fund</b>	<b>Registry of the Court Fund</b>	<b>Total</b>
<b>Additions:</b>			
<u>Receipts</u>	\$ 807,483	\$ 10,293	\$ 817,776
Interest	-	374	374
Total additions	<u>807,483</u>	<u>10,667</u>	<u>818,150</u>
<b>Reductions:</b>			
<u>Payments</u>	831,156	-	831,156
Refunds/Settlements	<u>204,890</u>	<u>3</u>	<u>204,893</u>
Total reductions	<u>1,036,046</u>	<u>3</u>	<u>1,036,049</u>
Increase (Decrease) in Liabilities	(228,563)	10,664	(217,899)
<b>Unsettled deposits:</b>			
<u>Beginning of year</u>	<u>1,781,903</u>	<u>282,719</u>	<u>2,064,622</u>
End of year	<u>\$ 1,553,340</u>	<u>\$ 293,383</u>	<u>\$ 1,846,723</u>

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **INTRODUCTION**

The Clerk of Court (LSA-RS 13:781) serves as the parish recorder of conveyances, mortgages, notary public, et cetera. As provided by Article 5, Section 28 of the Louisiana Constitution of 1974, the Clerk serves a four-year term of office. The current term expires June 30, 2028. The Clerk may appoint deputies with duties and powers provided by law, with the approval of the district judge.

The financial statements have been prepared in conformity with generally accepted accounting principles (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 more significant accounting policies established in GAAP and used is discussed below.

### **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **A.      Reporting Entity**

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

The accompanying financial statements present information only on the funds maintained by the Clerk and do not present information on the Assumption Parish Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

#### **B.      Measurement Focus and Basis of Accounting**

The basic financial statements include both government-wide (reporting the entity as a whole) and fund financial statements (reporting the entity's major funds). Both the government-wide and fund financial statements categorize primary activities as the governmental type.

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **B. Measurement Focus and Basis of Accounting (Continued)**

#### **Government-Wide Financial Statements (GWFS)**

In the government-wide Statement of Net Assets, the governmental activities are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The net assets are reported in three parts—invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. It is the policy to first utilize restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the functions. General government revenues also support the functions. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants, if any. The net costs by function are normally covered by general revenue (interest income, etc.).

This government-wide focus is more on the sustainability as an entity and the change in its net assets resulting from the current year's activities. Information contained in these statements reflects 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).

#### **Fund Financial Statements (FFS)**

The financial transactions are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues, and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **B.      Measurement Focus and Basis of Accounting (Continued)**

The amounts reflected in the General 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 balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of operations.

The amounts reflected in the General Fund 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, except certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

In the governmental funds revenues such as recordings, cancellations, court attendance, criminal costs, and other fees and charges are recorded in the year they are earned. All other revenues are recorded when received. Expenditures are generally recognized under the accrual basis of accounting when the related fund liability is incurred.

### **Governmental Funds**

Governmental funds account for all the 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. The following are the governmental funds:

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **B.      Measurement Focus and Basis of Accounting (Continued)**

#### General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is the primary operating fund and accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to clerk policy.

#### Fiduciary Funds

Fiduciary fund reporting focuses on net assets and changes in net assets. These funds are held for the benefit of individuals, but not derived from the Clerk's own source revenue, and over which the Clerk has no direct financial involvement. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, these funds have no measurement focus, but use the modified accrual basis of accounting.

The following agency funds are utilized:

- The Advance Deposit Fund – provided for under LRS 13:842, is used to account for advance deposits in suits filed by litigants.
- The Registry of Court Fund – provided by LRS 13:475, is used to account for funds held by order of the court until judgment is rendered by the judiciary.

### **C.      Budgets**

Annually a budget is adopted for the General Fund. The budget is prepared on the modified accrual basis of accounting. All appropriations contained in the budget lapse at year end. Formal budget integration (within the accounting records) is employed as a management control device. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

### **D.      Deposits and Investments**

Cash includes amounts in demand deposits, money market accounts and time deposits. Under state law, the Clerk may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

**ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*

For the Year Ended June 30, 2024

**Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**E.      Investments**

Investments are limited by Louisiana Revised Statute 25 33:2955 and the investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities of investments are 90 days or less, they are classified as cash and cash equivalents.

**F.      Capital Assets**

Capital assets purchased or acquired with a cost of \$500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other cost incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Office Equipment	5 years
Furniture & Fixtures	10 years

**G.      Interfund Activities**

During operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

**H.      Compensated Absences**

Employees earn from one to three weeks of vacation leave each year depending on the length of service. Unused vacation leave is forfeited at the end of each fiscal year. In addition, employees earn 10 days of sick leave each year of which a maximum of 10 days may be carried forward to the next year. Because unused sick leave is forfeited upon termination, no accrual for unused sick leave is necessary.

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **I. Fund Equity / Net Position**

**Governmental Fund Balance** – Generally, governmental fund balances represent the difference between the current assets and deferred outflows of resources, and current liabilities and deferred inflows of resources. Governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

**Net Position** – Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net investment in capital assets consists of cost of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when constraints placed on net asset use are either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
2. imposed by law through constitutional provisions or enabling legislation.

The Clerk applies restricted resources first when an expense is incurred for purposes of which both restricted and unrestricted net position is available.

R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office, which amount shall be limited to no more than that which was received by the clerk in accordance with R.S. 1784 (A) during said term in office. On June 30, 2024, there was no amount due the parish treasurer as no funds were received from the parish during the said term.

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*

For the Year Ended June 30, 2024

## **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **J.      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.      Deferred Outflows/Inflows of Resources**

In addition to assets and liabilities, the statement of financial position includes a separate section for deferred outflows of resources and deferred inflows of resources. These separate financial statement elements, deferred outflows of resources and deferred inflows of resources, represent a consumption or acquisition of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) or inflow of resources (revenue) until that time.

The governmental activities have deferred outflows and inflows that relate to the net pension liability and OPEB liability, which include the contributions after the measurement date, which is recognized as a reduction of the net pension liability in the subsequent year. They also include changes in assumptions, differences between expected and actual experience, and changes in proportion and differences between contributions and proportionate share of contributions, which are deferred and amortized over the average expected remaining service lives of active and inactive members in the plans. They also include the net difference between projected and actual earnings on plan investments, which is deferred and amortized over a five-year period.

## **Note 2      DEPOSITS AND INVESTMENTS**

**Deposits** - State law requires deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision, or with an unaffiliated bank or with a trust company for the account of the political subdivision.



# ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements  
For the Year Ended June 30, 2024

## Note 2 DEPOSITS AND INVESTMENTS (CONTINUED)

Deposit balances at year-end consist of the following:

	Balances	
	Reported	Bank
Checking accounts	\$1,217,007	\$1,278,585
Savings accounts	61,686	61,686
<b>Totals</b>	<b>\$1,278,693</b>	<b>\$1,340,271</b>

Custodial credit risk is the risk that in the event of a bank failure, deposits may not be returned to it. As of year-end \$840,271 of the bank balance was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Clerk's name.

At year-end, cash and cash equivalents in excess of the FDIC insurance were collateralized by securities held by unaffiliated banks for the account of the depositors. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 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 clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

Cash and cash equivalents also includes \$5,295,726 in the Louisiana Asset management Pool, Inc. (LAMP), a local government investment pool. In accordance with GASB Codification Section 150, 165, the investment in LAMP is not categorized in the three risk categories provided by GASB 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 non-profit corporation organized under the laws of the State of Louisiana. Only local governments 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.

# ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements  
For the Year Ended June 30, 2024

## Note 2 DEPOSITS AND INVESTMENTS (CONTINUED)

The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA RS 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the US Treasury, the US government or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

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 397 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 CAPITAL ASSETS

Capital assets and depreciation activity for the year follows:

	Beginning			TOTALS
Depreciable Assets:	Balance	Additions	Deletions	
Furniture & Equipment	\$ 203,692	\$ -	\$ (832)	\$ 202,860
Office Equipment	50,078	4,283	(2,020)	52,341
Total Cost of Depreciable Assets	253,771	4,283	(2,852)	255,201
<b>Accumulated Depreciation</b>				
Furniture & Equipment	141,130	4,593	(833)	144,890
Office Equipment	42,926	6,111	(2,019)	47,018
Total Accumulated Depreciation	184,056	10,704	(2,852)	191,908
Net Capital Assets	\$ 69,715			\$ 63,293

There was \$4,283 in additions of furniture and fixtures and \$2,852 assets disposed of from Capital Assets. Depreciation expense charged in governmental activities was \$10,704.

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **Note 4      PENSION PLAN**

The Clerk has adopted GASB Statement No. 68 *Accounting and Financial Reporting for Pensions*. That Statement requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability, and to more comprehensively and comparably measure the annual costs of pension benefits.

### ***Plan Description and Provisions***

The Fund was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. Title 11:1501 for eligible employees of the clerk of the supreme court, each of the district courts, each of the courts of appeal, each of the city and traffic courts in cities having a population in excess of four hundred thousand at the time of entrance into the Fund, the Louisiana Clerks' of Court Association, the Louisiana Clerks of Court Insurance Fund, and the employees of the Fund.

The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained from the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana, 70816, or by calling (225) 293-1162.

The following is a brief description of the plan benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

### **Retirement Benefits**

A member or former member is eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 (age 60 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, equal 3% of the member's average final compensation multiplied by the number of years of credited service, not to exceed 100% of the monthly average final compensation. The retirement benefit accrual rate is increased to 3 1/3% for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011).

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*

For the Year Ended June 30, 2024

## **Note 4      PENSION PLAN (continued)**

For those members hired before July 1, 2006, monthly average final compensation is based on the highest compensated 60 consecutive months, or successive joined months if service was interrupted, with a limit of 10% increase in each of the last 5 years of measurement. For members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

### **Disability Benefits**

Disability benefits are awarded to active members who are totally and permanently disabled as a result of injuries sustained in the line of duty or to active members with 10 or more years of credible service who are totally disabled due to any cause. A member who is officially certified as totally or permanently disabled by the State Medical Disability Board will be paid monthly disability retirement benefits equal to the greater of 40% of their monthly average final compensation or 75% of their monthly regular retirement benefit computed as per R.S. 11:1521 (C).

### **Survivor Benefits**

If a member who has less than five years of credited service dies, his accumulated contributions are paid to his designated beneficiary. If the member has five or more years of credited service, automatic Option 2 benefits are payable to the surviving spouse.

### **Deferred Retirement Option Plan**

In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in DROP for up to 36 months and defer the receipt of benefits.

### **Cost of Living Adjustments**

The Board of Trustees is authorized to provide a cost of living increase to members who have been retired for at least one full calendar year. The increase cannot exceed the lesser of 2.5% of the retiree's benefit or an increase of \$40 per month. The LA statutes allow the board to grant an additional cost of living increase to all retirees and beneficiaries over age 65 equal to 2% of the benefit paid on October 1, 1977 or the member's retirement date if later.

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **Note 4      PENSION PLAN (continued)**

### **Contributions**

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2023, the actuarially determined employer contribution rate was 22.25%.

In accordance with state statute, the Fund also receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations. The amount of proportionate share of non-employer contributions for the Clerk for June 30, 2023 was \$71,077.

The Clerk is not required to but is allowed to pay the employee and employer portion of the required contribution. The Clerk's entire contribution for the years ending June 30, 2022, 2023, and 2024 were \$178,424, \$180,902, and \$202,690 respectively, which were equal to the required contributions for each year.

### **Pension liabilities, pension expense and deferred outflows of resources and deferred inflows of resources:**

The Clerk reported a liability of \$1,208,221 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The proportion of the net pension liability was based on a projection of the long-term contributions to the plans relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023, the proportion of the plan was 0.561638%, a decrease of 0.02181%.

For the year ended June 30, 2023, pension expense of \$248,364 was recognized and the following deferred outflows and inflows of resources related to pensions from the following sources:

**ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*

For the Year Ended June 30, 2024

**Note 4      PENSION PLAN (continued)**

<b>Source</b>	<b>Deferred outflows of resources</b>	<b>Deferred inflows of resources</b>
Changes in assumptions	\$ 60,232	\$ -
Differences between expected and actual experience	6,525	(12,298)
Net difference between projected and actual earnings on pension plan investments	134,763	-
Changes in proportion and differences between contributions and proportionate share of contributions	43,217	(67,240)
Contributions subsequent to the measurement date	149,180	-
	<u>\$ 393,917</u>	<u>\$ (79,538)</u>

The deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024 actuarial report. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year ended June 30:</b>	
2024	\$73,172
2025	\$(9,187)
2026	\$127,334
2027	\$(26,120)
<b>TOTAL</b>	<b>\$165,199</b>

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **Note 4      PENSION PLAN (continued)**

### **Actuarial Assumptions**

The actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurements:

Valuation date	June 30, 2023
Actuarial cost method	Entry Age Normal
Investment rate of return	6.55%, net of investment expense
Projected salary increases	1-5 years of service – 6.2% 5 years or more - 5.00%
Inflation Rate	2.40%
Expected remaining service lives	5 years

Mortality rates were based on the Pub-2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale.

Cost of Living Adjustments include the present value of the 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 long-term expected real rates 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 are 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 5.81% as of June 30, 2023.

# ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements

For the Year Ended June 30, 2024

## Note 4 PENSION PLAN (continued)

Best estimates of arithmetic real rates of return for each major class included in the System's target asset allocation as of June 30, 2023 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income – Domestic Bonds	30.0%	2.50%
Fixed income – International Bonds	30.0%	3.50%
Domestic Equity	35.0%	7.50%
International Equity	20.0%	8.50%
Real Estate	15.0%	4.50%
Totals	100.0%	

### Discount Rate

The discount rate used to measure the total pension liability was 6.55%. 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 Plan's actuary.

Based on these assumptions, the Plan'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 period of projected benefit payments to determine the total pension liability.

### Sensitivity to changes in the discount rate

The following presents the net pension liability of the participating employers calculated using the discount rates as shown above, as well as what the net pension liability would be if they were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:



**ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*

For the Year Ended June 30, 2024

**Note 4 PENSION PLAN (continued)**

	<u>1% Decrease 5.55%</u>	<u>Current Discount Rate 6.55%</u>	<u>1% Increase 7.55%</u>
Net Pension Liability	\$1,803,469	\$ 1,208,221	\$ 706,473

**Note 5 OTHER POST-RETIREMENT BENEFITS**

*Plan Description.* The defined benefit postemployment health care plan (the plan) provides OPEB to eligible retired employees and their beneficiaries. The plan provides OPEB for permanent full-time employees. The plan is a single employer defined benefit OPEB plan administered by the Clerk. Benefits are provided through the Louisiana Clerks of Court Insurance Trust (“LCCIT”), a multiple-employer healthcare plan administered by the Louisiana Clerks of Court Association. Louisiana Revised Statute 13:783 grants the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. The premium rates are established and may be amended by the LCCIT board of trustees, with the Clerk determining the contribution requirements of the retirees.

*Benefits Provided.* The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 50% of retiree and 0% of dependent pre-Medicare health, Medicare Supplement, vision, and dental insurance premiums. The plan also provides for payment of 50% of retiree life insurance premiums.

**Employees covered by benefit terms.** At January 1, 2024, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	5
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>14</u>
	<u><u>19</u></u>

# ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements

For the Year Ended June 30, 2024

## Note 5 OTHER POST-RETIREMENT BENEFITS (continued)

**Total OPEB Liability.** The total OPEB liability of \$414,320 was measured as of June 30, 2024, and was determined by an actuarial valuation as of January 1, 2024.

*Actuarial Assumptions and other inputs.* The total OPEB liability in the June 30, 2024 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.40%
Salary increases	3.25%
Discount rate	3.97%
Healthcare cost trend rates	
Medical:	6.75% for 2024, decreasing 0.25% per year to an ultimate rate of 4.75% for 2032 and later years.
Medicare Supplement:	4.25% for 2024, decreasing 0.25% per year to an ultimate rate of 3.0% for 2030 and later years. Include 2% per year for aging.
Dental:	3.0% per year
Vision:	2.5% per year

### Retirees' Share of Benefit-Related Costs:

Medical:	50% for retirees and 100% for dependents.
Medicare Supplement:	50% for retirees and 100% for dependents.
Dental:	50% for retirees and 100% for dependents.
Vision:	50% for retirees and 100% for dependents.
Basic Life Insurance:	50%

The discount rate was based on the 6/30/2024 Fidelity General Obligation AA 20-Year Yield. Mortality rates for active employees were based on the PubG.H-2010 Employee Mortality Table, Generational with Projection Scale MP-2021 for males or females, as appropriate. Mortality rates for retirees were based on the PubG.H-2010 Employee Mortality Table, Generational with Projection Scale MP-2021 for males or females, as appropriate. The actuarial assumptions used in the valuation were based on those used in the Louisiana Clerks of Court Retirement and Relief Fund valuation and actuarial experience.

**ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*

For the Year Ended June 30, 2024

**Note 5      OTHER POST-RETIREMENT BENEFITS (continued)**

**Changes in the Total OPEB Liability (Asset)**

Balance at 6/30/2023	\$442,536
Changes for the year:	
Service Cost	14,197
Interest	17,375
Differences between expected and actual experience	(31,424)
Changes in Assumptions/Inputs	(15,149)
Benefit payments	(13,215)
	<hr/>
Change in Net OPEB Obligation	(28,216)
Ending Net OPEB Obligation	<hr/> <hr/>

**Sensitivity of the total OPEB liability to changes in the discount rate .** The following presents the total OPEB liability, as well as what the total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	<b>1.0% Decrease (2.97%)</b>	<b>Current Discount Rate (3.97%)</b>	<b>1.0% Increase (4.97%)</b>
Total OPEB liability	\$ 481,562	\$414,320	\$360,361

**Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates.** The following presents the total OPEB liability, as well as what the total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare trend rates:

	<b>1.0% Decrease</b>	<b>Trend Rate</b>	<b>1.0% Increase</b>
Total OPEB liability	\$386,616	\$414,320	\$449,592

**ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*

For the Year Ended June 30, 2024

**Note 5      OTHER POST-RETIREMENT BENEFITS (continued)**

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB.** For the year ended June 30, 2023, the Clerk recognized OPEB expense of \$6,413 and reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 24,256	\$ (117,321)
Changes of assumptions or other inputs	47,132	(180,531)
Total	\$ 71,388	\$ (297,853)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Years ending June 30:	
2025	(\$29,064)
2026	(\$29,064)
2027	(\$27,967)
2028	(\$28,531)
2029	(\$28,531)
Thereafter	(\$79,074)

**Note 6      DEFERRED COMPENSATION**

The Clerk of Court employees participate 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. Participants defer federal or state income tax on their contributions. In addition, interest or earnings on the participant's account accumulate tax-deferred.

The participants may choose the amount to contribute with the maximums defined by the Internal Revenue Code and the investment option(s). The Clerk of Court agreed to match each participant's contribution up to a maximum of 10% for the current fiscal year. During the year, deferred compensation paid was \$49,913.

# **ASSUMPTION PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2024

## **Note 7      EXPENSES PAID BY POLICE JURY**

LRS 13:784 provides that upon request of the Clerk, the Assumption Parish Police Jury shall provide all necessary office furniture, equipment, and records and books. During the current fiscal year, the Clerk has not requested that the police jury purchase any of the expenses noted. The Assumption Parish Police Jury does however provide office space located in the Parish Courthouse and pays for utilities and maintenance for the Clerk's office. The value of these expenditures paid cannot be reasonably estimated and have not been included in the accompanying financial statements.

## **Note 8      RISK MANAGEMENT**

The Clerk of Court is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; natural disasters; and automobile liability. The Clerk of Court 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.

**ASSUMPTION PARISH CLERK OF COURT**

*Budgetary Comparison Schedule - General Fund*

*For the Year Ended June 30, 2024*

	<b>Budgeted Amounts</b>			<b>Variance</b>
<b>Revenues</b>	<b>Original</b>	<b>Final*</b>	<b>Actual</b>	<b>Favorable</b>
				<b>(Unfavorable)</b>
Charges for Services	\$ 1,320,000	\$ 1,320,000	\$ 1,497,702	\$ 177,702
Intergovernmental	30,000	30,000	29,550	(450)
Interest & Other	150,000	150,000	302,269	152,269
Total revenues	1,500,000	1,500,000	1,829,521	177,702
 <b>Expenditures</b>				
<b>Current-Judiciary:</b>				
Personal services & Related Benefits	1,000,000	1,000,000	1,290,241	(290,241)
Materials and Supplies	85,000	85,000	82,773	2,227
Conferences & Seminars	5,000	5,000	4,181	819
Operation Services	140,000	140,000	143,486	(3,486)
Total current expenditures	1,230,000	1,230,000	1,520,681	(290,681)
Capital outlay	320,000	320,000	4,283	315,717
Total expenditures	1,550,000	1,550,000	1,524,964	25,036
 <b>Net change in fund balance</b>	 (50,000)	 (50,000)	 304,557	 354,557
 <b>Fund Balances</b>				
Beginning of year	4,011,609	4,011,609	4,483,773	472,164
End of year	\$ 3,961,609	\$ 3,961,609	\$ 4,788,330	\$ 826,721

\* Budget was not amended.

**ASSUMPTION PARISH CLERK OF COURT**  
**Louisiana Clerks' of Court Retirement & Relief Fund**  
**Last Ten Fiscal Years\***

For fiscal year ended	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024
Measurement Date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
<b>SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY:</b>										
Proportion of the net pension liability	0.519232%	0.503924%	0.491658%	0.504865%	0.570955%	0.582023%	0.599752%	0.544410%	0.583452%	0.561638%
Proportionate share of the net pension liability	\$ 700,372	\$ 755,902	\$ 909,555	\$ 763,827	\$ 967,640	\$ 1,056,949	\$ 1,442,922	\$ 724,195	\$ 1,414,150	\$ 1,208,221
Covered employee payroll	\$ 506,191	\$ 429,200	\$ 448,757	\$ 515,740	\$ 530,117	\$ 561,552	\$ 594,509	\$ 550,468	\$ 585,699	\$ 648,609
Proportionate share of the net pension liability as a % of its covered employee payroll	138.36%	176.12%	202.68%	148.10%	182.53%	188.22%	242.71%	131.56%	241.45%	186.28%
Plan fiduciary net position as a % of the total pension liability	79.37%	78.13%	74.17%	79.69%	79.07%	77.93%	72.09%	85.40%	74.09%	77.56%
<b>SCHEDULE OF CONTRIBUTIONS:</b>										
Contractually required contribution	\$ 122,015	\$ 85,264	\$ 86,743	\$ 86,581	\$ 100,743	\$ 107,595	\$ 112,990	\$ 115,391	\$ 132,904	\$ 132,804
Contributions paid	122,015	85,598	86,798	86,537	100,722	107,525	113,004	115,598	132,903	132,911
Contribution deficiency (excess)	\$ -	\$ (334)	\$ (55)	\$ 44	\$ 21	\$ 70	\$ (14)	\$ (207)	\$ 1	\$ (107)
Covered employee payroll	\$ 506,191	\$ 429,200	\$ 448,757	\$ 515,740	\$ 530,117	\$ 561,552	\$ 594,509	\$ 550,468	\$ 585,699	\$ 648,609
Contribution as a percentage of covered employee payroll	24.10%	19.94%	19.34%	16.78%	19.00%	19.15%	19.01%	21.00%	22.69%	20.49%
* Note: Initial Year of GASB 68 Implementation, Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.										
<b>Notes to Required Supplementary Information:</b>										
<i>Changes of Benefit Terms include:</i>		no changes	no changes	no changes	no changes	no changes	no changes	no changes	no changes	no changes
<i>Changes of Assumptions</i>										
Investment Rate of Return	7.25%	7.00%	7.00%	7.00%	6.75%	6.75%	6.75%	6.55%	6.55%	6.55%
Projected Salary Increases	5.75%	5.00%	5.00%	5.00%	5.00%	5.00%	6.20%	6.20%	6.20%	6.20%
Inflation rate	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.40%	2.40%	2.40%
Long term expected real rate of return	7.60%	7.60%	7.60%	7.60%	7.10%	6.38%	6.18%	6.02%	6.02%	6.02%
Expected service lives	5 years	5 years	5 years	5 years	5 years	5 years	5 years	5 years	5 years	5 years

**ASSUMPTION PARISH CLERK OF COURT**  
**Schedule of Changes in the Total OPEB Liability and Related Ratios**  
Last Ten Fiscal Years\*

Total OPEB Liability	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024
Service cost	\$ 21,673	\$ 21,387	\$ 17,800	\$ 23,602	\$ 14,929	\$ 13,750	\$ 14,197
Interest	26,930	23,630	21,209	12,969	10,826	17,493	17,375
Changes of benefit terms	-	(100,011)	-	-	-	-	-
Differences between expected and actual experience	(9,873)	(71,409)	(99,658)	(4,752)	33,352	(1,779)	(31,424)
Changes in assumptions or other inputs	-	76,484	(72,619)	32,456	(128,460)	(37,857)	(15,149)
Benefit payments	(26,335)	(28,482)	(19,205)	(22,403)	(19,771)	(18,760)	(13,215)
Net change in Total OPEB Liability	12,395	(78,401)	(152,473)	41,872	(89,124)	(27,153)	(28,216)
Total OPEB Liability - beginning	735,420	747,815	669,414	516,941	558,813	469,689	442,536
Total OPEB Liability - ending	<u>\$ 747,815</u>	<u>\$ 669,414</u>	<u>\$ 516,941</u>	<u>\$ 558,813</u>	<u>\$ 469,689</u>	<u>\$ 442,536</u>	<u>\$ 414,320</u>
Covered employee payroll	\$ 530,117	\$ 573,997	\$ 619,918	\$ 575,080	\$ 623,091	\$ 621,134	\$ 673,427
OPEB Liability as a percentage of covered employee payroll	141.07%	116.62%	83.39%	97.17%	75.38%	71.25%	61.52%

\*Note: Initial Year of GASB 75 Implementation is 2018. This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**Notes to Required Supplementary Information**

Effective January 1, 2019, medical plan contributions were changed to 50% for retirees with no change for dependents. In additions, life insurance benefits were changed from Plan C to Plan A.

*Changes of Benefit Terms include:*

*Changes of Assumptions-Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period.*

Discount rate	3.62%	3.13%	2.45%	1.92%	3.69%	3.86%	3.97%
Inflation	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%	2.40%
Salary Increases, including inflation	3.00%	3.00%	3.25%	3.25%	3.25%	3.25%	3.25%
Mortality Rates	RPH-2014	PubG.H-2010	PubG.H-2010	PubG.H-2010	PubG.H-2010	PubG.H-2010	PubG.H-2010
	Employee and	Employee and	Employee and	Employee and	Employee and	Employee and	Employee and
	Healthy Annuity,	Helathy	Helathy	Helathy	Helathy	Helathy	Helathy
	Generational with	Annuitant,	Annuitant,	Annuitant,	Annuitant,	Annuitant,	Annuitant,
	MP-2018	MP-2018	Generational with MP-2019	Generational with MP-2020	Generational with MP-2021	Generational with MP-2021	Generational with MP-2021



**ASSUMPTION PARISH CLERK OF COURT**

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended June 30, 2024

**Agency Head Name: Erin Hebert, Clerk of Court**

<b>Purpose</b>	<b>Amount</b>
Salary	\$178,602
Benefits - insurance	\$8,930
Benefits - retirement	\$12,949
Benefits - Deferred Compensation	\$0
Benefits - Medicare tax	\$0
Car Allowance	\$0
Vehicle provided by government	\$0
Per Diem	\$0
Reimbursements - auto maintenance	\$0
Travel	\$0
Registration fees (non-CLE)	\$0
Conference travel	\$0
Continuing professional education fees	\$0
Housing	\$0
Unvouchered expenses	\$0
Special meals	\$0
Fuel	\$0
Dues	\$0
Cell Phone	\$0
Other	\$0

This form is used to satisfy the reporting requirement of R.S. 24:513(A)(3) on Supplemental Reporting

# Justice System Funding Schedule - Collecting/Disbursing Entity

## As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information		
<b>Entity Name</b>	ASSUMPTION PARISH CLERK OF COURT	
<b>LLA Entity ID #</b> (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	1149	
<b>Date that reporting period ended</b> (mm/dd/yyyy)	June 30, 2024	
<b>Cash Basis Presentation</b>	<b>First Six Month Period Ended 12/31/23</b>	<b>Second Six Month Period Ended 06/30/24</b>
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	1,738,806	1,458,345
<b>Add: Collections</b>		
<b>Civil Fees - Advanced Deposits</b>	439,773	435,589
Civil Fees - Child Support Fees and Service Costs	-	-
<b>Subtotal Collections</b>	439,773	435,589
<b>Less: Disbursements To Governments &amp; Nonprofits:</b> <i>(Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary. )</i>		
<b>Louisiana State Treasury - Service Fees</b>	7,973	7,193
<b>17th Judicial District Court - Judicial Expense</b>	3,960	3,645
<b>La. State Treasurer - Judges Supplemental Compensation Fund</b>	1,247	-
<b>First Circuit Court of Appeal - Fees</b>	660	330
<b>LA Secretary of State - Fees</b>	850	600
<b>Ascension Parish Sheriff - Fees</b>	2,172	2,260
<b>Assumption Parish Sheriff - Fees</b>	14,128	12,733
<b>Caddo Parish Sheriff - Fees</b>	124	-
<b>Caldwell Parish Sheriff - Fees</b>	-	53
<b>East Baton Rouge Parish Sheriff - Fees</b>	1,369	2,561
<b>Iberia Parish Sheriff - Fees</b>	35	190

<b>Iberville Parish Sheriff - Fees</b>	116	71
<b>Jefferson Parish Sheriff - Fees</b>	120	110
<b>Lafayette Parish Sheriff - Fees</b>	143	288
<b>Lafourche Parish Sheriff - Fees</b>	697	1,008
<b>Livingston Parish Sheriff - Fees</b>	138	92
<b>Orleans Parish Sheriff - Fees</b>	413	360
<b>Ouachita Parish Sheriff - Fees</b>	32	36
<b>Plaquemines Parish Sheriff - Fees</b>	30	150
<b>Pointe Coupee Parish Sheriff - Fees</b>	32	-
<b>Richland Parish Sheriff - Fees</b>	-	32
<b>St. Charles Parish Sheriff - Fees</b>	-	32
<b>St. James Parish Sheriff - Fees</b>	112	176
<b>St. Landry Parish Sheriff - Fees</b>	80	-
<b>St. Martin Parish Sheriff - Fees</b>	154	50
<b>St. Mary Parish Sheriff - Fees</b>	423	1,060
<b>St. Tammany Parish Sheriff - Fees</b>	-	89
<b>Tangipahoa Parish Sheriff - Fees</b>	-	54
<b>Terrebonne Parish Sheriff - Fees</b>	155	342
<b>Vermilion Parish Sheriff - Fees</b>	-	32
<b>Less: Amounts Retained by Collecting Agency</b>		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	-	-
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
Amounts "Self-Disbursed" to Collecting Agency ( <i>must include a separate line for each collection type, as applicable</i> ) - Example: Criminal Fines - Other ( <i>Additional rows may be added as necessary</i> )		
<b>Assumption Parish Clerk - Civil Fees</b>	541,645	193,572
<b>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</b>		
Civil Fee Refunds	116,829	88,070
Supreme Court of LA - Judicial Administrator Fees	5	5

Supreme Court of LA - Judicial Administrator Judicial College Fund	133	120
Other Disbursements to Individuals (additional detail is not required)	21,892	17,208
Other Disbursements - Attorney and Ad Hoc Fees	531	<b>62</b>
Other Disbursements - Curator Fees	4,039	8,011
<b>Subtotal Disbursements/Retainage</b>	<b>720,234</b>	<b>340,594</b>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	<b>1,458,345</b>	<b>1,553,340</b>



# STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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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 Erin Hebert  
Assumption Parish Clerk of Court  
Napoleonville, 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 and each major fund of the Assumption Parish Clerk of Court, a component unit of Assumption Parish Police Jury as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents and have issued our report thereon dated November 6, 2024.

### ***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the 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 internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 a 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 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.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 are required to be reported under *Government Auditing Standards*.

### ***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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Stagni & Company*

Thibodaux, Louisiana  
November 6, 2024



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STAGNI & COMPANY, LLC

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***ASSUMPTION PARISH CLERK OF COURT***  
**Statewide Agreed Upon Procedures**  
**Report With Schedule of**  
**Findings and**  
**Management's Responses**  
*As of and for the Year Ending*  
*June 30, 2024*



# STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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## STATEWIDE AGREED-UPON PROCEDURES REPORT

Assumption Parish Clerk of Court

Independent Accountant's Report  
On Applying Agreed-Upon Procedures

**For the Period July 1, 2023 – June 30, 2024**

To the Assumption Parish Clerk of Court  
And the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Assumption Parish Clerk of Court's (Clerk) management is responsible for those C/C areas identified in the SAUPs.

The Clerk has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are as follows:

### ***Written Policies and Procedures***

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1. Obtain and inspect the entity'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, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- 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 documentation is maintained to demonstrate that all employees, including elected officials, were notified of any changes to 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.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Results:** *There are no findings for these procedures tested.*



### **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, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned 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 unassigned fund balance in the general fund.
  - d) Observe that the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**Results:** *These procedures are not applicable.*

### **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 entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - b) Bank reconciliations include written 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.

**Results:** *There are no findings for these procedures tested.*



### ***Collections (excluding electronic funds transfers)***

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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 5 deposit sites (or all deposit sites if less than 5).
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. 5 collection locations for 5 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 also 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 are not also responsible for collecting cash, unless another employee verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations". Obtain supporting documentation for each of the 10 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 10 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.

**Results:** *There are no findings for these procedures tested.*



***Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

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8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their 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.
  - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
11. Using the entity's main operating account and the month selected in "Bank Reconciliations" procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy

**Results:** *There are no findings for these procedures tested.*



### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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12. 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.
13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) 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) were 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.
14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). 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). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

**Results:** *These procedures are not applicable.*

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

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15. 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 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 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](http://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.

**Results:** *There are no findings for these procedures tested.*

### **Contracts**

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- 16. 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 5 contracts (or all contracts if less than 5) 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 and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).
  - d) Randomly select one payment from the fiscal period for each of the 5 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.

**Results:** *These procedures are not applicable.*

### **Payroll and Personnel**

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- 17. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- 18. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #17 above, 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.
  - d) Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
- 19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select



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two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. Agree the hours to the employee or officials' cumulate leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

**Results:** *There are no findings for these procedures tested.*

### ***Ethics***

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21. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above: obtain ethics documentation from management, and:
  - a. Observe that the documentation demonstrates that each employee/official completed one hour of ethics training during the fiscal period as required by R.S. 42:1170.
  - b. Observe that the entity maintains documentation which demonstrates that each employee/official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

**Results:** *There are no findings for these procedures tested.*

### ***Debt Service***

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23. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. 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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Results:** *These procedures are not applicable.*



## ***Fraud Notice***

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25. 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 as required by R.S. 24:523.
26. 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.

**Results:** *There are no findings for these procedures tested.*

## ***Information Technology Disaster Recovery/Business Continuity***

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27. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c. Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19 under "Payroll and Personnel" above. Observe evidence that the selected terminated employees have been removed or disabled from the network.
29. Using the 5 randomly selected employees/officials from "Payroll and Personnel" procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
  - Hired before June 9, 2020 – completed the training; and
  - Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

**Results:** *We performed the procedure and discussed the results with management.*



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## ***Prevention of Sexual Harassment***

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30. Using the 5 randomly selected employees/officials from procedure #17 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
32. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344:
  - a. Number and percentage of public servants in the agency who have completed the training requirements;
  - b. Number of sexual harassment complaints received by the agency;
  - c. Number of complaints which resulted in a finding that sexual harassment occurred;
  - d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - e. Amount of time it took to resolve each complaint.

**Results:** *There are no findings for these procedures tested.*

We were engaged by the Assumption Parish Clerk of Court to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C 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.

We are required to be independent of the Clerk and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C 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.

*Stagni & Company*

Thibodaux, LA  
November 7, 2024



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