

WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
ANNUAL FINANCIAL REPORT  
  
YEAR ENDED JUNE 30, 2022

*Minda B. Raybourn*

Certified Public Accountant

Limited Liability Company

820 11<sup>th</sup> Avenue

Franklinton, Louisiana 70438

(985) 839-4413

Fax (985) 839-4402

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(985) 839-4413

Fax (985) 839-4402

wrcpa@huntbrothers.com

Member  
AICPA

Member  
LCPA

**INDEPENDENT AUDITOR'S REPORT**

The Honorable Stewart Hughes,  
West Feliciana Parish Clerk of Court  
P. O. Box 1843  
St. Francisville, Louisiana 70775

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

***Opinions***

I have audited the financial statements of the governmental-type activities, the major fund, and the aggregate remaining fund information of the West Feliciana Clerk of Court, a component unit of West Feliciana Parish Government, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the West Feliciana Clerk of Court's basic financial statements as listed in the table of contents.

In my opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental-type activities, the major fund, and the aggregate remaining fund information of the West Feliciana Clerk of Court, as of June 30, 2022, 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***

I conducted my audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of West Feliciana Clerk of Court, and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### ***Responsibilities of Management for the Financial Statements***

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

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 West Feliciana Clerk of Court's 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***

My 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 my 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 GAAS and *Government 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 GAAS and *Government Auditing Standards*, I:

- 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 West Feliciana Clerk of Court's 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 my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the West Feliciana Clerk of Court's ability to continue as a going concern for a reasonable period of time.

I am 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 I identified during the audit.

### **Other Matters - Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedule, schedule of change in net other post-retirement benefits liability and related ratios, and schedule of employer's share of net pension liability and schedule of employer contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

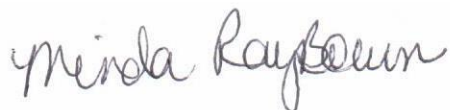
### **Other Matters - Other Information**

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the West Feliciana Parish Clerk of Court's basic financial statements. The combining schedule of compensation, benefits and other payments to agency head and Justice System funding schedule-collecting/disbursing entity are presented for purposes of additional analysis and are not a required part of the basic financial statements. This supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements of to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the schedule of compensation, benefits and other payments to agency head and Justice System funding schedule-collecting/disbursing entity are 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*, I have also issued my report dated January 2, 2023 on my consideration of the West Feliciana Parish Clerk of Court's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to

describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the West Feliciana Parish Clerk of Court's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Minda Raybourn". The signature is written in black ink on a light-colored background.

Minda Raybourn, CPA  
Franklinton, LA  
January 2, 2023

**REQUIRED SUPPLEMENTARY INFORMATION (PART I)**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

The purpose of management's discussion and analysis (MD&A) is to introduce the basic financial statements and provide an analytical overview of the Clerk of Court's financial activities. Since this information is designed to focus on the current year's activities, resulting changes and currently known facts, it should be read in conjunction with the financial statements beginning on page 15.

**OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION**

This annual report consists of three components - (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplementary information contained in this report provided for additional information. The government-wide financial statements provide information about the activities of the Clerk of Court as a whole and present a longer-term view of its finances. Fund financial statements depict how these activities were financed in the short-term as well as what remains for future spending.

**Government-wide Financial Statements.** The government-wide financial statements present financial information for all activities of the Clerk from an economic resource measurement focus using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. They include a statement of net position and statement of activities.

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

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

The government-wide financial statements can be found on pages 14-15 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Clerk of Court has only one category of funds, governmental funds.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Clerk of Court's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. The governmental funds provide a reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints. These statements can be found on pages 17-20 of this report.



**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

**Fiduciary Funds.** The Clerk of Court is the trustee, or fiduciary, over assets which can only be used for the trust beneficiaries; these include advance deposits, registry of court and indigent transcript funds. The activity of these funds is reported separately on pages 22-23. These activities are excluded from government-wide and fund financial statements because the assets of fiduciary funds cannot be used to finance operations of the Clerk.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes begin on page 24.

**FINANCIAL ANALYSIS OF THE CLERK OF COURT**

The net position increased by \$127,764 or 16%. Total assets increased \$25,600. This was a result of an increase in cash and investments. Total current liabilities decreased \$4,302 due to a decrease in accounts payable and other accrued liabilities. Total long-term liabilities decreased \$536,478. This was due to the accounting adjustments for pensions and other post-retirement benefits other than pensions required by GASB.

Below is a comparison of the current and prior year's net position.

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

**SUMMARY OF NET POSITION  
GOVERNMENTAL ACTIVITIES**

	<u>2022</u>	<u>2021</u>
<b>Assets</b>		
Current and other assets	\$ 186,581	\$ 155,338
Investments	1,351,645	1,347,990
Capital assets, net	<u>15,868</u>	<u>25,166</u>
Total Assets	1,554,094	1,528,494
<b>Deferred Outflows of Resources</b>	371,126	498,924
<b>Liabilities</b>		
Current liabilities	20,133	15,831
Net OPEB liability	187,749	354,158
Net pension liability	<u>300,106</u>	<u>670,175</u>
Total Liabilities	507,988	1,040,164
<b>Deferred Inflows of Resources</b>	499,128	196,917
<b>Net Position</b>		
Net Investment in capital assets	15,868	22,314
Unrestricted	<u>902,236</u>	<u>768,026</u>
<b>Net Position</b>	<u>\$ 918,104</u>	<u>\$ 790,340</u>

Total revenues decreased by \$89,052 or 13%. Total expenditures decreased by \$100,167 or 17%. Retirement expense decreased \$117,033 and other postretirement benefits decreased \$44,942 due to the effects of the pension and other post-retirement benefits GASB standards. Expenses other than salaries and benefits increased \$63,950 as a result of an increase in salaries and data processing. A summary of changes in net position is presented below:

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

**SUMMARY OF CHANGES IN NET POSITION  
GOVERNMENTAL ACTIVITIES**

	2022	2021
<b>Program Revenues</b>		
Charges for services	\$ 563,394	\$ 629,012
Intergovernmental	27,736	31,517
Grants	-	16,469
<b>General Revenues</b>		
Interest income	3,655	1,743
Support revenues	27,143	32,239
Total Revenues	621,928	710,980
<b>Expenses</b>		
Intergovernmental	24,600	29,902
General government	469,564	564,429
Total Expenses	494,164	594,331
<b>Change in net position</b>	127,764	116,649
<b>Net position, beginning</b>	790,340	673,691
<b>Net position, ending</b>	\$ 918,104	\$ 790,340

**GOVERNMENTAL FUNDS**

The focus of the Clerk of Court's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Clerk of Court's financing requirements. Unassigned fund balance may serve as a useful measure of the Clerk of Court's net resources available for spending at the end of the year. The basic governmental fund financial statements can be found on pages 15-19 of this report. At the end of the current year, the Clerk of Court's governmental fund reporting an ending fund balance of \$1,518,093, all of which is available for spending at the Clerk of Court's discretion.

**FIDUCIARY FUNDS**

Fiduciary funds focus on net position and changes in net position. The only funds accounted for in this category are custodial funds. The custodial funds account for assets held by the Clerk of Court as an agent for others. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

**BUDGETARY HIGHLIGHTS**

The Clerk of Court received \$5,214 less in revenues than it anticipated during the current year. Expenditures were less than originally budgeted by \$30,971. The Clerk of Court was within the required 5% variance of the Local Government Budget Act. The budgetary comparison schedule includes more detail and can be found in the required supplementary information following the notes.

**CAPITAL ASSETS**

At June 30, 2022, the Clerk of Court had \$15,868 net of depreciation, invested in fixed assets. This amount represents a net decrease of \$6,446 from the previous year. The Clerk of Court recorded depreciation expense for \$6,446.

Below is a comparative table:

**CAPITAL ASSETS, NET OF DEPRECIATION**

	2022	2021
Furniture	\$ 15,743	\$ 22,039
Equipment	125	275
Total	\$ 15,868	\$ 22,314

**LONG TERM LIABILITIES**

The Clerk of Court had \$187,749 in other post-retirement benefits and \$300,106 in net pension liability at the end of the fiscal year.

The other post-retirement benefits decreased \$166,409. This increase is based on actuarial estimations less contributions during the year due to the adoption of GASB Statement No. 75, *Accounting and Financial Reporting for Postretirement Benefits Other Than Pensions*.

The net pension liability decreased \$370,069 from the prior year. This liability is reported in accordance with GASB No. 68, *Accounting and Financial Reporting of Pensions*, and is based on actuarial estimates.

Below is a comparative table:

**LONG TERM LIABILITIES**

	2022	2021
Other post-retirement benefits	\$ 187,749	\$ 354,158
Net pension liability	300,106	670,175
Total	\$ 487,855	\$ 1,024,333

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

**REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Clerk of Court's finances, comply with finance-related laws and regulations and demonstrate the Clerk of Court's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting the West Feliciana Parish Clerk of Court, P. O. Box 1843, St. Francisville, Louisiana 70775, (225) 635-3794.

# **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**WEST FELICIANA PARISH CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
STATEMENT OF NET POSITION  
JUNE 30, 2022**

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ASSETS

Cash and cash equivalents	\$	185,498
Investments		1,351,645
Receivables		1,083
Capital assets, net		<u>15,868</u>
Total Assets		<u>1,554,094</u>

DEFERRED OUTFLOWS OF RESOURCES

Related to pensions		252,338
Related to other postretirement benefits other than pensions		<u>118,788</u>
Total Deferred Outflows of Resources		<u>371,126</u>

LIABILITIES

Accounts payable		5,069
Payroll deductions payable		15,064
Other post-employment benefits payable		187,749
Net pension liability		<u>300,106</u>
Total Liabilities		<u>507,988</u>

DEFERRED INFLOWS OF RESOURCES

Related to pensions		208,802
Related to other post-employment benefits		<u>290,326</u>
Total Deferred Inflows of Resources		<u>499,128</u>

NET POSITION

Net investment in capital assets		15,868
Unrestricted		<u>902,236</u>
Total Net Position	\$	<u>918,104</u>

The accompanying notes are an integral part of the basic financial statements.

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2022**

<u>Functional/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u>
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
<b>Governmental Activities</b>					
General government	\$ 469,564	\$ 563,394	\$ -	\$ -	\$ 93,830
Intergovernmental	24,600	27,736	-	-	3,136
Total Governmental Activities	494,164	591,130	-	-	96,966
		<b>General Revenues</b>			
					3,655
					27,143
					30,798
					127,764
					790,340
					\$ 918,104

The accompanying notes are an integral part of the basic financial statements.



## **FUND FINANCIAL STATEMENTS**

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2022**

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**ASSETS**

Cash and cash equivalents	\$	185,498
Investments		1,351,645
Receivables:		
Accounts, net		<u>1,083</u>
Total Assets		<u><u>1,538,226</u></u>

**LIABILITIES AND FUND BALANCES**

Liabilities:		
Accounts payable		5,069
Payroll deductions payable		<u>15,064</u>
Total Liabilities		20,133
Fund Balances:		
Unassigned		<u>1,518,093</u>
Total Liabilities and Fund Balances	\$	<u><u>1,538,226</u></u>

The accompanying notes are an integral part of the basic financial statements.

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION  
JUNE 30, 2022**

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Total Fund Balances - Total Governmental Funds \$ 1,518,093

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

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheets. This is the capital assets, net of accumulated depreciation, reported on the Statements of Net Position. 15,868

Long-term liabilities of governmental activities do not require the use of current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet. These are the long-term liabilities of the Clerk's governmental activities:

Other post-employment benefits	(187,749)
Net pension liability	(300,106)

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

Deferred outflows of resources related to pensions and OPEB	371,126
Deferred inflows of resources related to pensions and OPEB	(499,128)

Total Net Position - Governmental Activities \$ 918,104

The accompanying notes are an integral part of the basic financial statements.

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2022**

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**REVENUES**

Intergovernmental revenues	\$	27,736
Charges for services:		
Court costs and fees		242,387
Certified copies and data processing		79,902
Licenses		1,070
Recording fees		234,035
Grants		-
Interest earned		3,655
Other revenues		6,000
	Total Revenues	594,785

**EXPENDITURES**

General government		564,900
	Change in Fund Balances	29,885
Fund Balances, beginning		1,488,208
Fund Balances, ending		\$ 1,518,093

The accompanying notes are an integral part of the basic financial statements.

**WEST FELICIANA PARISH CLERK OF COURT  
ST. FRANCISVILLE, LOUISIANA  
RECONCILIATION OF THE STATEMENTS OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE  
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2022**

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Net Change in Fund Balances - Total Governmental Funds	\$	29,885
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.</p>		
Capital outlay which is considered expenditures on statement of revenues, expenditures, and changes in fund balance.	-	
Depreciation Expense	<u>(6,446)</u>	(6,446)
 Non employer's contributions to the clerk of court pension plan		 27,143
<p>Some of the items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.</p>		
Increase in other post-retirement benefits		45,452
 Pension expense not requiring the use of current economic resources and therefore, not reported as a fund expenditure		 31,730
 Change in Net Position - Governmental Activities	 \$	 <u>127,764</u>

The accompanying notes are an integral part of the basic financial statements.

**WEST FELICIANA PARISH CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
STATEMENT OF FIDUCIARY NET POSITION  
FIDUCIARY FUNDS  
JUNE 30, 2022**

<u>ASSETS</u>	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>	<u>Total</u>
Cash and cash equivalents	\$ 540,035	\$ 3,026,998	\$3,567,033
Total Assets	\$ 540,035	\$ 3,026,998	\$3,567,033
<u>NET POSITION</u>			
Held for litigants and for others	\$ 540,035	\$ 3,026,998	\$3,567,033
Total Net Position	\$ 540,035	\$ 3,026,998	\$3,567,033

The accompanying notes are an integral part of the basic financial statements.

**WEST FELICIANA PARISH CLERK OF COURT  
ST FRANCISVILLE, LA  
SCHEDULE OF CHANGES IN FIDUCIARY NET POSITION  
AGENCY FUNDS  
YEAR ENDED JUNE 30, 2022**

	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>	<u>Total</u>
<b>Additions</b>			
Interest earned	\$ 473	\$ 3,516	\$ 3,989
Suits and successions	243,402	50,371	293,773
Total Additions	243,875	53,887	297,762
<b>Deductions</b>			
Clerk of Court's costs	171,314	-	171,314
Settlement to litigants	45,935	59,775	105,710
Sheriff's fees	22,292	-	22,292
Total Deductions	239,541	59,775	299,316
Change in Net Position	4,334	(5,888)	(1,554)
Net Position, beginning of year	535,701	3,032,886	3,568,587
Net Position, end of year	\$ 540,035	\$ 3,026,998	\$ 3,567,033

The accompanying notes are an integral part of the basic financial statements.

## **NOTES TO FINANCIAL STATEMENTS**



**WEST FELICIANA CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**INTRODUCTION**

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

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation:** The accounting and reporting practice of the West Feliciana Parish Clerk of Court conforms to generally accepted accounting principles as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles.

The financial report has been prepared in conformity with GASB Statement 34, *Basic Financial Statements-Management's Discussion and Analysis-for State and Local Governments*.

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

**Government-wide Accounting:** In accordance with Government Accounting Standards Boards Statement No. 34, the Clerk has presented a statement of net position and statement of activities for the Clerk as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

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

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

*Eliminating Internal Activity*

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

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*Program Revenues*

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

*Indirect Expenses*

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

*Operating Revenues*

Proprietary funds separately report operating and non-operating revenues.

*Restricted Net Position*

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

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

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

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

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

Fiduciary Funds: These fund types are used to account for assets held in trust for third-party individuals, private organizations and/or other governmental units/funds. Fiduciary funds include:

Custodial Funds -The Advance Deposit and Registry of Court agency funds account for assets held by the Clerk as an agent for others, are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, accounts for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid.

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds that

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have been ordered by the Clerk to be held until judgment has been rendered in court litigation. Withdrawal of these funds can be made only upon order of the Court.

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

The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

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

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

**Budgets and Budgetary Accounting:** The Clerk adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. Appropriations lapse at year-end. There were amendments made to the budget during the fiscal year ended June 30, 2021.

**Cash and Cash Equivalents:** Cash includes amounts in demand deposits, interest bearing demand deposits and time certificates. Cash equivalents include amounts in investments with original maturities of 90 days or less. Under state law, the Clerk may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

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

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

**Receivables:** Trade receivables are recorded at management's estimate of the amount that is expected to be collected. This is based in part on historical information. There is no allowance recorded in the accompanying financial statements as management expects nearly 100% of its outstanding receivables to be collected. Revenues

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become susceptible to accrual when they become both measurable and available.

**Capital Assets:** Capital assets, which include property, plant, and equipment, are reported in the governmental activities' column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Clerk maintains a threshold level of \$500 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. In the fund financial statements, capital assets used in government fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Depreciation is provided over the assets' following estimated useful lives using the straight-line method of depreciation.

Buildings	40 Years
Building Improvements	20 Years
Furniture	7 Years
Office Equipment	7 Years
Technology Equipment	5 Years

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

*Vacation leave* - All full-time employees of the Clerk of Court earn vacation leave at varying rates depending on their length of employment with the Clerk's office. Such leave is non-cumulative beyond the year in which it is earned. If an employee terminates at the end of the year, he/she will be paid for his/her unused vacation leave earned.

*Sick leave* - Sick leave is earned at a rate of one to one and one-half days per month, depending upon their length of service. Sick leave may be carried forward from year to year.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually earned. Because leave is non-cumulative, no provision for compensated absences is recorded in the accompanying financial statements.

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

**Deferred Outflows/Inflows of Resources:** In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively. At June 30, 2022, the Clerk of Court's deferred outflows and inflows of resources are attributable to its pension plan and postemployment benefit obligation. Deferred outflows total \$371,126 and deferred inflows total \$499,128.

**Pension Plan:** The Louisiana Clerks' of Court Retirement and Relief Fund prepared its employer schedules in accordance with GASB No. 68 - *Accounting and Financial Reporting for Pensions - an amendment of GASB*

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*Statement No. 27* which provides for the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed.

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

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

*Net Investment in Capital Assets*

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

*Restricted Net Position*

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

*Unrestricted Net Position*

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

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

*Non-spendable*

This includes amounts that cannot be spent because they are either a) non-spendable in form, or b) legally or contractually required to be maintained intact.

*Restricted*

These are amounts that can be spent only for specific purposes, because of constitutional provisions, enabling legislation or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

*Committed*

These are amounts that can be used only for specific purposes pursuant to constraints determined by the Clerk of Court. These amounts cannot be used for any other purpose unless the Clerk of Court removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing sources have been specifically committed for use in satisfying those contractual demands.

*Assigned*

These are amounts that are reported in governmental funds other than the General Fund that are neither restricted or committed and amounts in the General Fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement 54. The intent of an assigned fund balance should be

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expressed by the Clerk of Court who has the authority to assign amounts for specific purposes.

*Unassigned*

These are amounts that have not been assigned to other funds and amounts that have not been restricted, committed, or assigned to specific purposes within the general fund. Also, within other governmental funds, these include expenditure amounts incurred for specific purposes which exceed the amounts restricted, committed or assigned for those purposes.

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

**New Accounting Pronouncement:** AS of June 30, 2021, the Clerk implemented the provisions of GASB Statement No. 84, *Fiduciary Activities*. This statement changes the definition of fiduciary activities, providing more refined guidance on how to determine if an activity is fiduciary in nature and therefore should be reported as such. This statement defines types of fiduciary activities, eliminating agency funds and replacing them with custodial funds. Under this guidance, all fiduciary funds will now report a net position and statement of changes in net position.

**NOTE 2 - CASH AND CASH EQUIVALENTS**

At June 30, 2022, the Clerk had cash and cash equivalents (book balances) as follows:

	Governmental Activities	Fiduciary Activities
Demand Deposits	\$ 185,498	\$ 3,186,105
LAMP, Inc.	1,351,645	380,528
Total	\$ 1,537,143	\$ 3,566,633

Deposits are stated at cost, which approximates market. Under state law, they must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Even though pledged securities are not held in the entity's name, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

Custodial risk as it relates to cash deposits is the risk that in the event of a bank failure, the government's deposits may not be returned. The Clerk of Court does not have a formal policy for custodial risk. However, under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

At June 30, 2021, the bank balances are \$3,396,259. Of these bank balances, \$750,000 is covered by FDIC insurance and 2,646,259 is uninsured but collateralized with securities held in the name of various federal agencies in the name of the fiscal agent bank.

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**NOTE 3- INVESTMENTS**

The Clerk has investments in a local government investment pool that is administered by a non-profit corporation, LAMP, Inc. This corporation was organized under the laws of the State of Louisiana, and its purpose is to provide a safe environment for the placement of public funds in short-term, high- quality investments. Investments in its portfolio are restricted to those issued, guaranteed or backed by the U.S. Treasury, the U.S. Government or one of its assigns in accordance with La. R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

*Credit Risk*

LAMP is rated AAAM by Standard & Poor's.

*Custodial Credit Risk*

Participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

*Concentration of Credit Risk*

Pooled investments are excluded from the 5% disclosure requirements.

*Interest Rate Risk*

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 56 days at June 30, 2022.

*Foreign Currency Risk*

This type of risk is not applicable to money market-like pools.

The investments in LAMP are stated at fair value. 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 net asset 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.

If you have any questions, please feel free to contact the LAMP administrative office at 800-249-5267.

**NOTE 4- RECEIVABLES**

The net receivables, with the exception of inter-fund transactions, at June 30, 2022, totaled \$1,083. All are for charges for services and no allowance has been recorded because all are expected to be collected. The Clerk

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utilizes the direct write-off method for any receivables considered as bad debts.

**NOTE 5 - CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2022, was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
Capital Assets, being depreciated				
Equipment	\$ 95,231	\$ -	\$ -	\$ 95,231
Less: accumulated depreciation	73,194	6,296	-	79,490
Equipment, net	22,037	(6,296)	-	15,741
Furniture	5,767	-	-	5,767
Less: accumulated depreciation	5,490	150	-	5,640
Furniture, net	277	(150)	-	127
Net Capital Assets	\$ 22,314	\$ (6,446)	\$ -	\$ 15,868

All depreciation expense was charged to governmental activities. The expense was \$6,446.

**NOTE 6 - ACCOUNTS AND OTHER PAYABLES**

The payables, with the exception of inter-fund and intergovernmental transactions, at June 30, 2022, are as follows:

Class of Payable	<u>General Fund</u>	<u>Fiduciary funds</u>
Trade payables	\$ 5,069	\$ -
Payroll liabilities	15,064	-
Held in Trust	-	3,567,033
Total	<u>\$ 20,133</u>	<u>\$ 3,567,033</u>

**NOTE 7-INTERGOVERNMENTAL TRANSACTIONS**

Intergovernmental revenues of the general fund for the year ended June 30, 2022, was as follows:

State supplement	<u>\$27,736</u>
Total	<u>\$27,736</u>



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**NOTE 8 - ON-BEHALF PAYMENTS**

Certain operating expenditures of the Clerk's office are paid by the West Feliciana Parish Government. Additionally, the Parish Government provides office space and certain furniture for the Clerk's use. These expenditures are not reported in the accompanying financial statements.

**NOTE 9 - LEASES**

There is an operating lease for a copier. Rental and maintenance paid during the year on this equipment totaled \$3,600. The Clerk has no capital leases.

**NOTE 10 - PENSION PLAN**

**Plan Description.** Substantially all employees of the West Feliciana Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund, a cost-sharing, multiple-employer defined benefit pension plan, which was established in accordance with La. Revised Statute 11:1501 to provide regular, disability and survivor benefits for clerks of court, their deputies and other employees, and their beneficiaries.

**Retirement Benefits.** A member or former member shall be eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 years (age 60 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% percent of the member's monthly 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 3½% for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011). For members hired before July 1, 2006 and who retire prior to January 1, 2011, monthly average final compensation is based on the highest 36 consecutive months, with a limit increase of 10% in each of the last three years of measurement. For members hired after 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 increase of 10% in each of the last five 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 forty percent of their monthly average final compensation or 75% of their monthly regular retirement benefit computed as per R.S. 11:1521 (C).

**Survivor Benefits.** Upon the death of any active contributing member with less than five years of credited service, his/her accumulated contributions are paid to his/her designated beneficiary. Upon the death of any active contributing member with five or more years of credited service, automatic option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued

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at the member's date of death with option factors used as if the member had continued in service to earliest normal retirement age. Benefit payments are to commence on the date a member would have first become eligible for normal retirement assuming continued service until that time. In lieu of a deferred survivor benefit, the surviving spouse may elect benefits payable immediately with benefits reduced  $\frac{1}{4}$  of 1% for each month by which payments commence in advance of member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children shall be paid  $\frac{1}{2}$  of the member's accrued retirement benefit in equal shares. Upon the death of any former member with less than 12 years of service, the designated beneficiary may receive his/her accumulated contributions. Upon the death of any former member with 12 or more years of service, automatic option 2 benefits are payable to the surviving spouse with payments to commence on the member's retirement eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

**Deferred Retirement Option Plan (DROP).** 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 the Deferred Retirement Option Plan (DROP) for up to 36 months and defer the receipt of benefits. Upon commencement of participation in the plan, active membership in the Fund terminates and the participant's contributions cease; however, employer contributions continue. Compensation and creditable service remain as they existed on the effective date of commencement of participation in the plan. The monthly retirement benefits that would have been payable, had the member elected to cease employment and receive a service retirement allowance, are paid into the DROP account. Upon termination of employment at the end of the specified period of participation, a participant in the program may receive, at his option, a lump sum payment from the DROP account equal to the payments to the account or a true annuity based upon his account (subject to approval by the Board of Trustees). In addition, the member receives the monthly benefits that were paid into the DROP fund during his period of participation.

If employment is not terminated at the end of the participation period, payments into the account cease and the member resumes active contributing membership in the Fund. Interest is paid on DROP account balances for members who complete their DROP participation but do not terminate employment. The interest earnings are based on the actual rate of return on funds in such accounts. These interest accruals cease upon termination of employment.

Upon termination, the member receives a lump-sum payments from the DROP fund equal to the payments made to that fund on his behalf or a true annuity based in his account (subject to approval by the Board of Trustees). The monthly benefit payments that were being paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal method of benefit computation. Prior to January 1, 2011, the average compensation used to calculate the additional benefit is that used to calculate the original benefit unless his period of additional service is at least 36 months. Effective January 1, 2011, the average compensation for members whose additional service is less than 36 months is equal to the lesser amount used to calculate hid original benefit or the compensation earned in the period of additional service divided by the number of months of additional service. For former DROP participants who retire after December 30, 2010, the period used to determine final average compensation for post-DROP service is 36 months plus the number of whole months elapsed from January 1, 2011 to the date of DROP

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entry. In no event can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to compute the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balance is paid to his named beneficiary or, if none, to his estate.

**Cost of Living Adjustments.** The Board of Trustees is authorized to grant retired members and widows of members who have been retired for at least one full calendar year an annual cost of 2.5% of their benefit (not to exceed \$40 per month), and all retired members and widows who are 65 years of age or older a 2% increase in their original benefit (or their benefit as of October 1, 1977, if they retired prior to that time). In order to grant the 2.5% COLA, the increase in the consumer price index must have exceeded 3% since the last COLA granted. In order for the Board to grant either of these increases, the Fund must meet certain other criteria as detailed in the Louisiana statute relating to funding status. In lieu of granting the above cost of living increases, Louisiana statutes allow the Board to grant a cost-of-living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost-of-living amount which cannot exceed \$1.

**Contributions.** Contribution requirements are actuarially determined each year. For the year ending June 30, 2022, the Clerk's rate was 22.25% of annual covered payroll while the employees contributed 8.25%. In addition, the Louisiana Legislature passed R.S. 11: 1562(C) which allows the Clerk of Court to pay out of the Clerk's operating funds all or any portion of the employee required contributions which would otherwise be deducted from the employee's salary. The Clerk has elected to pay 100% of all retirement system contributions to the Louisiana Clerk of Court Retirement and Relief Fund. The West Feliciana Clerk of Court's contributions to the Fund for the year ended June 30, 2022 were \$72,108 (normal employer portion of \$50,449 and employee portion paid by the Clerk of \$21,659).

In accordance with state statute, the Fund 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. Contributions from non-employer contributing entities were \$27,143.

**Pension Liabilities, Pension Expense, Deferred Outflows and Inflows of Resources Related to Pensions.** At June 30, 2022, the Clerk reported a liability of \$300,106 for its proportionate share of the Fund's net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportion of the net pension liability was based on a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Clerk's proportion at that date was .225603%, which was an decrease of 0.052956% from the prior year.

Pension expense of \$47,313 was recognized for the year ended June 30, 2022. Deferred outflows and inflows of resources related to pensions were reported from the following sources:

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	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	\$ 8,366	\$ (5,035)
Changes of assumptions	64,788	-
Change in proportion and differences between the employer's contributions and the employer's proportionate share of contributions	98,368	(71,026)
Net differences between projected and actual earnings on plan investments	-	(132,741)
Employer contributions subsequent to measurement date	80,816	-
Total	\$ 252,338	\$ (208,802)

Deferred outflows of resources of \$80,816 related to pensions resulting from the Clerk's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30,		
2023	\$	8,152
2024		(6,648)
2025		(24,117)
2026		(58,548)
	\$	(81,162)

**Actuarial Methods and Assumptions.** The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 is as follows:

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Valuation Date	6/30/2021
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
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%
Inflation rate	2.40%
Mortality rates	Pub-2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale.
Expected Remaining Service Lives	2021-5 years 2020-5 years 2019-5 years 2018-5 years 2017-5 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed to be substantively automatic.

The actuarial assumptions used are based on the assumptions used in the 2021 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2014 - June 30, 2019, unless otherwise specified.

The mortality rate assumption used was verified by combining data from this plan with three other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2014 through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long-term expected rate of return was 6.02% for the year ended June 30, 2021.

The best estimates of geometric real rates of return for each major asset class included in the Fund's target asset

**WEST FELICIANA CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

allocation as of June 30, 2021 is summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Domestic Bonds	25.00%	2.50%
International Bonds		3.50%
Domestic Equity	38.00%	7.50%
International Equity	22.00%	8.50%
Real Estate	15.00%	4.50%
Totals	<u>100.00%</u>	

**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 Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity to Changes in Discount Rate.** The following presents the employer's proportionate share of the net pension liability calculated using the discount rate of 6.55%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.55%) or one percentage point higher (7.55%) than the current rate.

1% decrease	5.55%	\$	529,001
Current discount rate	6.55%	\$	300,106
1% increase	7.55%	\$	107,299

**Payables to the Pension Plan.** The Clerk of Court's payable to the LACRF at June 30, 2022 was \$6,767 as the required contribution owed for June 2021 calendar year was paid in full at the end of the fiscal year.

**Pension Plan Fiduciary Net Position.** Detailed information about the pension plan's fiduciary net position is available in the separately issued LACRF 2021 annual financial report at [www.laclerksofcourt.org](http://www.laclerksofcourt.org).

**NOTE 11 - DEFERRED COMPENSATION PLAN**

All of the employees of the Clerk are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their compensation or \$20,500, whichever is, less to the plan on a pre-tax basis. The contributions are withheld from the employee's paycheck and the Clerk matches up to \$300 per

**WEST FELICIANA CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

month for each employee. The contributions are fully vested immediately and are remitted to a third-party administrator each payday where they are deposited to an account in the employee’s name. The Clerk of Court does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2022, the Clerk’s matching funds totaled \$16,425.

**NOTE 12 – POST EMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS**

**General Information about the OPEB Plan**

*Plan description* – The West Feliciana Parish Clerk of Court (the Clerk) provides certain continuing health care and life insurance benefits for its retired employees. The West Feliciana Parish Clerk of Court’s OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Clerk. The authority to establish and/or amend the obligation of the employer, employees and retirees’ rests with the Clerk. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 *Postemployment Benefits Other Than Pensions—Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit*.

*Benefits Provided* – Medical, dental, vision, and life benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by the Louisiana Clerks' of Court Retirement and Relief Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: Attainment of age 55 and 12 years of service; or, attainment of age 60 and 12 years of service; employees hired on and after January 1, 2011 are not able to retire or enter DROP until age 60 without actuarial reduction in benefits.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 50% of the original amount at age 70.

*Employees covered by benefit terms* – At June 30, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	2
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	5
 Total	 7

**Total OPEB Liability**

The Clerk’s total OPEB liability of \$187,749 was measured as of June 30, 2022 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%
Salary increases	3.0%, including inflation
Prior Discount rate	2.16% annually

**WEST FELICIANA CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

Discount rate	3.54% annually
Healthcare cost trend rates	5.5% annually until year 2032, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index on the applicable measurement dates.

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2022.

**Changes in the Total OPEB Liability**

Balance at June 30, 2021	<u>\$ 354,158</u>
Changes for the year	
Service cost	7,028
Interest	7,726
Differences between expected and actual experience	(109,419)
Changes in assumptions	(71,744)
Benefit payments and net transfers	-
Net changes	<u>(166,409)</u>
Balance at June 30, 2022	<u><u>\$ 187,749</u></u>

*Sensitivity of the total OPEB liability to changes in the discount rate* – The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.54%) or 1-percentage-point higher (4.54%) than the current discount rate:

	1.0% Decrease (2.54%)	Current Trend (3.54%)	1.0% Increase (4.54%)
Total OPEB Liability	\$ 218,270	\$ 187,749	\$ 163,008

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* – The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
Total OPEB Liability	\$ 181,783	\$ 187,749	\$ 194,765



**WEST FELICIANA CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2022, the Clerk recognized OPEB expense of (\$45,452). At June 30, 2022, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 31,954	\$ (224,516)
Changes in assumptions	<u>86,834</u>	<u>(65,809)</u>
Total	<u>\$ 118,788</u>	<u>\$ (290,325)</u>

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

<u>Years ending June 30</u>	<u>Amount Recognized</u>
2023	\$ (60,206)
2024	\$ (60,206)
2025	\$ (60,206)
2026	\$ (14,915)
2027	\$ 1,733
Thereafter	\$ 22,263

**NOTE 13 - RELATED PARTY TRANSACTIONS**

There were no related party transactions requiring disclosure.

**NOTE 14 - LITIGATION AND CLAIMS**

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

**NOTE 13 – EXCESS FUND BALANCE**

Louisiana Revised Statute 13:785 requires that every four years (at the expiration of the term of office), the Clerk must pay the parish treasurer any balance in the Clerk’s salary fund which exceeds one-half of the revenues of the last year of the term, which shall be limited to not more than that which was received by the Clerk in accordance with R.S. 13:784(A) during said term of office. At June 30, 2022, there was no amount due to the parish.

**WEST FELICIANA CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2022**

**NOTE 16 - SUBSEQUENT EVENTS**

There were no events between the close of the year through January 2, 2023, the date on which the financial statements were available to be issued, that would materially impact these basic financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION (PART II)**

**WEST FELICIANA PARISH CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED JUNE 30, 2022**

	<u>Budgeted Amounts</u>		<u>Actual Amounts (Budgetary Basis)</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b><u>REVENUES</u></b>				
Intergovernmental revenues	\$ 28,725	\$ 27,978	27,736	\$ (242.00)
Charges for services:				
Court costs and fees	251,035	244,514	242,387	(2,127)
Certified copies and data processing	82,751	80,602	79,902	(700)
Licenses	1,108	1,079	1,070	(9)
Recording fees	242,382	236,087	234,035	(2,052)
Grants	-	-	-	-
Interest earned	3,785	3,687	3,655	(32)
Other revenues	6,214	6,053	6,000	(53)
Total Revenues	616,000	600,000	594,785	(5,215)
<b><u>EXPENDITURES</u></b>				
General government	612,000	598,013	564,900	33,113
Capital Outlay	-	-	-	-
Total Expenditures	612,000	598,013	564,900	33,113
Change in Fund Balances	4,000	1,987	29,885	(38,328)
Fund Balances, beginning	1,488,208	1,488,208	1,488,208	-
Fund Balances, ending	\$ 1,492,208	\$ 1,490,195	\$ 1,518,093	\$ (38,328)

See Independent Auditor's Report

**WEST FELICIANA PARISH CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS  
YEAR ENDED JUNE 30, 2022**

	2018	2019	2020	2021	2022
<b>Total OPEB Liability</b>					
Service Cost	\$ 34,208	\$ 31,355	\$ 44,543	\$ 6,824	\$ 7,028
Interest	10,967	11,805	14,672	7,581	7,726
Changes of Benefit Terms	-	-	-	-	-
Differences Between Expected and Actual Experience	(12,613)	39,055	(228,626)	(2,713)	(109,419)
Changes in Assumptions	(15,335)	25,354	112,090	2,854	(71,744)
Benefit Payments	-	-	-	-	-
Net Change in Total OPEB Liability	17,227	107,569	(57,321)	14,546	(166,409)
<b>Total OPEB Liability, Beginning</b>	272,137	289,364	396,933	339,612	354,158
<b>Total OPEB Liability, ending</b>	<u>\$ 289,364</u>	<u>\$ 396,933</u>	<u>\$ 339,612</u>	<u>\$ 354,158</u>	<u>\$187,749</u>
Covered Employee Payroll	248,673	256,133	273,797	236,470	252085
Net OPEB Liability as a Percentage of Covered Employee Payroll	116.36%	154.97%	124.04%	149.77%	74.48%

**Notes to Schedule:**

<i>Benefit Change:</i>	None	None	None	None	None
<i>Changes of Assumptions:</i>					
<i>Discount Rate:</i>	3.87%	3.50%	2.21%	2.16%	3.54%
<i>Mortality:</i>	RP-2000	RP-2000	RP-2014	RP-2014	RP-2014
<i>Trend:</i>	5.50%	5.50%	Variable	Variable	Variable

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditor's Report

**WEST FELICIANA PARISH CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY  
YEAR ENDED JUNE 30, 2022**

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<u>Year</u>	<u>Employer's Proportion of the Net Pension Liab (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liab (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liab (Asset) as a % age of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Pension as a % age of the Total Pension Liability</u>
2022	0.2256032%	\$ 300,106	\$ 228,011	131.62%	85.40%
2021	0.2785588%	\$ 670,175	\$ 276,515	242.36%	72.09%
2020	0.2732600%	\$ 496,238	\$ 264,136	187.87%	77.93%
2019	0.2691121%	\$ 447,614	\$ 227,520	196.74%	79.07%
2018	0.0682219%	\$ 405,018	\$ 264,597	153.07%	79.69%
2017	0.2593339%	\$ 479,761	\$ 246,778	194.41%	74.17%
2016	0.0259960%	\$ 389,954	\$ 252,515	154.43%	78.13%
2015	0.2601900%	\$ 419,463	\$ 274,927	152.57%	79.37%

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditor's Report

**WEST FELICIANA PARISH CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
SCHEDULE OF EMPLOYER CONTRIBUTIONS  
YEAR ENDED JUNE 30, 2022**

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<u>Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a % age of Covered Employee Payroll</u>
2022	\$ 72,108	\$ 72,108	\$ -	\$ 265,086	27.20%
2021	\$ 62,043	\$ 62,043	\$ -	\$ 228,011	27.21%
2020	\$ 75,350	\$ 75,350	\$ -	\$ 276,515	27.25%
2019	\$ 72,250	\$ 72,238	\$ 12	\$ 264,136	27.35%
2018	\$ 68,537	\$ 68,537	\$ -	\$ 227,520	30.12%
2017	\$ 65,919	\$ 65,919	\$ -	\$ 264,597	24.91%
2016	\$ 47,723	\$ 63,503	\$ (15,780)	\$ 246,778	25.73%
2015	\$ 40,795	\$ 61,963	\$ (21,168)	\$ 252,515	24.54%

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditor's Report

**NOTES TO REQUIRED SUPPLEMENTAL  
INFORMATION JUNE 30, 2022**

**NOTE 1 - BUDGETARY BASIS OF ACCOUNTING**

The budgetary comparison schedule of the General Fund (referred to by the Clerk as the Salary Fund) has been presented on the modified accrual basis of accounting which is consistent with accounting principles generally accepted in the United States of America.



## **OTHER SUPPLEMENTAL INFORMATION**

**WEST FELICIANA PARISH CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
SCHEDULE OF COMPENSATION, BENEFITS AND  
OTHER PAYMENTS TO AGENCY HEAD  
YEAR ENDED JUNE 30, 2022**

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**Agency Head**

Stewart Hughes  
Clerk of Court

**Purpose**

	<b>Amount</b>
Salary	\$ 104,748
Supplemental pay	24,600
Expense allowance	13,745
Benefits - retirement	43,728
Benefits - deferred compensation	11,625
Benefits - group insurance	18,555
Auto allowance	20,213
Registration Fees	900
Travel	<u>522</u>

Total Compensation, Benefits and Other Payments \$ 238,636

See Independent Auditor's Report

**WEST FELICIANA CLERK OF COURT**  
**St. Francisville, La**  
**Justice System Funding Schedule-Collecting/Disbursing Entity**  
**Year ended June 30, 2022**

<b>Cash Basis Presentation</b>	<b>First Six Month Period Ended 12/31/21</b>	<b>Second Six Month Period Ended 06/30/22</b>
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	535,701	547,345
<b>Add: Collections</b>		
Civil Fees	112,094	131,308
Interest Earnings on Collected Balances	-	475
<b>Subtotal Collections</b>	<b>112,094</b>	<b>131,783</b>
<b>Less: Disbursements To Governments &amp; Nonprofits:</b>		
Louisiana State Treasurer	3,682	3,958
East Baton Rouge Parish Sheriff	3,891	4,372
West Feliciana Parish Sheriff	5,118	5,196
East Feliciana Parish Sheriff	392	488
Livingston Parish Sheriff	136	189
Pointe Coupee Parish Sheriff	250	36
Ascension Parish Sheriff	135	20
Orleans Parish Sheriff	445	240
Winn Parish Sheriff	90	-
20th JDC Judicial Expense Fund	1,965	2,115
Iberville Parish Sheriff	34	-
Ouachita Parish Sheriff	-	36
Jefferson Parish Sheriff	271	-
Lafayette Parish Sheriff	77	-
Jefferson Davis Parish Sheriff	30	191
Tangipahoa Parish Sheriff	107	-
Caddo Parish Sheriff	47	-
Avoyelles Parish Sheriff	-	186
Concordia Parish Sheriff	70	-
St. Martin Parish Sheriff	41	-
State of LA Division of Administration	5	-
La Supreme Court	45	70
La Judicial College	66	164
Kyle Ardoin Secretary of State	150	-
<b>Less: Amounts Retained by Collecting Agency</b>		
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	80,478	90,836
<b>Less: Disbursements to Individuals/3rd Party Collection</b>		
Civil Fee Refunds	2,925	30,996
<b>Subtotal Disbursements/Retainage</b>	<b>100,450</b>	<b>139,093</b>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained</b>	<b>547,345</b>	<b>540,035</b>

See independent auditor's report.

# **INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS**

*Minda B. Raybourn*

*Certified Public Accountant*

*Limited Liability*

820 11<sup>th</sup> Avenue  
Franklinton, Louisiana 70438  
(985) 839-4413  
Fax (985) 839-4402  
wrcpa@huntbrothers.com

Member  
AICPA

Member  
LCPA

**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***

The Honorable Stewart Hughes,  
West Feliciana Parish Clerk of Court  
P. O. Box 1843  
St. Francisville, Louisiana 70775

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental-type activities, the major fund, and the aggregate remaining fund information of the West Feliciana Parish Clerk of Court, a component unit of the West Feliciana Parish Government, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the West Feliciana Parish Clerk of Court's basic financial statements, and have issued my report thereon dated January 2, 2023.

**Internal Control over Financial Reporting**

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a

material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the West Feliciana Parish Clerk of Court's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and, accordingly, I do not express such an opinion. The results of my tests disclosed two instances of noncompliance that is required to be reported under *Government Auditing Standards* as findings 2022-001 and 2022-002 in the schedule of findings and responses.

### **West Feliciana Clerk of Court's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on West Feliciana Clerk of Court's response to the findings identified in my audit and described in the accompanying schedule of findings and responses. West Feliciana Clerk of Court's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on the response.

### **Purpose of this Report**

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

This report is intended solely for the information and use of management, others within the agency, the Legislative Auditor and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Minda B. Raybourn CPA  
Franklinton, La  
January 2, 2023

**WEST FELICIANA CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2022**

---

I have audited the financial statements of the West Feliciana Parish Clerk of Court as of and for the year ended June 30, 2021, and have issued my report thereon dated January 2, 2023. I 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. My audit of the financial statements as of June 30, 2022, resulted in an unmodified opinion.

**Section I      Summary of Auditor's Reports**

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

Internal Control	Significant Deficiencies	No
	Material Weaknesses	No
Compliance	Material to Financial Statements	Yes

B.    Federal Awards

N/A

**Section II      Financial Statement Findings**

None

**Section III      Federal Award Findings and Questioned Costs**

None

**Section IV      Management Letter**

None

**WEST FELICIANA CLERK OF COURT  
ST FRANCISVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2022**

**2022-001 Noncompliance with Ethics Training**

CONDITON: Some of the employees did not have certificates of ethics training.

CRITERIA: Per Louisiana R.S. 42:1170, each public servant shall receive a one hour of education and training on the Code of Ethics during each year of his or her public employment or term of office. Each political subdivision shall designate at least one person who shall provide information, notices, and updates to employees and officials of the political subdivision and assist the board in any way necessary to fulfill the education requirements.

CAUSE OF CONDITON: Unknown.

EFFECT OF CONDITION: Noncompliance with state law.

RECOMMENDATION: The Clerk of Court should assign monitoring responsibility of the required one-hour ethics training to a designated employee. The person should remind the employees of the required training and obtain completion certificates from each member.

MANAGEMENT RESPONSE: The Clerk of Court will implement the recommendation before the end of the current fiscal year.

**2022-002 Noncompliance with State Law on Sexual Harassment**

CONDITION: Some of the employees did not have certificates of the sexual harassment training.

CRITERIA: Per Louisiana R.S. 42:343, each public servant shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his or her public employment or term of office.

CAUSE: Unknown.

EFFECT OF CONDITION: Noncompliance with state law.

RECOMMENDATION: The Clerk of Court should put in place policies and procedures regarding sexual harassment, annual training, and annual reporting. The Clerk of Court should assign monitoring responsibility of the required one-hour sexual harassment training to a designated employee. The person should remind the employees of the required training and obtain completion certificates from each member.

MANAGEMENT RESPONSE: The Clerk of Court will implement the recommendation before the end of the current fiscal year.



# *Minda B. Raybourn*

*Certified Public Accountant*

*Limited Liability Company*

820 11<sup>th</sup> Avenue  
Franklinton, Louisiana 70438  
(985) 839-4413  
Fax (985) 839-4402  
wrcpa@huntbrothers.com

Member  
AICPA

Member  
LCPA

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

To the Honorable Stewart Hughes  
West Feliciana Parish Clerk of Court  
4789 Prosperity St.  
St. Francisville, LA 70775

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, 2021 through June 30, 2022. The West Feliciana Clerk of Court's (the "Clerk of Court") management is responsible for those C/C areas identified in the SAUPs.

The Clerk of Court 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, 2021 through June 30, 2022. 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 findings are as follows:

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

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1. Obtain and inspect the entity's written policies and procedures and observe whether 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) *No exceptions to this procedure.*  
**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.  
*No exceptions to this procedure.*
- c) **Disbursements**, including processing, reviewing, and approving.  
*No exceptions to this procedure.*
- 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).  
*No exceptions to this procedure.*
- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.  
*Items 1 and 2 are address. Item 3 is not addressed.*
- 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.  
*No exceptions to this procedure.*
- 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).  
*No exceptions to this procedure.*
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
*No exceptions to this procedure.*
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained

to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

*The policies and procedures presented do not contain ethics policies and procedures..*

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*The Clerk of Court has no debt.*

- 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.

*No exceptions to this procedure*

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*Item 2 and are not addressed in the Clerk of Court's sexual harassment policy. Item 1 is addressed.*

***Board or Finance Committee-This is not applicable to the Clerk of Court.***

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- 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 whether 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 *Alternately, for those entities reporting on the nonprofit 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.

### ***Bank Reconciliations***

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3. Obtain a listing of entity 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 each selected account, and observe that:

*The listing of bank accounts and management's representation were obtained.*

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

*No exception to this procedure.*

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

*The external account prepares the bank reconciliations. The reconciliations were not initialed.*

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*The salary fund has 2 checks totaling \$678.38 that are 12 months and older.*

### ***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).

*A listing of deposit sites and management's representation was obtained*

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 responsible for cash collections do not share cash drawers/registers.

*There is one cash drawer for which the cashier handles the cash transactions located at the front of the office.*

- 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.

*The person responsible for collecting cash can at times make/prepare deposits. A different person is responsible for reconciling collection documentation to the deposit.*

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

*The person responsible for collecting cash is not responsible for posting collection entries to the general ledger. The external account will reconcile general ledger postings to each other and 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 responsible for collecting cash, unless another employee/official verifies the reconciliation.

*The person responsible for reconciling cash collections to the general ledger by revenue and agency fund additions are not responsible for collecting cash. The external accountant will reconcile cash collections to the general ledger by revenue source and agency fund addition.*

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

*There is no bond policy present.*

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* 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 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 and the cash is stored securely in a locked safe or drawer).
- e) Trace the actual deposit per the bank statement to the general ledger.

*One deposit was 8 days after the deposit date. Otherwise, there were no exceptions to procedures a through e.*

***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).

*Management's representation was obtained. The entity has one location that processes payments.*

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.

*No exceptions to this procedure.*

- b) At least two employees are involved in processing and approving payments to vendors.

*No exceptions to this procedure.*

- 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.

*No exceptions to this procedure.*

- 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.

*No exceptions to this procedure.*

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

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 whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

*No exceptions to this procedure.*

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

*No exceptions to this procedure.*

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

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11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*Management's listing and representation were obtained.*

12. 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 whether 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 (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

*No exceptions to this procedure.*

- b) Observe that finance charges and late fees were not assessed on the selected statements.

*No exceptions to this procedure.*

13. 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 (i.e., each card should have 10 transactions subject to testing). For each transaction, observe 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*No exceptions to this procedure.*

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

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14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 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:

*The listing of travel expenses and management's representation were obtained.*

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

*No exceptions to this procedure.*

- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

*No exceptions to this procedure.*

- c) Observe 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).

*No exceptions to this procedure.*

- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions to this procedure.*

### Contracts

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15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* 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:

*Management's listing and management's representations were obtained.*

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

*No exceptions to this procedure.*



- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

*No exceptions to this procedure.*

- c) If the contract was amended (e.g., change order), observe 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, was approval documented).

*This was not applicable.*

- 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 the invoice and related payment agreed to the terms and conditions of the contract.

*There were no exceptions to this procedure.*

### ***Payroll and Personnel***

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- 16. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

*A listing and management's representation were obtained.*

- 17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

*No exceptions to this procedure.*

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

*There were no approvals noted.*

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

*No exceptions to this procedure.*

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

*No exceptions to this procedure.*

18. 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 two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative 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.

*No exceptions to this procedure.*

19. 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.

*No exceptions to this procedure.*

### ***Ethics***

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20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

*The Clerk and 2 employees had certificates.*

b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*No changes were made to the entity's ethics policy during the fiscal period.*

### ***Debt Service The Clerk of Court does not have debt so this is not applicable.***

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21. Obtain a listing of bonds/notes and other debt instruments 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 State Bond Commission approval was obtained for each debt instrument issued.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

## *Fraud Notice*

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23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

*Management asserted there were no misappropriations. Management's representations were obtained.*

24. Observe 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.

*No exception to this procedure.*

## *Information Technology Disaster Recovery/Business Continuity*

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25. 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 that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

*I performed the procedure and discussed the results with management.*

- 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.

*I performed the procedure and discussed the results with management.*

- 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.

*I performed the procedure and discussed the results with management.*

## *Sexual Harassment*

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26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

*The Clerk and 1 employee had certificates..*

27. Observe 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).

*No exception to this procedure.*

28. 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 it includes the applicable requirements of R.S. 42:344:

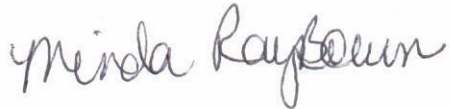
- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

*No exception to this procedure.*

We were engaged by the 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 of Court 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.

A handwritten signature in black ink that reads "Minda Raybourn". The signature is written in a cursive, flowing style.

Minda B. Raybourn CPA  
Franklinton, LA  
December 31, 2022