

LAFOURCHE PARISH CLERK OF COURT
Thibodaux, Louisiana

Annual Financial Report
For the Year Ended June 30, 2024

LAFOURCHE PARISH CLERK OF COURT
Annual Financial Report
For the Year Ended June 30, 2024

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

The following discussion and analysis of the Lafourche Parish Clerk of Court's (the Clerk's) financial performance provides an overview of the financial activities as of and for the fiscal year ended June 30, 2024. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements, which follows this report.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$6.2 million (net position) at the end of the current fiscal year. Net position consisted of net investment in capital assets in the amount of \$58,600, (1.0%) and unrestricted net position in the amount of \$6.2 million (99%).
- The total net position increased by over \$300,000 from the prior fiscal year.
- As of the close of the current fiscal year, the governmental funds showed combined ending fund balances totaling \$11.9 million an increase of \$391,640 from the prior fiscal year. Of the total ending fund balance, all was considered available for funding future operational needs (unassigned fund balance).
- At the end of the current fiscal year, unassigned fund balance for the General Fund was 331% of total General Fund expenditures.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

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

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

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Clerk's finances, in a manner similar to a private-sector business.

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

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

Both of the government-wide financial statements distinguish functions that are principally supported by fines and fees charged to the public (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

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, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds are governmental funds.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term effects of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

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

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the programs. The Clerk of Court is the trustee, or fiduciary, for funds reserved by the Court and Advanced Costs collected for court costs. All of these fiduciary activities are reported in a separate Combined Statement of Fiduciary Net Assets. The Clerk of Court is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

GOVERNMENT WIDE FINANCIAL ANALYSIS

Net Position. As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The net position totaled \$6,214,753 at the end of the current fiscal year, which was a 5% increase over the prior fiscal year. Following is a summary of the government-wide Statement of Net Position:

	FY 2024	FY 2023	Increase (Decrease)
Current and Other Assets	\$11,951,876	\$ 11,697,096	\$ 254,780
Capital Assets	58,600	82,170	(23,570)
Total Assets	<u>12,010,476</u>	<u>11,779,266</u>	231,210
Deferred outflows of resources	2,084,631	2,138,464	(53,833)
Current Liabilities	98,714	235,574	(136,860)
Non-Current Liabilities	6,335,321	6,202,660	132,661
Total Liabilities	<u>6,434,035</u>	<u>6,438,234</u>	(4,199)
Deferred inflows of resources	1,446,319	1,566,948	(120,629)
Net Investment in Capital Assets	58,600	82,170	(23,570)
Unrestricted	6,156,153	5,830,378	325,775
Total Net Position	<u><u>\$ 6,214,753</u></u>	<u><u>\$ 5,912,548</u></u>	<u><u>\$ 302,205</u></u>

- The portion of the net position – net investment in capital assets (e.g., building improvements and equipment less accumulated depreciation) are not available for future spending. The Clerk cannot sell the assets to obtain funding.
- The remaining balance of net position is considered unrestricted and may be used to meet the ongoing obligations to citizens and creditors. At the end of the current and prior fiscal years, the reported positive balances in all categories of net assets.

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

Changes in Net Position. For the year ended June 30, 2024, the net position increased by \$302,205, an indication that its financial position increased during the year. Following is a summary of the government-wide Statement of Activities:

	FY 2024	FY 2023	Increase (Decrease)
Total program expenses	\$ (3,668,759)	\$ (4,118,786)	\$ (450,027)
Total program revenues	<u>3,677,735</u>	<u>3,971,833</u>	<u>(294,098)</u>
Net program income	8,976	(146,953)	155,929
General revenues	<u>293,229</u>	<u>177,996</u>	<u>115,233</u>
Change in Net Position	302,205	31,043	271,162
Net Position:			
Beginning of the year	<u>5,912,548</u>	<u>5,881,505</u>	<u>31,043</u>
End of the year	<u><u>\$ 6,214,753</u></u>	<u><u>\$ 5,912,548</u></u>	<u><u>\$ 302,205</u></u>

- Program revenues - charges for services were \$3,677,735 and decreased by 10% over the prior fiscal year.
- General revenues (interest) in the amount of almost \$293,229 increased significantly from the prior fiscal year.
- Program expenses including salaries and benefits and office supplies, decreased by over \$450,000 or 10% over the prior fiscal year.

FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

The Clerk uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds. The focus of the governmental funds is to provide information on near term inflows, outflows and balances of spendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for funding future operational needs.

Major Governmental Fund

The General Fund is the chief operating fund. At the end of the current fiscal year, fund balance totaled \$11,951,876, of which all was unassigned.

The fund balance of the General Fund increased by \$391,640 during the current fiscal year, as compared to the prior fiscal year. This increase as compared to the prior fiscal year is due to increases in fees collected; court costs, mortgage certificates, notarial fees, and criminal fees all increased.

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

BUDGETARY HIGHLIGHTS

The original budget for the General Fund was not revised during the fiscal year. The budget variances were favorable and in compliance with the Local Budget Law.

CAPITAL ASSETS

Capital assets include furniture and fixtures, office equipment, leasehold improvements and intangibles recorded at historical cost of \$967,410. Accumulated depreciation of \$908,810 deducted from the cost of assets resulted in an ending book balance of assets of \$58,600.

This year there were \$2,882 in additions, deletions of \$1,860, and an adjustment (addition) of \$16,704 made for assets added that were included on the client list but not on the depreciation schedule. Depreciation expense of \$26,452 was recorded for the year. More detailed information about the capital assets is presented in Note 4 to the financial statements.

LONG-TERM OBLIGATIONS

The Clerk has long-term obligations recorded for compensated absences in the amount of \$175,685; net pension liability of \$3,190,018, and other post-employment benefits of \$2,969,618. More detailed information about these long term obligations is presented in Note 5 and Note 6 to the basic financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

A summary of next year's budget follows:

Condensed Summary of Budgeted Finances

	FY 2025
Anticipated revenues	\$ 3,637,200
Expenditures:	
Current	3,587,100
Capital outlay	50,000
Anticipated expenditures	3,637,100
Excess of revenues	100
Fund Balance:	
Beginning of the year	11,461,522
End of the year	\$ 11,461,622

Revenues have remained stable and as a result there is no planned increase in fees or service costs for the next fiscal year.

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

Through prudent planning and decision making, cross-training employees and the combination of job duties, we have only a minimal increase in employee wages and costs. We have added some additional amounts to our budget to continue our technology upgrades which includes completion of our electronic filing projects for civil, criminal and land records.

CONTACTING FINANCIAL MANAGEMENT

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

Honorable Annette M. Fontana
Lafourche Parish Clerk of Court
P.O. Box 818
Thibodaux, LA 70302
985-447-4841



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

Honorable Annette M. Fontana
Lafourche Parish Clerk of Court
Thibodaux, Louisiana

Report on the Audit of the Financial Statements

Opinions

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

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund, as of and for the year ended June 30, 2024, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management's for the Financial Statements

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

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

Auditor’s Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis and the Required Supplementary Information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.



We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information

The Schedule of Changes in Fiduciary Liabilities, Schedule of Compensation, Benefits, and Other Payment to the Agency Head and the Justice System Funding Schedules as listed in the table of contents as other supplementary information is presented for the purposes of additional analysis and is not a required part of the basic financial statements. These schedules are the responsibility of management and is derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2024, on our consideration of the internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the internal control over financial reporting and compliance.

Stagni & Company

October 22, 2024
Thibodaux, Louisiana



STAGNI & COMPANY, LLC

LAFOURCHE PARISH CLERK OF COURT

Statement of Net Position

June 30, 2024

<u>ASSETS</u>	<u>Governmental Fund</u>
Cash and cash equivalents	\$ 8,152,338
Investments	2,792,936
Receivables	36,882
Due from Fiduciary Funds	969,720
Capital assets, net of accumulated depreciation	58,600
Total assets	<u>12,010,476</u>
Total Deferred outflows of resources	2,084,631
<u>LIABILITIES</u>	
Current liabilities	
Accounts payable and accrued expenses	98,714
Total current liabilities	<u>98,714</u>
Non-current liabilities	
Compensated absences	175,685
Net pension liability	3,190,018
Net OPEB	2,969,618
Total noncurrent liabilities	<u>6,335,321</u>
Total liabilities	<u>6,434,035</u>
Deferred inflows of resources	1,446,319
<u>NET POSITION</u>	
Net Investment in Capital Assets	58,600
Unrestricted	<u>6,156,153</u>
Total net position	<u><u>\$ 6,214,753</u></u>

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT

Statement of Activities

For the Year Ended June 30, 2024

<u>EXPENSES</u>	
Salaries and benefits	\$ 2,498,023
Group Insurance	513,036
Other Insurance	34,623
Office supplies and expense	561,841
Convention and Travel	35,360
Depreciation	25,876
Total program expenses	<u>3,668,759</u>
<u>PROGRAM REVENUES</u>	
Charges for services	<u>3,677,735</u>
Total program revenues	<u>3,677,735</u>
Net Program (Income) Expense	8,976
<u>GENERAL REVENUES</u>	
Interest earned	<u>293,229</u>
Total general revenues	<u>293,229</u>
Change in Net Position	302,205
<u>NET POSITION</u>	
Beginning of year	<u>5,912,548</u>
End of year	<u>\$ 6,214,753</u>

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT
Balance Sheet - Governmental Fund - General Fund
June 30, 2024

ASSETS		
Cash and cash equivalents	\$ 8,152,338	
Investments	2,792,936	
Accounts Receivable	36,882	
Due from Other Funds	969,720	
Total assets	\$ 11,951,876	
LIABILITIES AND FUND BALANCES		
Accounts payable and accrued expenses	\$ 98,714	
Total liabilities	98,714	
Fund Balance :		
Unassigned	11,853,162	
Total fund balance	11,853,162	
Total liabilities and fund balances	\$ 11,951,876	
 Reconciliation to the Statement of Net Position:		
Total fund balance - governmental fund (Fund Financial Statement)		\$ 11,853,162
 Amounts reported for <i>governmental activities</i> in the statement of net position (Government-Wide Financial Statements) are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds.		
Capital Assets at Cost	\$ 967,410	
Accumulated Depreciation	(908,810)	58,600
 Certain non-current liabilities are not due and payable in the current period and therefore are not reported in the funds:		
Net Pension liability	(3,190,018)	
Compensated absences	(175,685)	
Other Post-Employment Benefits Liability	(2,969,618)	(6,335,321)
 Deferred outflows and inflows of resources related to pensions & OPEB are applicable to future periods and, therefore, are not reported in the funds		
Deferred outflows of resources - OPEB	1,070,310	
Deferred outflows of resources - contributions	370,371	
Deferred outflows of resources - other	643,950	2,084,631
Deferred inflows of resources - OPEB	(1,402,660)	
Deferred inflows of resources - pensions	(43,659)	(1,446,319)
Total net position of governmental activities (Government-Wide Financial Statements)		\$ 6,214,753

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT

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

Revenues	
Civil, Probate & Adoption fees	\$ 1,489,551
Recording fees	1,311,485
Certified copies	270,491
Criminal fees	124,595
Interest earned	293,229
Mortgage certificates	13,505
Court attendance	15,840
Cancellations	2,490
Marriage licenses	13,376
Notary fees	30,270
Miscellaneous	406,132
Total revenues	<u>3,970,964</u>
Expenditures	
Current - Judiciary:	
Salaries and benefits	2,432,158
Group Insurance	513,036
Other Insurance	34,623
Office operations	561,265
Travel, convention & dues	35,360
Total current expenditures	<u>3,576,442</u>
Capital outlay	2,882
Total expenditures	<u>3,579,324</u>
Net change in fund balance	391,640
Fund Balances	
Beginning of year	11,461,522
End of year	<u><u>\$ 11,853,162</u></u>

See notes to financial statements.

LAFOURCHE PARISH CLERK OF COURT

Combining Statement of Fiduciary Net Assets

June 30, 2024

	Advance Deposit Fund	Registry of the Court Fund	Total
<hr/> ASSETS <hr/>			
Cash and cash equivalents	\$ 1,806,663	\$ 28,144	\$ 1,834,807
Investments	2,068,359	5,004,904	7,073,263
Miscellaneous receivable	6,298	-	6,298
	<hr/>	<hr/>	<hr/>
Total assets	<u>\$ 3,881,320</u>	<u>\$ 5,033,048</u>	<u>\$ 8,914,368</u>
<hr/> LIABILITIES <hr/>			
Due to General Fund	\$ 969,720	\$ -	\$ 969,720
Due to Others	2,911,600	5,033,048	7,944,648
	<hr/>	<hr/>	<hr/>
Total liabilities	<u>\$ 3,881,320</u>	<u>\$ 5,033,048</u>	<u>\$ 8,914,368</u>

See notes to the financial statements.

LAFOURCHE PARISH CLERK OF COURT

Schedule of Changes in Fiduciary Liabilities

June 30, 2024

	Advance Deposit Fund	Registry of the Court Fund	Total
Additions:			
<u>Receipts</u>	\$ 2,817,149	\$ 1,625,580	\$ 4,442,729
Interest	-	59,768	59,768
Total additions	<u>2,817,149</u>	<u>1,685,348</u>	<u>4,502,497</u>
Reductions:			
<u>Payments</u>	2,097,356	-	2,097,356
Refunds/Settlements	496,105	357,745	853,850
Total reductions	<u>2,593,461</u>	<u>357,745</u>	<u>2,951,206</u>
Increase (Decrease) in Liabilities	223,688	1,327,603	1,551,291
Unsettled deposits:			
<u>Beginning of year</u>	3,657,632	3,705,445	7,363,077
End of year	<u>\$ 3,881,320</u>	<u>\$ 5,033,048</u>	<u>\$ 8,914,368</u>

See notes to the financial statements.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Clerk of Court serves as ex-officio notary public, the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The Clerk of Court is elected for a four-year term. The current term will end June 30, 2028.

The financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies established in GAAP used are discussed below.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

These financial statements present the Lafourche Parish Clerk of Court (Clerk of Court) as the primary government as defined by GASBS No. 14; component units are legally separate entities that are included in the reporting entity because of the significance of their operating or financial relationships. GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Since, the Clerk of Court is an independently elected official, and is legally separate and fiscally independent; they are considered a separate governmental reporting entity.

There are unrecorded financial transactions between the Lafourche Parish Council (the Council) and the Clerk of Court where the Council provides office space and utilities for the Clerk of Court. These transactions between the Clerk of Court and the Parish Council are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability.

B. Basic Financial Statements

Basic financial statements are presented at both the government-wide and fund financial statement level. Both levels of statements categorize primary activities as governmental. Government-wide financial statements (GWFS) report information about the reporting unit as a whole. For the most part, the effect of interfund activity has been removed from these statements. These statements focus on the sustainability of the entity and the change in aggregate financial position resulting from the activities of the year.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Basic Financial Statements (continued)

These aggregated statements consist of the Statement of Net Position and the Statement of Activities. The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include fees and charges to the public customers who use, or directly benefit from services, or privileges provided by a given function. Other items not reported as program revenues are reported instead as general revenues.

C. Measurement Focus / Basis of Accounting

The GWFS are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements (FFS) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. A one-year availability period is used for revenue recognition. Expenditures are recorded when the related fund liability is incurred.

Fund Financial Statements (FFS)

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

Governmental Funds

Governmental funds account for all or most of the general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

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

C. Measurement Focus / Basis of Accounting (continued)

The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations. The following are the clerk's governmental funds:

General Fund

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

Fiduciary Funds – Agency Funds

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

Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual: The governmental-type activities in the GWFS and fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

LAFOURCHE PARISH CLERK OF COURT

Notes to Financial Statements

For the Year Ended June 30, 2024

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C. Measurement Focus / Basis of Accounting (continued)

Modified Accrual: The governmental FFS are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

D. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, money market accounts and cash on hand. Cash equivalents include time deposits maturing within 90 days. Under state law, governmental entities may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

E. Investments

Investments are limited by Louisiana Revised Statute 25 33:2955 and the investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities of investments are 90 days or less, they are classified as cash and cash equivalents. The investments consist of time deposits with maturities between 91 and 270 days.

F. Capital Assets

Capital assets purchased or acquired with a cost of \$1,500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

F. Capital Assets (continued)

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

G. Interfund Activities

The Clerk of Court transfers interest earned on the investments of the Advance Deposit Fund to the Salary Fund to be utilized by the Salary Fund in its operations. In those cases where the physical transfer of assets has not taken place as of year-end, or where repayment is expected, these amounts are accounted for through the various due to and due from accounts.

H. Fees Transferred from Advance Deposit Agency Fund

These fees represent revenue earned from everyday operations such as copying and faxing for litigants. These fees are collected by a transfer of litigant’s money deposited in the Advance Deposit Fund to the Salary Fund.

I. Budgetary Practices

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

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting is not utilized in the funds.

J. Compensated Absences

The Clerk of Court’s policy calls for accrual of accumulated unpaid vacation and sick leave and associated employee-related costs when earned (or estimated to be earned) by the employee.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
 For the Year Ended June 30, 2024

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

J. Compensated Absences (continued)

Each full-time employee is entitled to earn vacation time up to 10 days per year. Vacation time will be earned at 2.70 hours per pay period. Effective January 1, 2018, additional vacation time will be earned based on years of service as follows:

- 5-9 years 1 additional day per year
- 10-14 years 2 additional days per year
- 15-19 years 3 additional days per year
- 20-24 years 4 additional days per year
- 25+ years 5 additional days per year

Any vacation time accumulated by the employee over 10 days will be forfeited as of December 15 of each year.

Personal leave time is earned at 3.23 per pay period. The Clerk allows a maximum of 30 unused personal leave days to accumulate. Any personal leave time accumulated over 30 days will be paid to the employee annually through the pay period endings December 15th of each year. Accumulated personal leave is paid upon separation of employment. Based on this policy, all unpaid sick and vacation leave is considered to be a long term liability.

The net change in the compensated absences liability:

Beginning Balance	Net Change	Ending Balances	Due within One Year
\$ 151,824	\$ 23,861	\$ 175,685	\$ 100,956

K. Net Position and Fund Equity

Government-wide Financial Statements

Equity is classified as net assets and displayed in three components:

- Net Investment in capital assets,—Consists of capital assets net of accumulated depreciation and net of capital related debt.
- Restricted net assets—consists of net assets with constraints placed on the use by law through constitutional provisions or enabling legislation.
- Unrestricted net assets—all other net assets that do not meet the definition of “restricted” or “invested in capital assets.”

When both restricted and unrestricted resources are available for use, it is the policy to use restricted resources first.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Fund Financial Statements

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

- *Non-spendable* fund balance cannot be spent because of its form.
- *Restricted* fund balance has limitations imposed by creditors, grantors, or contributors or by enabling legislation or constitutional provisions.
- *Committed* fund balance is a limitation imposed by the Clerk through approval.
- *Assigned* fund balances is a limitation imposed by a designee of the Clerk.
- *Unassigned* fund balance in the General Fund is the net resources in excess of what can be properly classified in one of the above four categories. Negative unassigned fund balance in other governmental funds represents excess expenditures incurred over the amounts restricted, committed, or assigned to those purposes.

K. Net Position and Fund Equity (continued)

Louisiana R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund fund balance that exceeds one-half of the revenues of the clerk's last year of the term of office, which amount shall be limited to no more than that which was received by the clerk in accordance with R.S. 1784 (A) during said term in office. The Parish Council has not provided any funding to the Clerk under statute R.S. 13:784 (A) for items such as office furniture, equipment, and record books. At June 30, 2023, there was no amount due the parish treasurer.

L. Use of Estimates

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

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position includes a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Clerk has recognized deferred outflows of resources for pension contributions and other postemployment benefits (OPEB) contributions.

In addition to liabilities, the statement of financial position also reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Clerk has recognized deferred inflows of resources for pension liability and other postemployment benefits (OPEB) liability based on actuarial valuation that was performed.

Note 2 DEPOSITS AND INVESTMENTS

Deposits (demand deposits, interest bearing demand deposits and certificates of deposit) are recorded at cost, which approximates fair value.

The carrying amounts of deposits are as follows:

	Balances	
	Book	Bank
Governmental Fund – Cash	\$ 8,152,338	\$ 8,023,904
Governmental Fund – Investments	2,792,936	2,792,936
Fiduciary Fund – Cash	1,834,807	2,075,660
Fiduciary Fund – Investments	7,073,263	7,073,464
Total deposits	\$ 19,853,344	\$ 19,965,964

The difference between the bank balance and the carrying amount represents outstanding checks and deposits in transit. Under state law, the book deposits (or the resulting bank balances) 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 (FDIC) must at all times equal the amount on deposit with the fiscal agent bank. 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.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
 For the Year Ended June 30, 2024

Note 5 **OTHER POST-RETIREMENT BENEFITS**

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

Benefits Provided. The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 100% of retiree and 0% of dependent pre-Medicare health, Medicare Supplement, vision, and dental insurance premiums. The plan also provides for payment of 100% of retiree life insurance premiums.

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

Inactive employees or beneficiaries currently receiving benefit payments	17
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>32</u>
	<u>49</u>

Total OPEB Liability. The total OPEB liability of \$2,969,618 was measured as of June 30, 2024, and was determined by an actuarial valuation as of January 1, 2024.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 5 **POST-RETIREMENT BENEFITS (CONTINUED)**

Changes in the Total OPEB Liability (Asset)

Balance at 6/30/2023	\$2,545,565
Changes for the year:	
Service Cost	54,403
Interest	96,619
Differences between expected and actual experience	538,231
Change in benefit terms	0
Changes in Assumptions/Inputs	(71,428)
Benefit payments	(193,771)
	424,053
Change in Net OPEB Obligation	424,053
Ending Net OPEB Obligation	\$2,969,618

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

	1.0% Decrease (2.97%)	Current Discount Rate (3.97%)	1.0% Increase (4.97%)
Total OPEB liability	\$ 3,443,840	\$ 2,969,618	\$ 2,585,897

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

	1.0% Decrease	Current Trend	1.0% Increase
Total OPEB liability	\$ 2,667,816	\$2,969,618	\$ 3,352,301

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 5 **POST-RETIREMENT BENEFITS (CONTINUED)**

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB. For the year ended June 30, 2024, the Clerk recognized OPEB expense of \$114,963 and reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 863,087	\$(528,046)
Changes of assumptions or other inputs	207,223	(874,614)
Total	\$ 1,070,310	\$(1,402,66)

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

Years ending June 30:	
2025	\$(36,059)
2026	\$(36,059)
2027	\$(36,059)
2028	\$(38,574)
2029	\$(39,710)
Thereafter	\$(173,829)

Note 6 **PENSION PLAN**

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

Plan Description and Provisions

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

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 6 PENSION PLAN (continued)

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

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

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

Retirement Benefits

A member or former member is eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 (age 60 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, equal 3% of the member's average final compensation multiplied by the number of years of credited service, not to exceed 100% of the monthly average final compensation. The retirement benefit accrual rate is increased to 3 1/3% for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011). For those members hired before July 1, 2006, monthly average final compensation is based on the highest compensated 60 consecutive months, or successive joined months if service was interrupted, with a limit of 10% increase in each of the last 5 years of measurement. For members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

Disability Benefits

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

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 6 **PENSION PLAN (continued)**

Survivor Benefits

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

Deferred Retirement Option Plan

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

Cost of Living Adjustments

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

Employer Contributions

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

In accordance with state statute, the Fund also receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations. The amount of proportionate share of non-employer contributions for the Clerk for June 30, 2023 was \$187,661.

The Clerk is not required to but is allowed to pay the employee and employer portion of the required contribution. The Clerk's contribution for the years ending June 30, 2022, 2023, and 2024 were \$449,327, \$474,840, and \$497,424 respectively, which were equal to the required contributions for each year.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 6 PENSION PLAN (continued)

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

As of June 30, 2024, the Clerk reported a liability of \$3,190,018 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The proportion of the net pension liability was based on a projection of the long-term contributions to the plans relative to the projected contributions of all participating employers, actuarially determined.

At June 30, 2023, the proportion of the plan was 1.482870%, an increase of 0.03666% from the prior valuation.

For the year ended June 30, 2024 (measured at June 30, 2023), the Clerk recognized pension expense of \$678,960 and the following deferred outflows and inflows of resources related to pensions from the following sources:

	Deferred Outflows	Deferred Inflows
Difference between expected and actual experience	\$ 17,227	\$ (32,470)
Net difference between projected and actual earnings on investments	355,809	-
Changes in assumptions	159,028	-
Change in proportion	111,886	(11,189)
Employer contributions subsequent to the measurement date	370,371	-
	<u>\$ 1,474,831</u>	<u>\$ (43,659)</u>

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

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 6 PENSION PLAN (continued)

Year ended June 30:	
2025	\$238,636
2026	\$46,492
2027	\$351,585
2028	\$(36,422)

Actuarial Assumptions

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

Valuation date	June 30, 2023
Actuarial cost method	Entry Age Normal
Investment rate of return	6.55%
Projected salary increases	1-5 years of service - 6.20% 5 years or more – 5.0%
Inflation Rate	2.40%
Expected remaining service lives	5 years

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

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 are developed for each major asset class. The long term expected rate of return was 5.81% for the year ended June 30, 2023.

LAFOURCHE PARISH CLERK OF COURT
Notes to Financial Statements
For the Year Ended June 30, 2024

Note 6 PENSION PLAN (continued)

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

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

Discount Rate

The discount rate used to measure the total pension liability was 6.55%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Plan’s actuary.

Based on these assumptions, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

Sensitivity to changes in the discount rate

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

	1% Decrease 5.55%	Current Discount Rate 6.55%	1% Increase 7.55
Net Pension Liability	\$,761,626	\$ 3,190,018	\$ 1,865,271

LAFOURCHE PARISH CLERK OF COURT

Budgetary Comparison Schedule - General Fund

For the Year Ended June 30, 2024

<u>Revenues</u>	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final *</u>		<u>Favorable (Unfavorable)</u>
Civil, Probate & Adoption fees	\$ 1,360,000	\$ 1,360,000	\$ 1,489,551	\$ 129,551
Recording fees	1,620,000	1,620,000	1,311,485	(308,515)
Certified copies	358,000	358,000	270,491	(87,509)
Criminal fees	100,000	100,000	124,595	24,595
Interest earned	125,000	125,000	293,229	168,229
Mortgage certificates	15,000	15,000	13,505	(1,495)
Court attendance	20,000	20,000	15,840	(4,160)
Cancellations	4,000	4,000	2,490	(1,510)
Marriage licenses	16,000	16,000	13,376	(2,624)
Notary fees	25,000	25,000	30,270	5,270
Miscellaneous	167,800	167,800	406,132	238,332
Total revenues	<u>3,810,800</u>	<u>3,810,800</u>	<u>3,970,964</u>	<u>160,164</u>
<u>Expenditures</u>				
Current-Judiciary:				
Salaries and benefits	1,789,535	1,789,535	2,432,158	(642,623)
Group Insurance	500,000	500,000	513,036	(13,036)
Other Insurance	41,000	41,000	34,623	6,377
Office operations	1,362,250	1,362,250	561,265	800,985
Travel, convention & dues	18,000	18,000	35,360	(17,360)
Total current expenditures	<u>3,710,785</u>	<u>3,710,785</u>	<u>3,576,442</u>	<u>134,343</u>
Capital outlay	<u>100,000</u>	<u>100,000</u>	<u>2,882</u>	<u>97,118</u>
Total expenditures	<u>3,810,785</u>	<u>3,810,785</u>	<u>3,579,324</u>	<u>231,461</u>
Excess (deficiency) of revenues over expenditures	15	15	391,640	391,625
<u>Fund Balances</u>				
Beginning of year	<u>10,980,113</u>	<u>10,980,113</u>	<u>11,461,522</u>	<u>481,409</u>
End of year	<u>\$ 10,980,128</u>	<u>\$ 10,980,128</u>	<u>\$ 11,853,162</u>	<u>\$ 873,034</u>

* NOTE: The budget was not amended during the year.

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

Fiscal Year End Date Measurement Date	June 30, 2016 June 30, 2015	June 30, 2017 June 30, 2016	June 30, 2018 June 30, 2017	June 30, 2019 June 30, 2018	June 30, 2020 June 30, 2019	June 30, 2021 June 30, 2020	June 30, 2022 June 30, 2021	June 30, 2023 June 30, 2022	June 30, 2024 June 30, 2023
SCHEDULE OF THE CLERK'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY									
Proportion of the net pension liability	1.705096%	1.689061%	1.527986%	1.462737%	1.414301%	1.377205%	1.396181%	1.446210%	1.482870%
Proportionate share of the net pension liability	\$ 2,557,698	\$ 3,124,719	\$ 2,311,742	\$ 2,432,971	\$ 2,568,359	\$ 3,313,369	\$ 1,857,254	\$ 3,505,271	\$ 3,190,018
Covered employee payroll	\$ 1,542,600	\$ 1,541,679	\$ 1,378,448	\$ 1,358,787	\$ 1,375,171	\$ 1,364,969	\$ 1,406,873	\$ 1,575,898	\$ 1,610,380
Proportionate share of the net pension liability as a percentage of its covered employee payroll	165.80%	202.68%	167.71%	179.05%	186.77%	242.74%	132.01%	222.43%	198.09%
Plan fiduciary net position as a percentage of the total pension liability	78.13%	74.17%	79.69%	79.07%	77.93%	72.09%	85.40%	74.09%	77.56%
SCHEDULE OF CONTRIBUTIONS									
Contractually required contribution	\$ 293,094	\$ 292,919	\$ 261,906	\$ 258,041	\$ 261,452	\$ 259,458	\$ 295,929	\$ 329,431	\$ 350,637
Contributions paid	\$ (293,094)	\$ (292,919)	\$ (261,906)	\$ (258,170)	\$ (261,283)	\$ (272,127)	\$ (295,929)	\$ (329,432)	\$ (350,638)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ (129)	\$ 169	\$ (12,669)	\$ -	\$ (1)	\$ (1)
Covered employee payroll	\$ 1,541,679	\$ 1,378,448	\$ 1,378,448	\$ 1,358,787	\$ 1,375,171	\$ 1,364,969	\$ 1,406,873	\$ 1,575,898	\$ 1,610,380
Contribution as a percentage of covered employee payroll	19.01%	21.25%	19.00%	19.00%	19.00%	19.94%	21.03%	20.90%	21.77%

*Note: Initial Year of GASB 68 Implementation, Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Notes to Required Supplementary Information

<i>Changes of Benefit Terms include:</i>	no changes	no changes	no changes	no changes	no changes	no changes	no changes	no changes	no changes
<i>Changes of Assumptions</i>									
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal	Entry Age Normal
Investment Rate of Return	7.25%	7.00%	7.00%	6.75%	6.75%	6.75%	6.55%	6.55%	6.55%
Projected Salary Increases	5.75%	5.00%	5.00%	5.00%	5.00%	6.20%	6.20%	6.20%	6.20%
Inflation rate	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.40%	2.40%	2.40%
Expected service lives	5 years	5 years	5 years	5 years	5 years	5 years	5 years	5 years	5 years

LAFOURCHE PARISH CLERK OF COURT

Schedule of Changes in the Total OPEB Liability and Related Ratios

Year ended: Valuation as of	6/30/2018 1/1/2018	6/30/2019 1/1/2018	6/30/2020 1/1/2020	6/30/2021 1/1/2020	6/30/2022 1/1/2022	6/30/2023 1/1/2022	6/30/2024 1/1/2024
Service cost	\$ 48,180	\$ 46,235	\$ 35,105	\$ 47,892	\$ 46,412	\$ 52,690	\$ 54,403
Interest	86,331	75,824	75,941	64,287	67,036	83,638	96,619
Changes of benefit terms	-	-	-	686,954	-	457,563	-
Differences between expected and actual experience	25,156	(220,600)	471,545	41,415	(586,407)	56,864	538,231
Changes in assumptions or other inputs	-	231,953	(276,659)	165,304	(596,096)	(230,827)	(71,428)
Benefit payments	(118,981)	(121,159)	(115,966)	(125,960)	(147,700)	(176,559)	(193,771)
Net change in Total OPEB Liability	40,686	12,253	189,966	879,892	(1,216,755)	243,369	424,054
Total OPEB Liability - beginning	2,396,154	2,436,840	2,449,093	2,639,059	3,518,951	2,302,196	2,545,565
Total OPEB Liability - ending	<u>\$ 2,436,840</u>	<u>\$ 2,449,093</u>	<u>\$ 2,639,059</u>	<u>\$ 3,518,951</u>	<u>\$ 2,302,196</u>	<u>\$ 2,545,565</u>	<u>\$ 2,969,619</u>
Covered employee payroll	\$ 1,424,751	\$ 1,442,805	\$ 1,444,523	\$ 1,490,924	\$ 1,524,422	\$ 1,714,849	\$ 1,681,458
OPEB Liability as a percentage of covered employee payroll	171.04%	169.75%	182.69%	236.02%	151.02%	148.44%	176.61%

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

Notes to Required Supplementary Information

<i>Changes of Benefit Terms include:</i>	contributions are 50% for retirees and 100% for dependents	contributions are 50% for retirees and 100% for dependents	contributions are 50% for retirees and 100% for dependents	contributions are 25% for retirees and 100% for dependents	contributions are 25% for retirees and 100% for dependents	contributions are 100% for retirees and 0% for dependents	contributions are 100% for retirees and 0% for dependents
<i>Changes of Assumptions-Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period.</i>							
Discount rates	3.62% RPH-2014 Employee and Healy Annuity, Generational with MP-2018	3.13% PubG.H-2010 employee and Healthy Annuitant, Generational with MP-2018	2.45% PubG.H-2010 employee and Healthy Annuitant, Generational with MP-2019	1.92% PubG.H-2010 employee and Healthy Annuitant, Generational with MP-2020	3.69% PubG.H-2010 employee and Healthy Annuitant, Generational with MP-2021	3.86% PubG.H-2010 employee and Healthy Annuitant, Generational with MP-2021	3.97% PubG.H-2010 employee and Healthy Annuitant, Generational with MP-2021
Mortality Rates							

LAFOURCHE PARISH CLERK OF COURT

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

Agency Head Name: Annette M. Fontana, Clerk of Court

Purpose	Amount
Salary	\$122,671
Salary - Supplemental	\$30,000
Salary - Statutory Allowance	\$15,267
Salary - Election Expense	\$2,400
Benefits - insurance	\$11,671
Benefits - retirement	\$52,481
Benefits - Deferred Compensation	\$22,749
Benefits - Medicare tax	\$3,059
Car Allowance	\$15,000
Vehicle provided by government	\$0
Per Diem	\$0
Reimbursements - auto maintenance	\$0
Travel	\$0
Registration fees (non-CLE)	\$3,191
Conference travel	\$5,060
Continuing professional education fees	\$0
Housing	\$0
Unvouchered expenses	\$0
Special meals	\$0
Fuel	\$0
Dues	\$2,984
Cell Phone	\$0
Other	\$0

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

Justice System Funding Schedule - Collecting/Disbursing Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information	
Entity Name	LAFOURCHE PARISH CLERK OF COURT
LLA Entity ID # (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	1174
Date that reporting period ended (mm/dd/yyyy)	June 30, 2024

	First Six Month Period Ended 12/31/23	Second Six Month Period Ended 06/30/24
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Cash Basis Presentation

Beginning Balance of Amounts Collected (i.e. cash on hand)	1,311,953	769,742
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Add: Collections

Civil Fees - Advanced Deposits	764,714	724,836
Civil Fees - Child Support Fees and Service Costs	33,699	56,303
Criminal Court Costs/Fees (Expungements & Paid Appeals)	4,200	4,000
Interest Earnings on Collected Balances	24,574	38,845
Other (do not include collections that fit into more specific categories above)	-	-

Subtotal Collections	827,187	823,984
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Less: Disbursements To Governments & Nonprofits: (Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)

Louisiana Secretary of State - Service Fees	21,150	4,950
17th Judicial District Court - Judicial Expense	15,295	11,935
La. State Treasurer - Judges Supplemental Compensation Fund	46,444	36,377
La. Supreme Court Judicial Administrator - Fees	15	5
La. Supreme Court Judicial Administrator - Judicial College Fund	763	597
First Circuit Court of Appeal - Fees	660	3,300
Lafourche Parish Sheriff - Civil & Support Enforcement Service Fees	64,285	74,826
Acadia Parish Sheriff - Fees	-	83
Allen Parish Sheriff - Fees	83	-
Ascension Parish Sheriff - Fees	708	394
Assumption Parish Sheriff - Fees	869	1,016
Avoyelles Parish Sheriff - Fees	128	90
Bossier Parish Sheriff - Fees	136	50
Caddo Parish Sheriff - Fees	1,165	507
Calcasieu Parish Sheriff - Fees	416	395
Cameron Parish Sheriff - Fees	36	-

Claiborne Parish Sheriff - Fees	43	-
Concordia Parish Sheriff - Fees	-	46
East Baton Rouge Parish Sheriff - Fees	36,168	12,446
East Feliciana Parish Sheriff - Fees	48	190
Evangeline Parish Sheriff - Fees	33	-
Iberia Parish Sheriff - Fees	205	300
Iberville Parish Sheriff - Fees	70	-
Jefferson Davis Parish Sheriff - Fees	61	43
Jefferson Parish Sheriff - Fees	4,300	3,950
Lafayette Parish Sheriff - Fees	2,038	2,071
Livingston Parish Sheriff - Fees	406	258
Madison Parish Sheriff - Fees	30	-
Natchitoches Parish Sheriff - Fees	125	127
Orleans Parish Sheriff - Fees	4,050	3,110
Ouachita Parish Sheriff - Fees	36	154
Plaquemines Parish Sheriff - Fees	240	150
Pointe Coupee Parish Sheriff - Fees	73	-
Rapides Parish Sheriff - Fees	204	212
Richland Parish Sheriff - Fees	30	-
St. Bernard Parish Sheriff - Fees	-	169
St. Charles Parish Sheriff - Fees	545	510
St. James Parish Sheriff - Fees	280	157
St. John Parish Sheriff - Fees	152	117
St. Landry Parish Sheriff - Fees	144	150
St. Martin Parish Sheriff - Fees	100	183
St. Mary Parish Sheriff - Fees	1,169	1,055
St. Tammany Parish Sheriff - Fees	2,451	1,154
Tangipahoa Parish Sheriff - Fees	631	691
Terrebonne Parish Sheriff - Fees	11,404	13,302
Vermilion Parish Sheriff - Fees	81	81
Vernon Parish Sheriff - Fees	42	-
Washington Parish Sheriff - Fees	149	-
West Baton Rouge Parish Sheriff - Fees	190	74
West Feliciana Parish Sheriff - Fees	-	95
Winn Parish Sheriff - Fees	94	-

Less: Amounts Retained by Collecting Agency

Amounts "Self-Disbursed" to Collecting Agency (*must include a separate line for each collection type, as applicable*) - Example: Criminal Fines - Other (*Additional rows may be added as necessary*)

Lafourche Parish Clerk - Civil Fees	764,714	724,836
Lafourche Parish Clerk - Support Enforcement	26,547	46,099
Lafourche Parish Clerk Criminal Fee Expungements & Appeals	4,200	4,000

Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies

Civil Fee Refunds	225,469	229,121
Other Disbursements - Attorney and Ad Hoc Fees	26,052	26,949
Other Disbursements - Special Master Hearing Officer	103,390	7,070
Other Disbursements - Court Reporters	236	5,799
Other Disbursements - Other Fees (Publications & Shipping)	597	-
Other Disbursements - Witness Fees	447	1,012

Subtotal Disbursements/Retainage	1,369,397	1,220,205
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Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	769,742	373,521
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Ending Balance of "Partial Payments" Collected but not Disbursed (<i>only applies if collecting agency does not disburse partial payments until fully collected</i>) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.	-	-
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Other Information:

Pauper Owing [Ending Balance of Total Amounts Assessed but not yet Collected (<i>i.e. receivable balance</i>)]	4,783	4,902
Total Waivers During the Fiscal Period (<i>i.e. non-cash reduction of receivable balances, such as time served or community service</i>)	-	-

Justice System Funding Schedule - Receiving Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information	
Entity Name	Lafourche Parish Clerk of Court
LLA Entity ID # (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	1174
Date that reporting period ended (mm/dd/yyyy)	June 30, 2024

If legally separate court funds are required to be reported, a separate receiving schedule should be prepared for each fund. Examples include Judicial Expense Fund, Drug Court Fund, Veterans Treatment Court Fund, etc.

Cash Basis Presentation

First Six Month Period Ended 12/31/23	Second Six Month Period Ended 06/30/24
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Receipts From: (Must include one agency name and one collection type - see below - on each line and may require multiple lines for the same agency. Additional rows may be added as necessary.)

Lafourche Parish Sheriff Office - Criminal Bond Fee	1,442	1,574
Lafourche Parish Sheriff Office - Criminal Fines and Forfeitures	52,209	56,168
Lafourche Parish District Attorney - Asset Forfeiture	-	-
Lafourche Parish Government - Court Attendance	16,020	17,000

Agency name/collection type

-	-
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Subtotal Receipts

69,671	74,742
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Ending Balance of Amounts Assessed but Not Received (only applies to those agencies that assess on behalf of themselves, such as courts)

-	-
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Collection Types to be used in the "Receipts From:" section above
Civil Fees
Bond Fees
Asset Forfeiture/Sale
Pre-Trial Diversion Program Fees
Criminal Court Costs/Fees
Criminal Fines - Contempt
Criminal Fines - Other
Restitution
Probation/Parole/Supervision Fees
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)
Interest Earnings on Collected Balances
Other (do not include collections that fit into more specific categories above)



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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

Honorable Annette M. Fontana
Lafourche Parish Clerk of Court
Thibodaux, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, and each major fund as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the basic financial statements, and have issued our report thereon dated October 22, 2024.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Stagni & Company

Thibodaux, Louisiana
October 22, 2024



STAGNI & COMPANY, LLC

LAFOURCHE PARISH CLERK OF COURT

**Statewide Agreed Upon
Procedures Report
With Schedule of Findings
and Management's Responses**

***As of and for the Year Ending
June 30, 2024***



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

STATEWIDE AGREED-UPON PROCEDURES REPORT

Lafourche Parish Clerk of Court
Independent Accountant's Report
On Applying Agreed-Upon Procedures

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

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

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Lafourche Parish Clerk of Court's (Clerk's) 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, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving.
 - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the

completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that documentation is maintained to demonstrate that all employees, including elected officials, were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

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



Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
 - d) Observe that the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Results: *These procedures are not applicable.*

Bank Reconciliations

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations include written evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

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



Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not also responsible for collecting cash, unless another employee verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations". Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
 - e) Trace the actual deposit per the bank statement to the general ledger.

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



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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
11. Using the entity's main operating account and the month selected in "Bank Reconciliations" procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy

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



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

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:
 - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing, by someone other than the authorized card holder.
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

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

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

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).



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

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

Contracts

- 16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
 - a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Results: *These procedures are not applicable.*

Payroll and Personnel

- 17. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- 18. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
- 19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select



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

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

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

Ethics

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

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

Debt Service

23. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Results: *These procedures are not applicable.*



Fraud Notice

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
26. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

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

Information Technology Disaster Recovery/Business Continuity

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

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



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Prevention of Sexual Harassment

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

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

We were engaged by the 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.

Stagni & Company

Thibodaux, LA
November 4, 2024



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