

**TENSAS PARISH CLERK OF COURT**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED JUNE 30, 2024**



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September 26, 2024

Independent Accountants' Review Report

To the Honorable Christina Lee  
Tensas Parish Clerk of Court  
St. Joseph, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, major funds, and the aggregate remaining fund information of the Tensas Parish Clerk of Court as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Tensas Parish Clerk of Court. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS**

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

**ACCOUNTANT'S RESPONSIBILITY**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Tensas Parish Clerk of Court, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.



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**ACCOUNTANT'S CONCLUSION**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

**REQUIRED SUPPLEMENTARY INFORMATION**

Accounting principles generally accepted in the United States of America require the information listed below to supplement the basic financial statements.

- Management's Discussion and Analysis
- Statement of Revenues, Expenditures, and Changes in Fund Balances (Budget and Actual)
- Schedule of Net Pension Liability Data
- Schedule of Employer Contributions

Such information, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited or reviewed such required supplementary information, and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it.

**OTHER SUPPLEMENTAL INFORMATION**

The supplementary information included in the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer and the Justice System Funding Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and directly related to, the underlying accounting and other records used to prepare the financial statements. This information has been subjected to inquiry and analytical procedures applied in the review of the basic financial statements and we are not aware of any material modifications that should be made thereto. We have not audited or reviewed such information and we do not express an opinion, a conclusion, nor provide any assurance on it.

**OTHER MATTERS**

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated September 26, 2024, on the results of our agreed-upon procedures.



ROZIER, MCKAY & WILLIS  
Certified Public Accountants  
Alexandria, Louisiana

# **Tensas Parish Clerk of Court**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

***June 30, 2024***

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This section of the annual financial report presents our discussion and analysis of the Clerk's financial performance during the fiscal year ended June 30, 2024.

### **OVERVIEW OF FINANCIAL STATEMENTS**

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Clerk's financial position and results of operations from differing perspectives which are described as follows:

#### **Government-Wide Financial Statements**

The government-wide financial statements report information about the Clerk as a whole using accounting methods similar to those used by private-sector companies. These financial statements report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Clerk's assets and all of the Clerk's liabilities.

The government-wide financial statements are comprised of governmental activities; which are described as follows:

- **Governmental Activities** – Expenses incurred in connection with providing basic services including police protection and general governmental operations are reported as governmental activities. The governmental activities are financed by taxes, license fees, fines, court cost, interest, grants and contributions.

#### **Fund Financial Statements**

Fund financial statements provide detailed information regarding the Clerk's most significant activities and are not intended to provide information for the Clerk as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Clerk has two types of funds that are described as follows:

- **Governmental Funds** – These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Clerk's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.
- **Fiduciary Funds** – The custodial funds; the Advance Deposit Fund and the Registry of Court Fund, account for assets held by the Clerk on behalf of other parties. The amounts are held in a fiduciary capacity; accordingly, a corresponding liability is reported to indicate that the resources are held for other parties.

# **Tensas Parish Clerk of Court**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS** **June 30, 2024**

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### **FINANCIAL ANALYSIS OF THE CLERK**

A comparative analysis of the government-wide data for the current and previous year is presented as follows:

#### **Net Position**

A condensed version of the government-wide Statement of Net Assets is presented as follows:

	<b>June 30, 2024</b>	<b>June 30, 2023</b>
	<b>Governmental Activities</b>	<b>Governmental Activities</b>
<b>Assets</b>		
Current and Other Assets	\$ 167,484	\$ 114,075
Capital Assets	1,258	6,290
<b>Total Assets</b>	<b>168,742</b>	<b>120,365</b>
<b>Deferred Outflows</b>	<b>91,748</b>	<b>157,676</b>
<b>Liabilities</b>		
Current Liabilities	98,199	60,693
Long-term Liabilities	263,181	344,611
<b>Total Liabilities</b>	<b>361,380</b>	<b>405,304</b>
<b>Deferred Inflows</b>	<b>45,523</b>	<b>26,297</b>
<b>Net Position:</b>		
Invested in Capital Assets (Net)	1,258	6,290
Unrestricted	(147,671)	(159,850)
<b>Total Net Position - Ending</b>	<b>(146,413)</b>	<b>(153,560)</b>

As the presentation above demonstrates, the Clerk has a deficit in Net Position of \$146,413. This deficit is primarily caused by the recognition of the Clerk's pension liabilities, which are classified as long-term and not expected to arise for many years. Accordingly, the Clerk has sufficient assets to meet its obligations to creditors and other interested parties for the foreseeable future.

# **Tensas Parish Clerk of Court**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**June 30, 2024**

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### **Changes in Net Position**

A condensed version of the government-wide Statement of Changes in Net Assets is presented as follows:

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
<u>Program Revenue:</u>		
Charges for Services	\$ 271,709	\$ 277,680
Operating Grants and Contributions	117,210	75,690
Capital Grants and Contributions	----	----
Other Revenue	<u>3,482</u>	<u>2,477</u>
Total Revenue	<u>392,401</u>	<u>355,847</u>
<u>Program Expenses:</u>		
General Government	<u>385,254</u>	<u>367,625</u>
Total Expenses	<u>385,254</u>	<u>367,625</u>
Change in Net Position	7,147	(11,778)
Net Position – Beginning	<u>(153,560)</u>	<u>(141,782)</u>
Net Position – Ending	<u>\$ (146,413)</u>	<u>\$ (153,560)</u>

Governmental activities increased the Clerk's net position by \$7,147. This increase is attributable to the prudent management of the Clerk's resources.

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

The Clerk's salary fund, which is available for spending at the Clerk's discretion, reported a fund balance of \$69,285 which represents an increase of \$15,903 in comparison to the previous balance. Differences between fund balances and net position reported for governmental activities are attributable to including capital assets in the determination of net position, and changes in Net Pension Liabilities, which are not accounted for under the modified accrual focus.

### **BUDGET HIGHLIGHTS**

The Clerk's salary fund is required to adopt a budget and the budget is amended as necessary. In the current year the Clerk's revenues were greater than budgeted amounts by \$19,961. The Clerk's expenses were greater than budgeted expenses by \$ 15,423. Budget variances for revenues and expenditures were within the acceptable range.

### **CAPITAL ASSET ADMINISTRATION**

For the year ended June 30, 2024, capital asset activity was limited to depreciating assets acquired during previous years.



# **Tensas Parish Clerk of Court**

## ***MANAGEMENT'S DISCUSSION AND ANALYSIS*** ***June 30, 2024***

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### **DEBT ADMINISTRATION**

The Tensas Parish Clerk of Court did not have any long-term debt at any point during the current year.

### **FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS**

At the present time, management is not aware of any matters expected to have a substantial impact on future operations.



# **TENSAS PARISH CLERK OF COURT**

## **STATEMENT OF NET POSITION**

**June 30, 2024**

	<u>Governmental Activities</u>
<b><u>ASSETS</u></b>	
Cash and Cash Equivalents	\$ 63,973
Receivables (Net)	100,142
Other Current Assets	3,369
Capital Assets	
Depreciable, Net of Accumulated Depreciation	<u>1,258</u>
<b>Total Assets</b>	<u>168,742</u>
<b><u>DEFERRED OUTFLOWS</u></b>	
Pension Funding Deferrals	<u>91,748</u>
<b>Total Deferred Outflows</b>	<u>91,748</u>
<b><u>LIABILITIES</u></b>	
Accounts Payable and Other Payables	90,540
Payroll Liabilities	7,659
Long-Term Liabilities	
Aggregate Net Pension Liability	<u>263,181</u>
<b>Total Liabilities</b>	<u>361,380</u>
<b><u>DEFERRED INFLOWS</u></b>	
Pension Funding Deferrals	<u>45,523</u>
<b>Total Deferred Inflows</b>	<u>45,523</u>
<b><u>NET POSITION</u></b>	
Invested in Capital Assets, Net of Related Debt	1,258
Unrestricted	<u>(147,671)</u>
<b>Total Net Position (Deficit)</b>	<u>\$ (146,413)</u>

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

# **Tensas Parish Clerk of Court**

## ***Statement of Activities***

***Year Ended June 30, 2024***

		Program Revenues			Net (Expense) Revenue and
					Changes in Net Position
	<u>Expenses</u>	<u>Charges for</u>	<u>Operating</u>	<u>Capital</u>	<u>Governmental</u>
		<u>Services</u>	<u>Grants and</u>	<u>Grants and</u>	<u>Activities</u>
			<u>Contributions</u>	<u>Contributions</u>	
<b><u>Governmental Activities:</u></b>					
Judicial	\$ 385,254	\$ 271,709	\$ 117,210	\$ -	\$ <u>3,665</u>
General Revenues:					
					3,482
					<u>-</u>
					<u>3,482</u>
					7,147
					<u>(153,560)</u>
					<u>\$ (146,413)</u>

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

# **Tensas Parish Clerk of Court**

## **Balance Sheet**

**Governmental Funds - June 30, 2024**

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	General Fund (Salary Fund)
<b><u>Assets</u></b>	
Cash and Cash Equivalents	\$ 63,973
Receivables (Net)	100,142
Due from Custodial Fund	<u>3,369</u>
<b>Total Assets</b>	<b>\$ <u>167,484</u></b>
<b><u>Liabilities and Fund Equity</u></b>	
<b><u>Liabilities:</u></b>	
Accounts Payable	\$ 90,540
Payroll Liabilities	<u>7,659</u>
<b>Total Liabilities</b>	<u>98,199</u>
<b><u>Fund Equity:</u></b>	
Unassigned	<u>69,285</u>
<b>Total Fund Equity</b>	<u>69,285</u>
<b>Total Liabilities and Fund Equity</b>	<b>\$ <u>167,484</u></b>

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

# **Tensas Parish Clerk of Court**

## ***Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Assets of Governmental Activities on the Statement of Net Position***

***Year Ended June 30, 2024***

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Total Fund Balances - Governmental Funds	\$	69,285
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		1,258
Long term liabilities and pension related deferred outflows and deferred inflows are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet		<u>(216,956)</u>
Net Position of Governmental Activities	\$	<u>(146,413)</u>

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

# **Tensas Parish Clerk of Court**

## ***Statement of Revenues, Expenditures, and Changes in Fund Balance Governmental Funds - Year Ended June 30, 2024***

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	General Fund (Salary Fund)
<b><u>Revenues:</u></b>	
Charges for Services	
Recording Fees	\$ 116,528
Legal Filing Fees	140,609
Licenses and Permits	
Marriage License & Vital Records	480
Election Revenues	10,861
Intergovernmental Revenues	29,550
Interest Income	3,482
Grant Revenues	87,660
Miscellaneous Revenues	3,231
<b>Total Revenues</b>	<b>392,401</b>
<b><u>Expenditures:</u></b>	
Personnel Services & Related Benefits	249,130
Office/ Administrative	118,459
Operating Services	8,909
Capital Expenditures	-
<b>Total Expenditures</b>	<b>376,498</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>15,903</b>
<b>Fund Balance (Deficit) - Beginning of Year</b>	<b>53,382</b>
<b>Fund Balance (Deficit) - End of Year</b>	<b>\$ 69,285</b>

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

# **Tensas Parish Clerk of Court**

## ***Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities***

***Year Ended June 30, 2024***

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Net change in fund balances of Governmental Funds \$ 15,903

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

Governmental funds report capital outlays as expenditures. However, in the  
statement of activities the cost of those assets is allocated over  
estimated useful lives and reported as depreciation expense. This is the  
amount by which capital outlays exceeded depreciation in the current  
period.

Capital expenditures reported by Governmental Funds	-	
Depreciation expense reported on a government-wide basis	<u>(5,032)</u>	(5,032)

Activity related to postemployment benefits reported in the statement of activities that do not require the use of current financial resources and therefore are not reported by governmental funds.	<u>(3,724)</u>
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Change in net position of governmental activities	<u>\$ 7,147</u>
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*The accompanying notes are an integral part of the financial statements.*

# **Tensas Parish Clerk of Court**

## ***Statement of Fiduciary Net Position***

### ***Fiduciary Funds - Year Ended June 30, 2024***

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	<u>Custodial Funds</u>
<b><u>Assets</u></b>	
Cash & Cash Equivalents	\$ 163,348
<b>Total Assets</b>	<b>\$ 163,348</b>
<b><u>Liabilities</u></b>	
Other Liabilities	\$ 3,369
<b>Total Liabilities</b>	<b>\$ 3,369</b>
<b><u>Net Position</u></b>	
Restricted For:	
Individual, Organizations, and Other Governments	\$ 159,979
<b>Total Net Position</b>	<b>\$ 159,979</b>

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



# **Tensas Parish Clerk of Court**

## ***Statement of Changes in Fiduciary Net Position Fiduciary Funds - Year Ended June 30, 2024***

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	Custodial Funds
<b><u>Additions</u></b>	
Deposits	\$ 101,425
Interest Earned	<u>1,692</u>
<b>Total Additions</b>	<u>103,117</u>
<b><u>Deductions</u></b>	
Deductions	
Litigants	9,150
Salary Fund	61,021
Others	<u>24,739</u>
<b>Total Deductions</b>	<u>94,910</u>
<b>Changes in Net Position</b>	8,207
<b>Fiduciary Net Position - Beginning</b>	<u>151,772</u>
<b>Fiduciary Net Position - Ending</b>	<u>\$ 159,979</u>

# **Tensas Parish Clerk of Court**

## ***Notes to Financial Statements*** ***June 30, 2024***

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

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

The Clerk's accounting policies conform to generally accepted accounting principles for governmental units. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Some of the Clerk's more significant accounting policies are described as follows:

#### **Financial Reporting Entity**

For reporting purposes, the Clerk is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the Clerk), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

The Governmental Accounting Standards Board (GASB) established criteria for determining which component units should be considered part of the Tensas Parish Clerk of Court for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
  - a) The ability of the Clerk to impose its will on that organization and/or
  - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Clerk.
2. Organizations for which the Clerk does not appoint a voting majority but are fiscally dependent on the Clerk.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon application of these criteria, the Tensas Parish Clerk of Court was determined to be a component unit of the Tensas Parish Police Jury, the financial reporting entity. The accompanying

# **Tensas Parish Clerk of Court**

## ***Notes to Financial Statements*** ***June 30, 2024***

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financial statements present information only on the funds maintained by the Tensas Parish Clerk of court and do not present information on the policy jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Tensas Parish financial reporting entity.

### **Basic Financial Statements**

The basic financial statements include both government-wide and fund financial statements. Fund financial statements categorize activities as either governmental activities or fiduciary activities, which are described as follows:

- Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues.
- Fiduciary Activities account for assets held by the Clerk as an agent for litigants; pending court action.

The government-wide and fund financial statements present the Clerk's financial position and results of operations from differing perspectives which are described as follows:

### **Government-Wide Financial Statements**

The Statement of Net Position and the Statement of Activities display information about the Clerk as a whole. The effect of most interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with governmental service. Program revenues include any charges for services and most grants.

### **Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Separate financial statements are provided for governmental funds and fiduciary activities. Major individual funds are reported as separate columns in the fund financial statements. The Clerk's major fund is described as follows:

- Governmental Funds – The Salary Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk of Court and is used to account for operations of the Clerk of Court's office. The various fees and charges due to the Clerk of Court's office are accounted for in this fund. General Operating expenditures are paid for from this fund.

# **Tensas Parish Clerk of Court**

## ***Notes to Financial Statements***

***June 30, 2024***

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- Fiduciary Funds – Fiduciary Funds account for assets held by the government in a trustee capacity or as an agent on behalf of other parties. The funds accounted for in this category include the Advance Deposit Fund and the Registry of the Court.

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

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<b><u>Financial Statement Presentation</u></b>	<b><u>Basis of Accounting</u></b>	<b><u>Measurement Focus</u></b>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements:		
Governmental Funds	Modified Accrual Basis	Current Financial Resources
Fiduciary Funds	Accrual Basis	None

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as an other-financing source and repayment of long-term debt is reported as an expenditure.

### **Use of Estimates**

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

### **Budget Practices**

The Tensas Parish Clerk of Court prepares and adopts a budget each year for its salary fund in accordance with Louisiana Revised Statutes. The operating budget is based on prior year revenues and expenditures, and the estimated increase or decrease therein for the current year, using the modified accrual basis of accounting. The Clerk of Court amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more, and or projected expenditures are expected to more than budgeted amounts by five percent or more.

# **Tensas Parish Clerk of Court**

## ***Notes to Financial Statements*** ***June 30, 2024***

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### **Capital Assets**

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. Useful lives are typically limited to five years.

### **Cash and Cash Equivalents**

Amounts reported as cash and cash equivalents include all cash on hand, cash in bank accounts, certificates of deposit, and highly liquid investments. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law.

### **Accounting for Fiduciary Activities**

Governmental Accounting Standards require a governmental unit to recognize a liability to beneficiaries of a fiduciary fund when an event occurs that compels the government to disburse the resources, or if the beneficiary does not need to take action to compel the government to disburse the resources. The Clerk's office recognizes the liability upon the initial receipt of funds from beneficiaries, as there is no need for the beneficiary to perform any action to compel the Clerk to return the funds.

### **NOTE 2-CASH AND CASH EQUIVALENTS**

Deposits are stated at cost, which approximates market value. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2024, the Clerk had \$227,321 in deposits (\$232,196 collected bank balance). These deposits are secured from risk by federal deposit insurance.

### **NOTE 3 - RECEIVABLES**

Receivables at June 30, 2024, are summarized as follows:

	General	Custodial	Total
Fees for Services	\$ 12,482	\$ ----	\$ 12,482
Grants Receivable	87,660	----	87,660
Total	100,142	----	100,142

# **Tensas Parish Clerk of Court**

## **Notes to Financial Statements** **June 30, 2024**

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### **NOTE 4 – CAPITAL ASSETS**

A summary of the Clerk's capital assets is provided as follows:

<b><u>Governmental Activities</u></b>	<b><u>Depreciable Capital Assets</u></b>			<b><u>Ending Balance</u></b>
	<b><u>Beginning Balance</u></b>	<b><u>Additions</u></b>	<b><u>Disposals</u></b>	
Furniture & Equipment	\$ 32,730	\$ ----	\$ ----	\$ 32,730
Accumulated Depreciation	(26,440)	(5,032)	----	(31,472)
Total Governmental Activities	\$ 6,290	\$ (5,032)	\$ ----	\$ 1,258

### **NOTE 5 – ACCOUNTS PAYABLE**

Accounts Payable consist entirely of amounts payable to vendors for operating expenses.

### **NOTE 6 – PENSION PLAN**

The Tensas Parish Clerk of Court employees are eligible to be members of a statewide retirement system. This system is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The Louisiana Clerks' of Court Retirement and Relief Fund (System) issues a publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.laclerksofcourt.org](http://www.laclerksofcourt.org). Pertinent information relative to the plan follows:

	<b><u>Net Pension Liability</u></b>	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>
Louisiana Clerks' of Court Retirement and Relief Fund	\$ 263,181	\$ 91,748	\$ 45,523

#### *Plan Description*

A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of credited service, attaining the age of 55 (age 65 if hired on or after January 1, 2011) or more 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 one hundred percent of the monthly average final compensation. The retirement benefit accrual rate is increased to 3<sup>1/3</sup> % for all service credit accrued after June 30, 1999 (For all members hired prior to January 1, 2011). For members hired before July 1, 2006 and who retire prior to January 1, 2011, monthly average final compensation is based on the highest 36 consecutive months, with a limit increase of 10% in each of the last three years of measurement. For members hired after July 1, 2006, monthly average final compensation is based on the highest compensated 60 consecutive months, or successive joined months if service was interrupted, with a limit increase of 10% in each of the last five years of measurement. For members who were employed prior to July 1, 2006 and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

# **Tensas Parish Clerk of Court**

## ***Notes to Financial Statements*** ***June 30, 2024***

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### *Disability Benefits*

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

### *Survivor Benefits*

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

### *Deferred Retirement Option Plan*

In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in the Deferred Retirement Option Plan (DROP) for up to 36 months and defer the receipt of benefits. Upon commencement of participation in the plan, active membership in the Fund terminates and the participant's contributions cease; however, employer contributions continue. Compensation and creditable service remain as they existed on the effective date of commencement of participation in the plan.

The monthly retirement benefits that would have been payable, had the member elected to cease employment and receive a service retirement allowance, are paid into the DROP account.

Upon termination of employment at the end of the specified period of participation, a participant in the program may receive, at his option, a lump sum payment from the Fund. If employment is not terminated at the end of the participation period, payments into the account cease and the member resumes active contributing membership in the Fund. Interest is paid on the DROP account balances for member who complete their DROP participation but do not terminate employment. Interest accruals cease upon termination of employment. Upon termination, the member receives a lump sum



# **Tensas Parish Clerk of Court**

## ***Notes to Financial Statements*** ***June 30, 2024***

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payment from the DROP fund equal to the payments made to that fund on his behalf or a true annuity based on his account (subject to approval by the Board of Trustees). The monthly benefit payments that were paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal method of benefit computation.

The average compensation used to calculate the additional benefit is that used to calculate the original benefit unless his period of additional service is at least 36 months. In no event can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to compute the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balance is paid to his named beneficiary, or if none, to his estate.

### ***Cost of Living Adjustments***

The Board of Trustees is authorized to 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 Louisiana 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.

In order to grant any cost-of-living increase, the Fund must meet criteria as detailed in the LA statutes related to funding status.

In lieu of granting a cost-of-living increase as described above, LA statutes allow the board to grant a cost-of-living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost-of-living amount which cannot exceed \$1.

### ***Funding Policy***

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending June 30, 2023, the actual 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.

**Financial Summary** – The plan description, funding policies and financial information provides a summary of the Plan provisions and finances. For additional details, the System issues an annual publicly available stand-alone financial report. The financial report includes information about the plan's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fiduciary net position. The report can be obtained on the internet at [www.laclerksofcourt.org](http://www.laclerksofcourt.org). The plans net pension liability was determined at June 30, 2023 (measurement date and actuarial valuation date) and details are provided as follows:

# **Tensas Parish Clerk of Court**

## ***Notes to Financial Statements*** ***June 30, 2024***

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Total Pension Liability	\$ 958,771,978
Plan Fiduciary Net Position	<u>743,647,402</u>
Net Pension Liability	<u>215,124,576</u>
Clerk's Proportionate Share (Percentage)	<u>0.12234%</u>
Clerk's Proportionate Share (Amount)	<u>\$ 263,181</u>

The net pension liability presented above was not affected by any special funding situations. Changes in the Clerk's proportionate share of Plan's net pension liability during the measurement period ending June 30, 2023 are provided as follows:

Beginning Net Pension Liability	344,611
Employer Contributions	(28,939)
<u>Pension Expense</u>	
Proportionate Share of Plan Pension Expense	55,178
Changes in Proportion	(6,942)
Changes in Benefit Terms	----
Employee Contributions	<u>(15,482)</u>
Changes in Deferred Outflows of Resources	(66,019)
Changes in Deferred Inflows of Resources	<u>(19,226)</u>
Ending Net Pension Liability	<u>263,181</u>

There were no changes between June 30, 2024 and the Plan's measurement date that are expected to have a significant effect on the Clerk's proportionate share of the collective net pension liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

# **Tensas Parish Clerk of Court**

## ***Notes to Financial Statements*** ***June 30, 2024***

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>Net</b>
Differences Between Expected and Actual Experience	\$ 1,421	\$ 2,679	\$ (1,258)
Net Difference Between Projected and Actual Investment			
Earnings on Pension Plan Investments	29,355	----	29,355
Changes of Assumptions	13,120	----	13,120
Changes in Proportion	18,833	42,844	(24,011)
Employer Contributions Made After the Measurement Date	29,019	----	29,019
Total Deferrals	91,748	45,523	46,225
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(29,019)	----	(29,019)
Deferrals Subject to Amortization	<u>\$ 62,729</u>	<u>\$ 45,523</u>	<u>\$ 17,206</u>

Deferrals that will be amortized as a component of pension expense in future periods are summarized as follows:

<u>For the Year Ending:</u>	
June 30, 2024	\$ 9,739
June 30, 2025	(7,527)
June 30, 2026	25,890
June 30, 2027	(10,896)
Total	<u>\$ 17,206</u>

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the measurement date are as follows:

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions: Investment Rate of Return	6.55%, net of investment expense
Projected Salary Increases	1 – 5 Year, 6.2% 5 years or more, 5.00%
Inflation Rate	2.40 %

# **Tensas Parish Clerk of Court**

## **Notes to Financial Statements** **June 30, 2024**

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Mortality Rates	Pub – 2010 Public Retirement plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale.
Expected Remaining Service Lives	2023 – 5 years 2022 – 5 years 2021 – 5 years 2020 – 5 years 2019 – 5 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were not deemed to be substantively automatic.

The actuarial assumptions used are based on the assumptions used in the 2023 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2014 through June 30, 2019, unless otherwise specified. In cases where benefit structures were changes after the experience study period, assumptions were based on future experiences.

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

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the expected real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 5.81%, for the year ended June 30, 2023. The best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2023 is summarized in the following table:

# **Tensas Parish Clerk of Court**

## **Notes to Financial Statements** **June 30, 2024**

---

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income:		
Domestic and International	30.00%	2.50-3.50%
Domestic Equity:	35.00%	7.50%
International Equity	20.00%	8.50%
Real Estate	15.00%	4.50%
	100.00%	

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

Sensitivity to changes in the discount has been determined by measuring net pension liability at a discount rate that is one percentage point lower and one percentage point higher than the current rate. The results are presented as follows:

	1% Decrease 5.55%	Current Discount	1% Increase 7.55 %
	Discount Rate	Rate 6.55%	Discount Rate
Net Pension Liability	\$ 392,841	\$ 263,181	\$ 153,888

### **NOTE 7 – CONTINGENCIES:**

Existing conditions that may have financial consequences are referred to as contingencies. Contingencies existing at June 30, 2024 are described as follows:

#### **Amount Due to Agency Head:**

Louisiana Revised Statutes contain a provision that allows Clerks of Court who received less than the maximum compensation allowed them due to insufficiency of funds or other cause may pay themselves the amount owed at any point during their term. The current Clerk of Court, Christy Lee, has been paid \$458,470 less than the maximum allowed compensation per Louisiana Revised Statute. If the Tensas Clerk of Court was to accumulate a surplus before her term elapsed, these monies could be required to be paid.

# **Tensas Parish Clerk of Court**

## **Salary Fund**

### **Statement of Revenues, Expenditures, and Changes in Fund Balances**

#### **Budget and Actual**

**Year Ended June 30, 2024**

	Budget Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Amounts	
<b><u>Revenues:</u></b>				
Charges for Services				
Recording (Office Income)	\$ 270,000	\$ 141,000	\$ 116,528	\$ (24,472)
Civil Suit Filing Fees	29,500	87,000	140,609	53,609
Marriage Licenses Fees	-	550	480	(70)
Reimburse Election Expense	-	13,000	10,861	(2,139)
Qualifying Fees	2,000	-	-	-
Miscellaneous Income	5,500	55,000	3,231	(51,769)
Clerk's Suppl Comp Receipts	-	25,800	29,550	3,750
Interest Income	32	100	3,482	3,382
Grant Revenues	-	49,990	87,660	37,670
<b>Total revenues</b>	<u>307,032</u>	<u>372,440</u>	<u>392,401</u>	<u>19,961</u>
<b><u>Expenses:</u></b>				
Payroll Expenses and Benefits	226,000	225,200	249,130	(23,930)
Office Expense	76,820	130,375	118,459	11,916
Operating Expenses	5,500	5,500	8,909	(3,409)
Capital Expenditures	-	-	-	-
<b>Total Expenses</b>	<u>308,320</u>	<u>361,075</u>	<u>376,498</u>	<u>(15,423)</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(1,288)</u>	<u>11,365</u>	<u>15,903</u>	<u>4,538</u>
<b>Fund balance - Beginning of Year</b>	<u>53,382</u>	<u>53,382</u>	<u>53,382</u>	<u>-</u>
<b>Fund balance - End of Year</b>	<u>\$ 52,094</u>	<u>\$ 64,747</u>	<u>\$ 69,285</u>	<u>\$ 4,538</u>

# **Tensas Parish Clerk of Court**

## ***Schedule of Net Pension Liability Data Cost Sharing Retirement Systems***

Retirement System / Measurement Date	Share of Collective Net Pension Liability		Covered Payroll	Net Pension Liability as a Percentage of Covered Payroll	Pension Plans Fiduciary Net Position as a Percentage of Total Pension Liability
	Percent	Amount			
Clerk's Retirement and Relief Fund					
June 30, 2014	0.17296%	233,302	118,470	196.9%	79.37%
June 30, 2015	0.10557%	158,352	118,470	133.7%	78.13%
June 30, 2016	0.11476%	212,305	104,746	202.7%	74.17%
June 30, 2017	0.12315%	186,295	111,084	167.7%	79.69%
June 30, 2018	0.14109%	234,678	131,000	179.1%	79.07%
June 30, 2019	0.14467%	262,721	147,453	178.2%	77.93%
June 30, 2020	0.14629%	351,976	145,063	242.6%	72.09%
June 30, 2021	0.12327%	163,980	124,419	131.8%	85.40%
June 30, 2022	0.14218%	344,611	145,560	236.7%	74.09%
June 30, 2023	0.12234%	263,181	130,013	202.4%	77.56%

### Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.



# **Tensas Parish Clerk of Court**

## ***Schedule of Employer Contributions Cost Sharing Retirement Systems***

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Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Louisiana Clerks' of Court Retirement and Relief Fund					
June 30, 2014	21,917	21,917	-	118,470	18.50%
June 30, 2015	22,509	22,509	-	118,470	19.00%
June 30, 2016	19,902	19,902	-	104,746	19.00%
June 30, 2017	21,106	21,106	-	111,084	19.00%
June 30, 2018	24,890	24,890	-	131,000	19.00%
June 30, 2019	28,016	28,016	-	147,453	19.00%
June 30, 2020	27,562	27,562	-	145,063	19.00%
June 30, 2021	26,128	26,128	-	124,419	21.00%
June 30, 2022	32,387	32,387	-	145,560	22.25%
June 30, 2023	28,928	28,928	-	130,013	22.25%

### Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

# **Tensas Parish Clerk of Court**

## ***Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer Year Ended June 30, 2024***

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	Christy Lee
Salary/Wages	
Compensation	\$ 66,000
Supplemental Pay	30,000
Benefits	
Health Insurance	20,021
Retirement	21,480
Payroll Taxes	1,392
Jury Commission	150
Election Pay	150
Reimbursements	121

# **Tensas Parish Clerk of Court**

**Justice System Funding Schedule - Collecting / Disbursing Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session -**  
**Cash Basis Presentation**  
**For the Year Ended June 30, 2024**

	First Six Month Period Ended December 31, 2023	Second Six Month Period Ended June 30, 2024
<b>Beginning Balance of Amounts Collected</b>	\$ 89,062	\$ 100,933
Add: Collections		
Civil Fees	61,028	39,381
Subtotal Collections	61,028	39,381
Less: Disbursements to Governments & Nonprofits		
Tensas Parish Sheriff's Office - Civil Fees	1,492	1,971
Louisiana Secretary of State - Civil Fees	-	100
Ascension Parish Sheriff	19	-
Bossier Parish Sheriff	-	50
Caddo Parish Sheriff	-	116
Caldwell Parish Sheriff	-	30
Concordia Parish Sheriff	357	198
East Baton Rouge Parish Sheriff	113	636
Franklin Parish Sheriff	45	31
LaSalle Parish Sheriff	-	38
Lincoln Parish Sheriff	31	-
Madison Parish Sheriff	97	122
Orleans Parish Civil Sheriff	210	-
Ouachita Parish Sheriff	346	407
Rapides Parish Sheriff	31	70
Richland Parish Sheriff	73	30
Webster Parish Sheriff	195	-
West Feliciana Parish Sheriff	-	60
Louisiana Supreme Court Fees - Civil Fees	25	27
Judicial Expense Fund - Civil Fees	1,242	1,352
Louisiana State Treasurer - Civil Fees	1,291	1,552
Court of Appeals - Civil Fees	330	331
Other Disbursements - Civil Fees	-	-
Less: Amounts Retained by the Tensas Parish Clerk of Court		
Self Disbursed - Civil Fees	31,162	29,860
Less: Disbursements to Individuals		
Curator Fees - Civil Fees	9,409	720
Court Reporter	1,012	555
Civil Fee Refunds	1,677	7,497
Subtotal Disbursements / Retainage	49,157	45,753
<b>Ending Balance of Amounts Collected but not Disbursed</b>	\$ 100,933	\$ 94,561



September 26, 2024

INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES

To the Honorable Christina Lee  
Tensas Parish Clerk of Court  
St. Joseph, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of the Tensas Parish Clerk of Court and the Louisiana Legislative Auditor (the specified parties), on the Clerk's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2024, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Clerk's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

**PUBLIC BID LAW:**

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$60,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

*Based on inquiry of management and review of the general ledger there were no transactions meeting the scope of the Public Bid Law.*

**CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

*Management provided a questionnaire completed by the Clerk of Court. The questionnaires furnished a list of the Clerk's outside business interests and immediate family members.*

3. Obtain a list of all employees paid during the fiscal year.



Rozier, McKay & Willis  
Certified Public Accountants  
Voice: 318.442.1608

160 Brown's Bend Road  
Alexandria, Louisiana 71303  
Online: CenlaCPAs.com

# **Tensas Parish Clerk of Court**

**September 26, 2024**

*Management provided us with payroll reports for all employees paid during this period.*

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

*None of the employees included on the list of employees provided by management in agreed-upon procedure 3 appeared on the list provided by management in agreed-upon procedure 2.*

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

*Management provided the requested information. None of the businesses of the Clerk or employees' immediate families appeared as vendors on the list of disbursements.*

## **BUDGETING**

6. Obtained a copy of the legally adopted budget and all amendments.

*Management provided us with a copy of the original budget and amended budget.*

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

*The Clerk is not required to maintain a minute book, but was able to provide evidence that the budget was available for public inspection, and adopted at a public meeting.*

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more.

*Budget comparisons indicate revenue and expenditure variances that were within limits established by State law.*

## **ACCOUNTING AND REPORTING**

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

*(a) Report whether the six disbursements agree to the amount and the payee in the supporting documentation.*

*All of the payments had supporting documentation as to proper amount and payee.*

*(b) Report whether the six disbursements were coded to the correct fund and general ledger account.*

# **Tensas Parish Clerk of Court**

**September 26, 2024**

*All of the payments were properly coded to the correct fund and general ledger account.*

(c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

*All invoices were found to be approved by the proper authorities.*

## **MEETINGS**

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

*As the Clerk of Court operates as the sole agency head, meetings were limited to the annual budget meeting. The Clerk was able to provide documentation demonstrating that the notice for the meeting was posted.*

## **DEBT**

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

*Review of receipts reported in the general ledger and inquiry of management did not reveal any evidence of new indebtedness.*

## **ADVANCES AND BONUSES**

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

*We examined payroll records and general ledger for the period under examination and found no payments made to employees for bonuses, advances, or gifts.*

## **STATE AUDIT LAW**

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

*The Clerk provided for a timely report in accordance with R.S. 24:513.*

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

*The Clerk was in compliance with the audit law during the current year.*

# **Tensas Parish Clerk of Court**

**September 26, 2024**

## **PRIOR-YEAR COMMENTS**

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

*The status of the prior-year comments remains unchanged.*

## **GENERAL**

16. Obtain and report management's representation that it has disclosed all known noncompliance with laws and regulations applicable to the agency.

*Management identified two instances of noncompliance. The Clerk's Office is not able to reconcile the individual suit balances in the Clerk's Advance Deposit Fund with the corresponding unsettled deposit liability. In addition, the Clerk's Office has not remitted all monies in the Advance Deposit Fund with 5 years of inactivity.*

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Clerk's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Clerk's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.



ROZIER, MCKAY & WILLIS  
Certified Public Accountants  
Alexandria, Louisiana



***Tensas Parish Clerk of Court***  
***Managements Corrective Action Plan***  
***For the Year Ended June 30, 2024***

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SECTION I - Review Report	
There are no matters to report.	Response – N/A
SECTION II - Attestation Report	
<p><b><u>FINDING 2024-001: RECONCILIATION OF ACCOUNTS</u></b>  The Clerk of Court is unable to reconcile the individual suit balances in the Clerk's Advance Deposit Fund with the corresponding unsettled deposit liability.</p> <p><b><u>FINDING 2024-002: UNCLAIMED PROPERTY</u></b>  Amounts in the Advance Deposit Fund are required to be remitted to the state treasury after 5 years of inactivity, which had not been done at the end of the fiscal year.</p>	<p><b><u>RESPONSE:</u></b>  Previous administrations did not retain sufficient documentation to enable our office to reconcile the unsettled deposit liability in older accounts, which predate our computerized system. The Clerk's Office monitored the monthly deposits and disbursements during the year ended June 30, 2024 and has been able to reconcile all current year activity to the unsettled deposit liability.</p> <p><b><u>RESPONSE:</u></b>  All amounts that can be remitted to the state treasury have been remitted; however, our office is unable to remit some monies due to a lack of identifying information.</p>
SECTION III - Management Letter	
N/A – No Management Letter was issued	Response – N/A

# **Tensas Parish Clerk of Court**

## **Schedule of Prior Year Findings**

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

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SECTION I - Review Report	
There are no matters to report.	Response – N/A
SECTION II - Attestation Report	
<b><u>Finding 2023-001: Reconciliation of Accounts</u></b> The Clerk of Court is unable to reconcile the individual suit balances in the Clerk’s Advance Deposit Fund with the corresponding unsettled deposit liability.	<b><u>Unresolved – See Finding 2024-001</u></b>
<b><u>Finding 2023-002: Unclaimed Property</u></b> Amounts in the Advance Deposit Fund are required to be remitted to the state treasury after 5 years of inactivity, which had not been done at the end of the fiscal year.	<b><u>Unresolved – See Finding 2024-002</u></b>
SECTION III - Management Letter	
No management letter was in the prior year.	Response – N/A

LOUISIANA ATTESTATION QUESTIONNAIRE  
FOR THE YEAR ENDED JUNE 30, 2024

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Governmental Agencies)**

September 26, 2024

Rozier, McKay, & Willis CPAs

160 Brown's Bend Road

Alexandria, LA 71303

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2024 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes ☒ No ☐

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes ☒ No ☐

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes ☒ No ☐

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes ☒ No ☐

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes ☒ No ☐

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☒ No ☐

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐

We and have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication costs, fines, and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes ☒ No ☐

### **Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes ☒ No ☐

### **Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐

### **Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐

### **Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes ☒ No ☐

### **General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes ☒ No ☐

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes ☒ No ☐

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes ☒ No ☐

We have provided you with all relevant information and access under the terms of our agreement.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes ☒ No ☐

We are not aware of any material misstatements in the information we have provided to you.

Yes ☒ No ☐

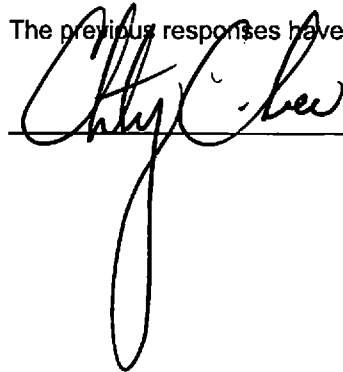
We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes ☒ No ☐

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes ☒ No ☐

The previous responses have been made to the best of our belief and knowledge.



Clerk of Court

9-26-2024 Date