

REPORT

ST. TAMMANY PARISH CLERK OF COURT

JUNE 30, 2020

ST. TAMMANY PARISH CLERK OF COURT

INDEX TO REPORT

JUNE 30, 2020

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT	1 - 3
MANAGEMENT'S DISCUSSION AND ANALYSIS.....	4 - 9
BASIC FINANCIAL STATEMENTS:	
Government-Wide Financial Statements:	
Statement of Net Position	10
Statement of Activities.....	11
Fund Financial Statements:	
Governmental Fund:	
Balance Sheet.....	12
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position.....	13
Statement of Revenues, Expenditures, and Changes in Fund Balance	14
Reconciliation of the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities	15
Fiduciary Funds:	
Statement of Fiduciary Assets and Liabilities.....	16
Notes to the Financial Statements.....	17 - 39

(Continued)

ST. TAMMANY PARISH CLERK OF COURT

INDEX TO REPORT

JUNE 30, 2020

	<u>PAGE</u>
REQUIRED SUPPLEMENTARY INFORMATION:	
Budgetary Comparison Schedule - General Fund.....	40
Schedule of Changes in Other Postemployment Benefits Liability and Related Ratios	41
Schedule of the Clerk’s Proportionate Share of Net Pension Liability	42
Schedule of Contributions to the Louisiana Clerks’ of Court Retirement and Relief Fund.....	43
Notes to Required Supplementary Information	44
OTHER SUPPLEMENTARY INFORMATION:	
Governmental Fund - General Fund:	
Schedule of Revenues.....	45
Schedule of Expenditures	46 - 48
Fiduciary Funds:	
Schedule of Changes in Unsettled Deposits - Agency Funds	49
Supporting Schedule:	
Schedule of Compensation, Benefits, and Other Payments to the Clerk of Court	50
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 <i>GOVERNMENT</i> <i>AUDITING STANDARDS</i>	51 - 52
SCHEDULE OF FINDINGS.....	53



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January 27, 2021

To the Honorable Melissa Henry
St. Tammany Parish Clerk of Court
Covington, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the St. Tammany Parish Clerk of Court (Clerk) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the index to the report.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund and the aggregate remaining fund information of the St. Tammany Parish Clerk of Court as of June 30, 2020, 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.

Other Matters

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 index to the report, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Clerk's basic financial statements. The other supplementary information as listed in the index to the report is presented for purpose of additional analysis and is not a required part of the financial statements. These other supplementary schedules are the responsibility of management and

were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information as listed in the index 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 a report dated January 27, 2021 on our consideration of the Clerk's internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Clerk's internal control over financial reporting and compliance.

Duplantier, Sharpness, Hogan and Parker, LLP

New Orleans, Louisiana

ST. TAMMANY PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020

The management's discussion and analysis of the St. Tammany Parish Clerk of Court's (the Clerk) financial performance provides an overview and analysis of the Clerk's financial activities for the year ended June 30, 2020. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with the prior year's information. This analysis should be read in conjunction with the audited financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- Total program revenues of the Clerk were \$11,840,564 which was an increase of \$33,313, or 0.28%, as compared to the prior year.
- Total program expenses of the Clerk were \$14,071,121, which was an increase of \$1,792,544 or 14.6%, as compared to the prior year.
- The Clerk's total liabilities and deferred inflows of resources exceeded total assets and deferred outflows of resources by \$17,538,684.
- Net position had a deficit balance in the amount of \$17,538,684. This deficit is the result of recording the Clerks' proportionate share of net pension liability and other post-employment benefits in the government-wide financial statements.
- The fund balance on the fund financial statements had a positive balance in the amount of \$6,168,932.

OVERVIEW OF THE FINANCIAL STATEMENTS

This report consists of four sections: management's discussion and analysis (this section), the basic financial statements, required supplementary information and other supplementary information. Management's discussion and analysis is intended to serve as an introduction to the Clerk's basic financial statements. The basic financial statements consist of the government-wide financial statements, the fund financial statements, and the notes to the financial statements. This report also contains additional information to supplement the basic financial information, such as required supplementary information and other supplementary information.

Government-Wide Financial Statements

The government-wide financial statements are designed to present the financial operations of the Clerk as a whole. The Statement of Net Position presents information on the Clerk's assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting, in a manner similar to the accounting used by private business enterprises. The difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources is reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Clerk is improving or weakening.

ST. TAMMANY PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Government-Wide Financial Statements: (Continued)

The Statement of Activities presents information showing how the Clerk's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. As a result, transactions may be included that will not affect cash until future fiscal periods.

Fund Financial Statements

A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk uses fund accounting to ensure and demonstrate compliance with finance-related laws and regulations. The Clerk uses two categories of funds to account for financial transactions, governmental funds and fiduciary funds.

Governmental funds are used to account for most of the basic services and projects reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances available for spending at year-end. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Clerk's general government operations and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk's programs. The Clerk has only one governmental fund - the General Fund, which is used to account for the Clerk's basic services.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for governmental funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader insight on the long-term impact of the Clerk's more immediate decisions on the current use of financial resources. The governmental fund column of the fund financial statements requires and includes a reconciliation following the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances.

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The only type of fiduciary funds accounted for by the Clerk is "agency" funds. Agency funds are custodial in nature and represent assets held by the Clerk as an agent for litigants pending court action. Under applicable standards of GASB Statement No. 34, agency funds are not included in the government-wide financial statements. These activities are excluded from the Clerk's other financial statements because these assets are not available to finance operations. The Clerk is responsible for ensuring that the assets reported in these funds are used for their intended purposes. These funds are for unsettled deposits.

ST. TAMMANY PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Notes to the Financial Statements

The notes to the financial statements follow the audited financial statements and provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Clerk's general fund budgetary comparison to actual, its funding progress for its obligations to provide other postemployment benefits, the Clerk's proportionate share of net pension liability and the Clerk's contributions to the Louisiana Clerks' of Court Retirement and Relief Fund.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

Condensed Statements of Net Position
June 30, 2020 and 2019

	2020	2019	Change	Percentage Change
ASSETS:				
Current and other assets	\$ 6,370,769	\$ 6,203,659	\$ 167,110	2.69%
Capital assets, net	54,189	81,488	(27,299)	-33.50%
Total assets	<u>6,424,958</u>	<u>6,285,147</u>	<u>139,811</u>	2.22%
DEFERRED OUTFLOWS OF RESOURCES	<u>8,183,105</u>	<u>3,506,707</u>	<u>4,676,398</u>	133.36%
LIABILITIES:				
Current liabilities	54,614	36,357	18,257	50.22%
Long-term liabilities	31,327,356	24,766,975	6,560,381	26.49%
Total liabilities	<u>31,381,970</u>	<u>24,803,332</u>	<u>6,578,638</u>	26.52%
DEFERRED INFLOWS OF RESOURCES	<u>764,777</u>	<u>626,730</u>	<u>138,047</u>	22.03%
NET POSITION:				
Net investment in capital assets	54,189	81,488	(27,299)	-33.50%
Unrestricted net position (deficit)	(17,592,873)	(15,719,696)	(1,873,177)	11.92%
Total net position (deficit)	<u>\$ (17,538,684)</u>	<u>\$ (15,638,208)</u>	<u>\$ (1,900,476)</u>	12.15%

ST. TAMMANY PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020

GOVERNMENT-WIDE FINANCIAL STATEMENTS (Continued)

Condensed Statements of Activities
For the Years Ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>	<u>Change</u>	<u>Percentage Change</u>
Program Revenues:				
Charges for services	\$ 11,220,140	\$ 11,159,184	\$ 60,956	0.55%
Operating grants and contributions	620,424	648,067	(27,643)	-4.27%
Total program revenues	<u>11,840,564</u>	<u>11,807,251</u>	<u>33,313</u>	0.28%
General Revenues:				
Other revenues	103,939	117,923	(13,984)	-11.86%
Interest earnings	226,142	240,627	(14,485)	-6.02%
Total general revenues	<u>330,081</u>	<u>358,550</u>	<u>(28,469)</u>	-7.94%
Total revenues	<u>12,170,645</u>	<u>12,165,801</u>	<u>4,844</u>	0.04%
Function /Program Expenses:				
Administration	2,700,248	1,927,737	772,511	40.07%
Recordings and filings	1,764,519	1,549,556	214,963	13.87%
Mortgage certificates	1,048,299	1,028,945	19,354	1.88%
Civil suits and probates	5,338,583	4,872,140	466,443	9.57%
Criminal suits and minutes	2,953,528	2,644,805	308,723	11.67%
Elections	265,944	255,394	10,550	4.13%
Total program expenses	<u>14,071,121</u>	<u>12,278,577</u>	<u>1,792,544</u>	14.60%
Change in net position	<u>\$ (1,900,476)</u>	<u>\$ (112,776)</u>	<u>\$ (1,787,700)</u>	

FUND FINANCIAL STATEMENTS ANALYSIS

Governmental Funds

The Clerk maintains only one governmental fund, the General Fund. For the year June 30, 2020, the General Fund reported a fund balance of \$6,168,932. The fund balance increased by \$152,352 as compared to prior year.

ST. TAMMANY PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020

ANALYSIS OF BUDGET VARIATIONS IN THE GENERAL FUND

The variations from the budgeted revenues and expenditures for the general fund were as follows:

- Revenues were less than the budget by \$23,005, or 0.20% due to a decrease in court costs, fees and charges.
- Expenditures were less than the budget by \$175,357, or 1.52%, due to less capital assets purchases than expected.

CAPITAL ASSETS AND LONG-TERM OBLIGATIONS

Capital Assets

Capital assets, totaling \$54,189, represent the investment in computers, furniture and equipment. This balance is \$27,299, or 33.50%, less than last year and is primarily due to current year depreciation. See Note 3 to the basic financial statements for further details.

Net Pension Liability

At June 30, 2020, the Clerk reported \$10,246,527 for its proportionate share of net pension liability, \$2,805,025 for deferred outflows of resources and \$8,023 for deferred inflows of resources. See Note 6 to the basic financial statements for further details of the net pension liability, pension expense, deferred outflows of resources, and deferred inflows of resources.

Other Postemployment Benefits Liability

At June 30, 2020, the Clerk reported other postemployment benefits liability in the amount of \$20,933,606, \$5,378,080 for deferred outflows of resources and \$756,754 for deferred inflows of resources. See Note 7 to the basic financial statements for further details of the other postemployment benefits liability, expense, deferred outflows of resources and deferred inflows of resources.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

A review of the number of documents filed within the Recording Department during fiscal year 2020 indicates that 49,861 land documents were recorded. The number of recordings increased by 4,023 from the number of land documents that were recorded in fiscal year 2019.

The number of civil suit filings in fiscal year 2020 was 7,414. This represents a decrease of 279 civil suit filings, in comparison to the number of civil suit filings during fiscal year 2019.

Revenue for recording portal fees and cancellation fees have remained strong.

ST. TAMMANY PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET (Continued)

Services for passports and personal documents are available on an appointment basis due to the COVID 19 pandemic, thus, revenues for passports and personal documents have decreased.

Investment income has decreased due to decreases in interest rates.

In conclusion, the Clerk's office provides a wide range of services to the public and anticipates that it will be able to operate within the operating budget for the fiscal year 2020-2021.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the St. Tammany Parish Clerk of Court's finances. Questions concerning this report or the need for additional information should be directed to the Honorable Melissa Henry, Clerk of Court, St. Tammany Parish, P.O. Box 1090, Covington, LA 70434.

ST. TAMMANY PARISH CLERK OF COURT
STATEMENT OF NET POSITION
JUNE 30, 2020

	<u>Governmental Activities</u>
ASSETS:	
Cash and cash equivalents	\$ 2,567,670
Investments	2,400,000
Receivables	1,024,050
Prepaid items	379,049
Capital assets, net of accumulated depreciation	54,189
Total assets	6,424,958
 DEFERRED OUTFLOWS OF RESOURCES:	
Deferred outflows related to pensions	2,805,025
Deferred outflows related to other postemployment benefits	5,378,080
Total deferred outflows of resources	8,183,105
 LIABILITIES:	
Accounts payable and other accrued liabilities	54,614
Unearned revenue	147,223
Net pension liability	10,246,527
Other postemployment benefits	20,933,606
Total liabilities	31,381,970
 DEFERRED INFLOWS OF RESOURCES:	
Deferred inflows related to pensions	8,023
Deferred inflows related to other postemployment benefits	756,754
Total deferred inflows of resources	764,777
 NET POSITION:	
Net investment in capital assets	54,189
Unrestricted (deficit)	(17,592,873)
Total net position (deficit)	\$ (17,538,684)

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020

<u>Functions/ Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense)</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Revenue and</u>
		<u>Services</u>	<u>Grants and</u>	<u>Changes in</u>
			<u>Contributions</u>	<u>Net Position</u>
Governmental Activities:				
Administration	\$ 2,700,248	\$ -	\$ 136,458	\$ (2,563,790)
Recordings and filings	1,764,519	1,782,825	86,570	104,876
Mortgage certificates	1,048,299	1,059,174	51,852	62,727
Civil suits and probates	5,338,583	5,393,970	196,512	251,899
Criminal suits and minutes	2,953,528	2,984,171	135,370	166,013
Elections	265,944	-	13,662	(252,282)
Total Governmental Activities	<u>\$ 14,071,121</u>	<u>\$ 11,220,140</u>	<u>\$ 620,424</u>	<u>(2,230,557)</u>
General Revenues:				
Interest income				226,142
Other				103,939
Total general revenues				<u>330,081</u>
Change in net position				(1,900,476)
Net position (deficit) - beginning of year				<u>(15,638,208)</u>
Net position (deficit) - end of year				<u>\$ (17,538,684)</u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT
 GOVERNMENTAL FUND BALANCE SHEET
JUNE 30, 2020

	<u>General Fund</u>
ASSETS:	
Cash and cash equivalents	\$ 2,567,670
Investments	2,400,000
Receivables	4,504
Interfund receivable	1,019,546
Prepaid items	<u>379,049</u>
TOTAL ASSETS	<u><u>\$ 6,370,769</u></u>
 LIABILITIES:	
Accounts payable	\$ 54,614
Unearned revenue	<u>147,223</u>
Total liabilities	<u><u>201,837</u></u>
 FUND BALANCE:	
Nonspendable prepaid items	379,049
Committed for technology	1,020,820
Unassigned	<u>4,769,063</u>
Total fund balance	<u><u>6,168,932</u></u>
 TOTAL LIABILITIES AND FUND BALANCE	 <u><u>\$ 6,370,769</u></u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2020

Total governmental fund balance \$ 6,168,932

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

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund. 54,189

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund as follows:

Net pension liability	(10,246,527)
Other postemployment benefits payable	(20,933,606)

Pension and other postemployment benefits related deferred outflows of resources and deferred inflows of resources are not due and payable in the current year; and, therefore, are not reported in the governmental fund as follows:

Deferred outflows of resources	8,183,105
Deferred inflows of resources	<u>(764,777)</u>

Net position (deficit), as reflected on the Statement of Net Position \$ (17,538,684)

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT
 GOVERNMENT FUND STATEMENT OF
 REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2020

	<u>General Fund</u>
REVENUES:	
Fees, charges, and commissions for services:	
Court costs, fees, and charges	\$ 4,455,086
Fees for recording legal documents	6,078,200
Fees for certified copies	113,711
Fees for on-line public access	573,144
Interest income	226,142
Other	103,940
Total revenues	<u>11,550,223</u>
 EXPENDITURES:	
Current:	
Administration	320,780
Recordings and filings	1,375,581
Mortgage certificates	817,318
Civil suits and probates	4,160,585
Criminal suits and minutes	2,303,513
Elections	207,090
Information technology	337,837
Finance	681,427
Human resources	290,379
Records management	426,109
Purchasing	49,708
Retirees	424,584
Capital outlay	2,960
Total expenditures	<u>11,397,871</u>
Excess of revenues over expenditures	<u>152,352</u>
Fund balance, beginning of the year	<u>6,016,580</u>
FUND BALANCE, END OF THE YEAR	<u><u>\$ 6,168,932</u></u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT
RECONCILIATION OF THE GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020

Net change in fund balance - governmental fund \$ 152,352

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

The governmental fund reports capital outlays as expenditures. However,
in the Statement of Activities, the cost of those assets is allocated
over their estimated useful lives and reported as depreciation expense:

Capital outlay	2,960
Depreciation expense	(30,259)

Changes in the Clerk's other postemployment benefits liability, deferred
outflows of resources, and deferred inflows of resources related to the
other postemployment benefits not reported in the governmental funds
but are reported on the Statement of Activities. (1,651,653)

Changes in the Clerk's proportionate share of net pension liability, deferred
outflows of resources, and deferred inflows of resources related to the
pension plan not reported in the governmental funds but are
reported on the Statement of Activities. (373,876)

Change in net position, as reflected on the Statement of Activities \$ (1,900,476)

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT
STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES
JUNE 30, 2020

	<u>Agency Funds</u>		<u>Total Agency Funds</u>
	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	
ASSETS:			
Cash and cash equivalents	\$ 6,711,263	\$ 7,138,869	\$ 13,850,132
Investments	3,100,000	-	3,100,000
TOTAL ASSETS	<u>\$ 9,811,263</u>	<u>\$ 7,138,869</u>	<u>\$ 16,950,132</u>
LIABILITIES:			
Unsettled deposits	\$ 8,791,717	\$ 7,138,869	\$ 15,930,586
Due to Clerk	1,019,546	-	1,019,546
TOTAL LIABILITIES	<u>\$ 9,811,263</u>	<u>\$ 7,138,869</u>	<u>\$ 16,950,132</u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the St. Tammany Parish Clerk of Court (the Clerk) 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 is elected for a four-year term. The Clerk is solely responsible for the operations of her office, which include the hiring or retention of employees, budgeting and the receipt and disbursement of funds. Accordingly, the Clerk is fiscally independent and a separate reporting entity.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Financial Statement Presentation:

The financial statements of the Clerk have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Financial Reporting Entity:

For financial reporting purposes, the Clerk includes all funds, account groups, and activities that are within the oversight responsibility of the Clerk as an independently elected parish official.

Government-Wide Financial Statements:

The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. These statements include all the financial activities of the Clerk except for the fiduciary fund. Fiduciary funds are reported only in the Statement of Fiduciary Assets and Liabilities at the fund financial statement level.

The government-wide financial statements are reported on the full accrual basis of accounting and the economic resources measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Interest earnings and other revenues not properly included among program revenues are reported instead as general revenues.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Fund Financial Statements:

Government fund financial statements are accounted for using the modified accrual basis of accounting and a current financial resources measurement focus. Revenues are recognized when they become both measurable and available. Revenues are considered to be available when they are collectible within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Clerk considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, compensated absences, pension liability, and other postemployment benefits are recorded when paid.

Fees and charges for services, interest earnings and other revenues of the current fiscal period are all considered to be susceptible to accrual and accordingly have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Clerk.

The fund financial statements of the Clerk consist of one major governmental fund and a fiduciary fund as follows:

General Fund:

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

Fiduciary Fund:

The fiduciary fund accounts for two agency funds, the advance deposit fund and the registry of court fund. Agency funds account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. Agency funds are custodial in nature (assets and liabilities) and do not involve measurement of results of operations. The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, is used to account for advance deposits in suits filed by litigants. The advances are refunded to the litigants after all costs are paid. The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, is used to account for funds held by order of the court until judgment is rendered by the judiciary. Withdrawals of funds can be made only upon order of the court.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Fund Financial Statements: (Continued)

Budget and Budgetary Accounting:

Formal budget integration is employed as a management control device during the year for the General Fund. The budget is prepared on the modified accrual basis of accounting, consistent with the basis of accounting for comparability of budgeted and actual revenue and expenditures. Budgets amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments. The proposed budget for the 2020 fiscal year was published in the official journal and made available for public inspection at the Clerk's office on May 9, 2019. The budget hearing was held at the Clerk's office on June 13, 2019. The budget is legally adopted and amended, as necessary, by the Clerk. All appropriations lapse at year-end.

Cash, Cash Equivalents, and Investments:

Cash and cash equivalents include amounts in demand deposits, interest bearing demand deposit, money market-like investment pools, and certificates of deposit with original maturities of three months or less from the date of acquisition.

State law allows investments in direct United States Treasury obligations; bonds, debentures, notes, or other evidence of indebtedness issued or guaranteed by federal agencies or U.S. government instrumentalities, which are federally sponsored; direct security repurchase agreements of any federal book entry only securities guaranteed by the U.S. government; time certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana; certain mutual or trust fund institutions; certain guaranteed investment contracts; and investment grade commercial paper of domestic U.S. corporations. In addition, the Clerk may invest in the Louisiana Asset Management Pool, Inc. (LAMP), a non-profit corporation organized under the laws of the State of Louisiana.

It is the Clerk's policy to invest in certificates of deposit and LAMP. Investments are stated at fair value based on quoted market prices.

Capital Assets:

Capital assets are reported in the government-wide financial statements and are valued at historical cost, estimated cost or fair value if donated. The Clerk maintains a threshold level of \$2,500 or more for capitalizing assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. All capital assets are depreciated using the straight-line method over useful lives ranging from five to twelve years.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Deferred Outflows and Inflows of Resources:

Deferred outflows of resources represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until that future time.

Deferred inflows of resources represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that future time.

Compensated Absences:

Employees accrue vacation leave at a rate of 10 to 20 days per year, according to the years of service with the Clerk's office. Employees accrue sick leave at a rate of 6 to 12 days per year, according to years of service with the Clerk's office. Employees are not allowed to carry forward any unused sick leave from the year. Any unused time will be forfeited at the end of the fiscal year. Upon termination, or at retirement, employees are paid for all unused vacation leave. At retirement, employees who are eligible for enrolling in the Louisiana Clerks' of Court Retirement and Relief Fund are paid for unused sick leave up to a maximum of 20 days.

Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported as a liability in the Statement of Net Position. There was no liability reported as of June 30, 2020.

Fund Balance:

The Clerk has the highest level of decision-making authority for her agency and can establish, modify, or rescind a fund balance commitment. For assigned fund balance, the Clerk authorizes management to assign amounts for specific purpose. For the governmental fund financial statements, fund balance is classified in the following components:

- *Non-spendable* includes fund balance amounts that cannot be spent either because it is in non-spendable form or because of legal or contractual constraints.
- *Restricted* includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers (such as grantors, bondholders, and higher levels of government) or amounts constrained due to constitutional provisions or enabling legislation.
- *Committed* includes fund balance amounts that are constrained for specific purposes that are internally imposed by the Clerk. To be reported as *committed*, amounts cannot be used for any other purpose unless the Clerk takes the same highest level action to remove or change the constraint.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Fund Balance: (Continued)

- *Assigned* includes fund balance amounts that the Clerk intends to use for specific purposes as determined by the Clerk that are neither considered restricted nor committed.
- *Unassigned* fund balance amounts include the residual amounts of fund balance which do not fall into one of the other components. Positive amounts are reported only in the General Fund.

When both restricted and unrestricted fund balances are available for use, it is the Clerk's policy to use restricted resources first, then unrestricted as needed. When committed, assigned or unassigned fund balances are available for use it is the Clerk's policy to use committed resources first, then assigned resources and unassigned resources as they are needed.

Net Position:

In the government-wide financial statements, equity is classified as net position and displayed in three components.

- *Net investment in capital assets* consists of capital assets including restricted capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- *Restricted net position* consists of restricted assets and deferred outflows of resources reduced by liabilities and deferred inflows of resources related to those assets where constraints are placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- *Unrestricted net position* is the net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

When both restricted and unrestricted resources are available for use, it is the policy of the Clerk to use restricted resources first, then unrestricted as needed.

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Pension Plans:

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Louisiana Clerks' of Court Retirement and Relief Fund (LCCRRF) and changes in LCCRRF's fiduciary net position have been determined on the same basis as they are reported by LCCRRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Prepaid Expenses:

Prepaid expenses are recorded in the year that the expenditure is accrued using the consumption method.

Use of Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of assets, deferred outflows of resources, liabilities, and deferred inflows of resources at the date of the financial statements. They may also affect the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

2. CASH, CASH EQUIVALENTS, AND INVESTMENTS:

Cash and Cash Equivalents:

At June 30, 2020, the Clerk had cash and cash equivalents as follows:

	General Fund	Fiduciary Funds	Total
	<u> </u>	<u> </u>	<u> </u>
Petty cash	\$ 4,130	\$ -	\$ 4,130
Interest bearing deposits	1,863,540	12,400,132	14,263,672
LAMP - pooled account	700,000	1,450,000	2,150,000
	<u> </u>	<u> </u>	<u> </u>
Total cash and cash equivalents	<u>\$ 2,567,670</u>	<u>\$ 13,850,132</u>	<u>\$ 16,417,802</u>

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

2. CASH, CASH EQUIVALENTS, AND INVESTMENTS: (Continued)

Cash and Cash Equivalents: (Continued)

Custodial credit risk is the risk that, in the event of bank failure, the Clerk's deposits might not be recovered. At June 30, 2020, the Clerk had \$15,032,770 in deposits (collective bank balances), which included \$2,011,895 in interest bearing bank accounts within the General Fund, and \$13,020,875 in interest bearing bank accounts within the Fiduciary Funds. Under state law, deposits within a bank must be secured by federal deposit insurance or the pledged securities in joint custody. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. All deposits were fully insured or collateralized.

Louisiana Asset Management Pool, Inc. (LAMP):

LAMP is a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets.

The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955.

LAMP is a money market-like investment pool. The following facts are relevant for money market-like investments pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5% disclosure requirement.
- Interest rate risk: Money market-like investment pools are excluded from this disclosure requirement, per paragraph 15 of GASB Statement No. 40.
- Foreign currency risk: Not applicable to money market-like pools.

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

2. CASH, CASH EQUIVALENTS, AND INVESTMENTS: (Continued)

Louisiana Asset Management Pool, Inc. (LAMP): (Continued)

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. The LAMP administrative office can be reached at 800-249-5267 for any questions.

Investments:

As of June 30, 2020, the Clerk had investments in certificates of deposit with original maturity dates over 90 days as follows:

	General Fund	Fiduciary Funds	Total
Certificates of deposit	\$ 2,400,000	\$ 3,100,000	\$ 5,500,000

The Clerk categorizes the fair value measurements of its investments based on the hierarchy established by GASB Statement No. 72, *Fair Value Measurement and Application*. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. Level 1 inputs are quoted prices in active markets for identical assets. Level 2 inputs are significant other observable inputs. Level 3 are significant unobservable inputs. All of the Clerk's investments are measured using Level 1 inputs.

Custodial Credit Risk:

Custodial credit risk is the risk that in the event of the failure of the counterparty, the Clerk will not be able to recover the value of its investments that are in the possession of an outside party. At June 30, 2020, certificates of deposit with original maturity dates greater than 90 days totaled \$2,400,000 for the General Fund and \$3,100,000 for the Fiduciary Fund. These balances were fully secured by federal deposit insurance and pledged securities held by the custodial bank in joint custody as of June 30, 2020. The Clerk has no policy on custodial credit risk.

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

2. CASH, CASH EQUIVALENTS AND INVESTMENTS: (Continued)

Interest Rate Risk:

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Clerk has no policy on interest rate risk. At June 30, 2020, certificates of deposit maturing in less than one year totaled \$5,250,000 and certificates of deposit maturing within one to five years totaled \$250,000.

Concentration of Credit Risk:

Concentration of credit risk relates to the amount of investments in any one entity. At June 30, 2020, the Clerk held investments in five issuers which exceeded 5% of total investments. Investments in the LAMP account, which is a pooled account, excluded from the 5% rule. The Clerk has no policy on concentration of credit risk.

3. CAPITAL ASSETS:

The following is a summary of changes in capital assets during the period July 1, 2019 to June 30, 2020.

	<u>Balance</u> <u>July 1, 2019</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2020</u>
Computers, furniture and equipment	\$ 987,996	\$ 2,960	\$ -	\$ 990,956
Less: accumulated depreciation	(906,508)	(30,259)	-	(936,767)
Net capital assets	<u>\$ 81,488</u>	<u>\$ (27,299)</u>	<u>\$ -</u>	<u>\$ 54,189</u>

Depreciation expense of \$30,259 for the year ended June 30, 2020 was charged to the following governmental functions/programs:

Depreciation Expense by Function:

Administration	\$ 5,808
Recording and filings	3,793
Mortgage certificates	2,254
Civil suits and probates	11,481
Criminal suits and minutes	6,352
Elections	571
	<u>\$ 30,259</u>

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

4. LONG-TERM OBLIGATIONS:

A summary of long-term obligations is as follows:

	Balance July 1, 2019	Net Increase (Decrease)	Balance June 30, 2020	Due Within One Year
Other postemployment benefits	\$ 14,789,329	\$ 6,144,277	\$ 20,933,606	\$ -
Net pension liability	9,826,924	419,603	10,246,527	-
	<u>\$ 24,616,253</u>	<u>\$ 6,563,880</u>	<u>\$ 31,180,133</u>	<u>\$ -</u>

5. RISK MANAGEMENT:

The Clerk is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk, along with other Clerks of Court in the State of Louisiana, is a member of the Louisiana Association of Clerks of Court Risk Management Agency (LACCRM). LACCRM is a public entity risk pool currently operating as a common risk management and insurance program for the members of the Clerks of Court. The Clerks pay an annual premium to LACCRM for their general insurance coverage. The Articles of Association of the LACCRM provide that LACCRM will be self-sustaining through member premiums. The LACCRM pays claims, in excess of the Clerk's deductible of \$3,750, up to a maximum limit of \$1,000,000 for each insured event. No settlements exceeded insurance coverage for each of the past three fiscal years. For the year ended June 30, 2020, the Clerk's general risk insurance expenditure totaled \$45,381.

From time to time, the Clerk is involved as a defendant in actual or threatened litigation, which is not covered by insurance. At June 30, 2020, there were no pending or threatened claims, which, in the opinion of the Clerk's legal advisors, would have a material adverse effect on the financial statements, should such claims be settled in favor of the plaintiffs.

6. PENSION PLAN:

Plan Description:

Substantially all employees of the Clerk are provided with pensions through a cost-sharing multiple-employer defined benefit pension plan administered by the Louisiana Clerk of Court Retirement and Relief Fund (LCCRRF).

LCCRRF 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 parish courts, each of the courts of appeal, each of the city and

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

6. PENSION PLAN: (Continued)

Plan Description: (Continued)

traffic courts in cities having a population in excess of four hundred thousand at the time of entrance into the LCCRRF, and the Louisiana Clerks' of Court Association. 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 LCCRRF in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

LCCRRF issues an annual publicly available financial report that includes financial statements and required supplementary information for LCCRRF. That report may be obtained on the Louisiana Clerks' of Court Retirement and Relief Fund website: www.laclerksofcourt.org.

Benefits Provided:

A member or former member shall be eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 years or more, and terminating employment. Regular retirement benefits, payable monthly for life, equal 3⅓% 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. Monthly average final compensation is based on the highest compensated 36 consecutive months, with a limit of increase of 10% in each of the last three years of measurement. For those members hired on or after July 1, 2006, compensation is based on the highest compensated 60 consecutive months with a limit of 10% increase in each of the last six years of measurement. Act 273 of the 2010 regular session applied the 60 consecutive months to all members. This Act has a transition period for those members who retired on or after January 1, 2011 and before December 31, 2012. Additionally, Act 273 of the 2010 regular session increased a member's retirement to age 60 with an accrual rate of 3% for all members hired on or after January 1, 2011.

A member leaving covered employment before attaining early retirement age but after completing 12 years of credited service becomes eligible for a deferred allowance provided the member lives to the minimum service retirement age and does not withdraw his or her accumulated contributions.

Disability Benefits:

Effective through June 30, 2008, a member who has been officially certified as totally and permanently disabled by the State Medical Disability Board shall be paid disability retirement benefits determined and computed as follows:

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

6. PENSION PLAN: (Continued)

Disability Benefits: (Continued)

- a. A member who is totally and permanently disabled solely as the result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to the greater of one-half of his monthly average final compensation or, at the option of the disability retiree, 2½% of his monthly average final compensation multiplied by the number of his years of credited service; however, such monthly benefit shall not exceed \$25 for each year of his credited service or two-thirds of his monthly average final compensation, whichever is less.
- b. A member who has 10 or more years of credited service and who is totally and permanently disabled due to any cause not the result of injuries sustained in the performance of his official duties shall be paid monthly benefits equal to 3% of his monthly average final compensation multiplied by the number of his years of credited service; however, such monthly benefit shall not exceed \$35 for each year of his credited service or 80% of his monthly average final compensation, whichever is less.

The following is effective for any disability retiree whose application for disability retirement is approved on or after July 1, 2008. The provisions related to the calculation of benefits will apply to any disability retiree whose application for disability retirement was approved before July 1, 2008, for benefits due and payable on or after July 1, 2008.

A member is eligible to receive disability retirement benefits from LCCRRF if he or she is certified to be totally and permanently disabled pursuant to R.S. 11:218 and one of the following applies:

- a. The member's disability was caused solely as a result of injuries sustained in the performance of their official duties.
- b. The member has at least 10 years of service credit.

A member who has been certified as totally and permanently disabled will be paid monthly disability retirement benefits equal to the greater of:

- a. Forty percent of their monthly average final compensation.
- b. Seventy-five percent of their monthly regular retirement benefit computed pursuant to R.S. 11:1521(c).

A member leaving covered employment before attaining early retirement age but after completing 12 years of credited service becomes eligible for a deferred allowance provided the member lives to the minimum service retirement age and does not withdraw his or her accumulated contributions.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

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. 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 benefit, the surviving spouse may elect benefits payable immediately with benefits reduced $\frac{1}{4}$ of 1% for each month by which payments commence in advance of member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children shall be paid $\frac{1}{2}$ of the member's accrued retirement benefit in equal shares. Upon the death of any former member with 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 LCCRRF 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 LCCRRF 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 Deferred Retirement Option Plan 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 LCCRRF. 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 LCCRRF. Interest is paid on DROP account balances for members 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 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 being paid into the

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

6. PENSION PLAN: (Continued)

Deferred Retirement Option Plan: (Continued)

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 lieu of granting a cost-of-living increase as described above, Louisiana statutes allow the board to grant a cost-of-living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost-of-living amount which cannot exceed \$1. In order to grant any cost-of-living increase the LCCRRF must meet criteria as detailed in the Louisiana statutes related to funding status.

Contributions:

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended June 30, 2020, the actual employer contribution rate was 19.00%. For the year ended June 30, 2019, the actuarially determined employer contribution rate was 18.99%. The actual rate differs from the actuarially required rate due to state statutes that require the contribution rate be calculated and set two years prior to the year effective.

In accordance with state statute, LCCRRF 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. For the year ended June 30, 2020, the Clerk recognized revenue from non-employer contributing entities in the amount of \$620,424 on the Statement of Activities.

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

6. PENSION PLAN: (Continued)

Schedule of Employer Allocations:

The schedule of employer allocations reports the historical employer contributions in addition to the employer allocation percentage. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of LCCRRF. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The resulting allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

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

At June 30, 2020, the Clerk reported a liability of \$10,246,527 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Clerk's proportion of the measured net pension liability was based the Clerk's share of actual contributions to the pension plan relative to the actual contributions of all participating employers. At the June 30, 2019 measurement date, the Clerk's proportion was 5.642%, which was a decrease of 0.266% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the Clerk recognized pension expense of \$994,300. At June 30, 2020, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 287,704	\$ -
Changes of assumptions	654,993	-
Net difference between projected and actual earnings on pension plan investments	793,827	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,616	8,023
Employer contributions subsequent to the measurement date	1,066,885	-
Total	\$ 2,805,025	\$ 8,023

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

6. PENSION PLAN: (Continued)

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

Deferred outflows of resources of \$1,066,885 related to pensions resulting from the Clerk's contributions subsequent to the measurement date be recognized as a reduction of the net pension liability in the year ending June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30:	
2021	\$ 695,188
2022	244,660
2023	584,915
2024	<u>205,354</u>
	<u>\$ 1,730,117</u>

Actuarial Assumptions:

The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Investment Rate of Return	6.75%, net of investment expense
Inflation	2.50%
Salary Increases	5.00%
Date of Experience Study	July 1, 2009 - June 30, 2014
Mortality Rates	RP-2000 Employee Table (set back 4 years for males and 3 years for females). RP-2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females). RP-2000 Healthy Annuitant Table (set forward 1 year for males) and projected to 2030 using scale AA for males and females males and females.
Expected Remaining Service Lives	5 years for 2014 through 2019
Cost-of-Living Adjustment	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

6. PENSION PLAN: (Continued)

Actuarial Assumptions: (Continued)

The actuarial assumptions used are based on the assumptions used in the 2019 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2009 through June 30, 2014 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, 2009 through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the 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 target asset allocation percentage and by adding expected inflation. The long-term expected rate of return was 7.10% as of June 30, 2019. The best estimates of geometric real rates of return for each major asset class included in LCCRRF's target asset allocation as of June 30, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Domestic Bonds	20.00%	2.50%
International Bonds		3.50%
Domestic Equity	33.00%	7.50%
International Equity	27.00%	8.50%
Real Estate	10.00%	4.50%
Hedge Funds	10.00%	6.59%
	<u>100.00%</u>	

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

6. PENSION PLAN: (Continued)

Discount Rate:

The discount rate used to measure the total pension liability was 6.75%. 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 of the Clerk's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate:

The following presents the Clerk's proportionate share of the net pension liability of LCCRRF as of June 30, 2019 using the discount rate of 6.75%, as well as what the Clerk's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

	Change in Discount Rate		
	1.0% Decrease	Current Discount Rate	1.0% Increase
	5.75%	6.75%	7.75%
Net Pension Liability	\$ 15,224,634	\$ 10,246,527	\$ 6,023,355

Pension Plan Fiduciary Net Position:

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report for Louisiana Clerks' of Court Retirement and Relief Fund and can be obtained on LCCRRF's respective website: www.laclerksofcourt.org or on the Louisiana Legislative Auditor's website: www.la.gov.

Payables to the Pension Plan:

As of June 30, 2020, the Clerk had no outstanding amount of contributions payable to LCCRRF.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

7. OTHER POSTEMPLOYMENT BENEFITS (OPEB):

Plan Description:

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

Benefits Provided:

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

Employees covered by benefit terms:

At June 30, 2020, the following employees were covered by the benefit terms:

Inactive employees currently receiving benefit payments	73
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>160</u>
Total	<u>233</u>

Contributions:

The Clerk pays the cost of the retiree coverage, less the portion paid by the retiree, as those premiums come due each year. During the fiscal year ended June 30, 2020, the Clerk paid \$202,633 for retiree insurance premiums.

Actuarial Methods and Assumptions:

The OPEB total liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

7. OTHER POSTEMPLOYMENT BENEFITS (OPEB): (Continued)

Actuarial Methods and Assumptions: (Continued)

Discount Rate	2.21% annually
Salary Increases	3.0%, including inflation
Inflation	2.5%
Healthcare Cost Trend Rate	5.50% annually until year 2030, then 4.5%
Mortality	SOA RP-2014 Table

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

The actuarial assumptions used in the June 30, 2020 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2020.

Changes in the Total OPEB Liability:

	<u>Total OPEB Liability</u>
Balance at June 30, 2019	<u>\$ 14,789,329</u>
Changes for the year:	
Service Cost	935,231
Interest	533,993
Differences between expected and actual experience	(383,905)
Changes in assumptions	5,261,591
Benefit payments and net transfers	<u>(202,633)</u>
Net changes	<u>6,144,277</u>
Balance at June 30, 2020	<u><u>\$ 20,933,606</u></u>

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate:

The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.21%) or 1-percentage-point-higher (3.21%) than the current discount rate:

	1.0% Decrease (1.21%)	Current Discount Rate (2.21%)	1.0% Increase (3.21%)
	<u> </u>	<u> </u>	<u> </u>
Total OPEB Liability	<u>\$ 25,169,783</u>	<u>\$ 20,933,606</u>	<u>\$ 17,624,717</u>

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

7. OTHER POSTEMPLOYMENT BENEFITS (OPEB): (Continued)

Sensitivity of the Total OPEB Liability to Changes in Healthcare Cost Trend Rates:

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

	1.0% Decrease (4.5%)	Healthcare Cost Trend Rates (5.5%)	1.0% Increase (6.5%)
Total OPEB Liability	\$ 18,121,474	\$ 20,933,606	\$ 24,535,287

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB:

The Clerk's total OPEB liability of \$20,933,606 was measured as of June 30, 2020 and was determined by an actuarial valuation as of that date.

For the year ended June 30, 2020, the Clerk recognized OPEB expense of \$1,854,286. As of June 30, 2020, the Clerk 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
Difference between expected and actual experience	\$ 256,269	\$ 756,754
Changes in assumptions	5,121,811	-
Total	\$ 5,378,080	\$ 756,754

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

Year Ending <u>June 30</u>	
2021	\$ 383,130
2022	383,130
2023	383,130
2024	383,130
2025	383,130
Thereafter	2,705,676
Total	\$ 4,621,326

Payables to the OPEB Plan:

As of June 30, 2020, the Clerk had no outstanding payable to the OPEB plan.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

8. DEFERRED COMPENSATION PLAN:

Certain employees of the Clerk participate in the Louisiana Public Employees Deferred Compensation Plan (the Plan) adopted under the provisions of the Internal Revenue Code Section 457. After one year of employment, the Clerk's office matches the employee's contribution for the first \$200 contributed. Employee contributions over \$200 are matched by the Clerk's office up to 6.5% of the employee's annual salary. After 10 years of employment, the Clerk's office increases the percentage to 10.5% of the employee's annual salary. Complete disclosures related to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana, 70804-9397. Total deferred compensation expenditure at June 30, 2020 was \$252,528.

9. INTERFUND RECEIVABLES AND PAYABLES:

Interfund receivables and payables represent outstanding balances between funds that result from timing differences between when transactions are recorded in the accounting system, and when payments between funds are settled. As of June 30, 2020, the General Fund has a receivable in the amount of \$1,019,546 due from the Advance Deposit Fiduciary Fund.

10. OPERATING LEASES:

The Clerk leases various copiers on a month-to-month basis. Total rental expenditures under these leases totaled \$79,246 for the year ended June 30, 2020.

11. CHANGE IN AGENCY FUND UNSETTLED DEPOSITS:

The following is a summary of changes in agency fund unsettled deposits.

	Unsettled Deposits			Unsettled Deposits
	July 1, 2019	Additions	Reductions	June 30, 2020
Advance Deposit	\$ 8,852,405	\$ 7,731,156	\$ (6,772,298)	\$ 9,811,263
Registry of Court	9,631,977	1,012,758	(3,505,866)	7,138,869
	<u>\$ 18,484,382</u>	<u>\$ 8,743,914</u>	<u>\$ (10,278,164)</u>	<u>\$ 16,950,132</u>

12. COMMITMENTS:

As of June 30, 2020, the Clerk was contractually committed to spending \$1,020,820 for a software license over a period of five years. The general fund will be used to fund these commitments.

ST. TAMMANY PARISH CLERK OF COURT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

13. DEFICIT NET POSITION:

The Clerk reported a deficit unrestricted net position of \$17,538,684 as of June 30, 2020. This deficit is due to the recording of net pension liability and other postemployment benefits on the government-wide financial statements.

14. UNCERTAINTIES:

In March 2020, the World Health Organization declared the outbreak of novel coronavirus disease (“COVID-19”) as a pandemic. Management expects this matter may continue to negatively impact the results of operations and financial position. The related financial impact cannot be reasonably estimated at this time.

ST. TAMMANY PARISH CLERK OF COURT
 REQUIRED SUPPLEMENTARY INFORMATION
 BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:				
Fees, charges, and commissions for services:				
Court costs, fees, and charges	\$ 4,789,894	\$ 4,789,894	\$ 4,455,086	\$ (334,808)
Fees for recording legal documents	5,379,996	5,379,996	6,078,200	698,204
Fees for certified copies	177,920	177,920	113,711	(64,209)
Fees for on-line public access	694,529	694,529	573,144	(121,385)
Interest income	221,866	221,866	226,142	4,276
Other	309,023	309,023	103,940	(205,083)
Total revenues	<u>11,573,228</u>	<u>11,573,228</u>	<u>11,550,223</u>	<u>(23,005)</u>
EXPENDITURES:				
Current:				
Administration	320,558	320,558	320,780	(222)
Recordings and filings	1,486,367	1,486,367	1,375,581	110,786
Mortgage certificates	1,067,216	1,067,216	817,318	249,898
Civil suits and probates	3,993,819	3,993,819	3,907,540	86,279
Criminal suits and minutes	2,295,832	2,295,832	2,303,513	(7,681)
Elections	260,164	260,164	207,090	53,074
Information technology	317,031	317,031	337,837	(20,806)
Finance	290,778	290,778	681,427	(390,649)
Human resources	303,270	303,270	290,379	12,891
Records management	408,829	408,829	426,109	(17,280)
Purchasing	141,832	141,832	49,708	92,124
Slidell	216,597	216,597	253,045	(36,448)
Retirees	306,229	306,229	424,584	(118,355)
Capital outlay	164,706	164,706	2,960	161,746
Total expenditures	<u>11,573,228</u>	<u>11,573,228</u>	<u>11,397,871</u>	<u>175,357</u>
Net change in fund balance	-	-	152,352	152,352
FUND BALANCE, BEGINNING	<u>6,016,580</u>	<u>6,016,580</u>	<u>6,016,580</u>	<u>-</u>
FUND BALANCE, ENDING	<u>\$ 6,016,580</u>	<u>\$ 6,016,580</u>	<u>\$ 6,168,932</u>	<u>\$ 152,352</u>

ST. TAMMANY PARISH CLERK OF COURT
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF CHANGES IN OTHER POSTEMPLOYMENT
 BENEFITS LIABILITY AND RELATED RATIOS
FOR THE THREE YEARS ENDED JUNE 30, 2020

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability:			
Service cost	\$ 935,231	\$ 676,683	\$ 662,748
Interest	533,993	491,410	486,112
Changes in benefit terms	-	-	-
Differences between expected and actual experience	(383,905)	290,439	(482,855)
Changes in assumptions	5,261,591	300,287	-
Benefit payments	<u>(202,633)</u>	<u>(206,001)</u>	<u>(195,262)</u>
Net change in total OPEB liability	6,144,277	1,552,818	470,743
Total OPEB liability - beginning	<u>14,789,329</u>	<u>13,236,511</u>	<u>12,765,768</u>
Total OPEB liability - ending	<u><u>\$20,933,606</u></u>	<u><u>\$14,789,329</u></u>	<u><u>\$13,236,511</u></u>
Covered-employee payroll	\$ 5,684,318	\$ 5,879,642	\$ 5,708,390
Total OPEB liability as a percentage of covered-employee payroll	368.27%	251.53%	231.88%

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

ST. TAMMANY PARISH CLERK OF COURT
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF THE CLERK'S PROPORTIONATE SHARE OF
 NET PENSION LIABILITY
FOR THE SIX YEARS ENDED JUNE 30, 2020

Fiscal Year	Employer's Proportion of the Net Pension Liability	Employer's Proportionate Share of the Net Pension Liability	Employer's Covered- Employee Payroll	Employer's Proportionate Share of the Net Pension Liability as a % of its Covered- Employee Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
6/30/20	5.642385%	\$ 10,246,527	\$ 5,463,336	187.55%	77.93%
6/30/19	5.908086%	\$ 9,826,924	\$ 5,492,342	178.92%	79.07%
6/30/18	5.404588%	\$ 8,176,785	\$ 4,871,547	167.85%	79.69%
6/30/17	5.532757%	\$ 10,235,458	\$ 5,041,284	203.03%	74.17%
6/30/16	5.696949%	\$ 8,545,603	\$ 5,030,343	169.88%	78.13%
6/30/15	5.575037%	\$ 7,756,454	\$ 4,894,769	158.46%	79.37%

The amounts presented above have a measurement date of the previous fiscal year.

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

ST. TAMMANY PARISH CLERK OF COURT
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF CONTRIBUTIONS TO THE
 LOUISIANA CLERKS' OF COURT RETIREMENT AND RELIEF FUND
FOR THE SIX YEARS ENDED JUNE 30, 2020

Fiscal Year	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered- Employee Payroll	Contributions as a Percentage of Covered- Employee Payroll
6/30/20	\$ 1,066,886	\$ 1,066,886	\$ -	\$ 5,615,188	19.00%
6/30/19	\$ 1,038,034	\$ 1,038,034	\$ -	\$ 5,463,336	19.00%
6/30/18	\$ 1,043,545	\$ 1,043,545	\$ -	\$ 5,492,342	19.00%
6/30/17	\$ 925,594	\$ 925,594	\$ -	\$ 4,871,547	19.00%
6/30/16	\$ 957,844	\$ 957,844	\$ -	\$ 5,041,284	19.00%
6/30/15	\$ 955,765	\$ 978,995	\$ (23,230)	\$ 5,030,343	19.46%

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

ST. TAMMANY PARISH CLERK OF COURT
 NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2020

1. BUDGETARY BASIS OF ACCOUNTING:

The General Fund budgetary comparison schedule has been presented on the modified accrual basis of accounting, which is consistent with the accounting principles generally accepted in the United States of America.

2. OTHER POSTEMPLOYMENT BENEFITS (OPEB):

The actuarial methods and assumptions used to calculate the total OPEB liability are described in Note 7 to the financial statements. No assets are accumulated in a trust that meets the criteria in GASB Statement No. 75, paragraph 4.

Changes in Discount Rate:

	June 30, 2020	June 30, 2019	June 30, 2018
Discount Rate	2.21%	3.50%	3.62%

Changes in Benefit:

There were no benefit changes during the years presented.

3. PENSION:

Changes in Benefit Terms:

There were no changes to benefit terms during any of the years presented.

Changes of Assumptions:

Valuation Date	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Investment Rate of Return	6.75%	6.75%	7.00%	7.00%	7.00%	7.25%
Inflation Rate	2.50%	2.50%	2.50%	2.50%	2.50%	2.75%
Salary Increases	5.00%	5.00%	5.00%	5.00%	5.00%	5.75%
Mortality Rate Non-Disabled	RP2000 Tables	RP2000 Tables	RP2000 Tables	RP2000 Tables	RP2000 Tables	RP2000 Tables
Mortality Rate Disabled	RP2000 Tables	RP2000 Tables	RP2000 Tables	RP2000 Tables	RP2000 Tables	RP2000 Tables

ST. TAMMANY PARISH CLERK OF COURT
 OTHER SUPPLEMENTARY INFORMATION
 SCHEDULE OF REVENUES
 GOVERNMENTAL FUND - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

COURT COSTS, FEES, AND CHARGES:

Fees - advance deposit	\$ 3,679,865
Criminal costs	475,214
Non-support	166,925
Court attendance	35,820
Birth certificates	69,056
Marriage licenses	21,594
SE legal service costs	6,612
Total court costs, fees, and charges	4,455,086

RECORDING LEGAL DOCUMENTS:

Recording	5,141,843
Portal fees	129,305
Cancellations	652,985
Certificates	26,649
UCC fees	108,739
Parish council costs	18,679
Total recording legal documents	6,078,200

CERTIFIED COPIES	113,711
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INTEREST INCOME	226,142
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FEES FOR ON-LINE PUBLIC ACCESS	573,144
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OTHER REVENUE:

Passport fees	61,035
Other	42,905
Total other revenue	103,940

TOTAL REVENUE	\$ 11,550,223
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ST. TAMMANY PARISH CLERK OF COURT
 OTHER SUPPLEMENTARY INFORMATION
 SCHEDULE OF EXPENDITURES
 GOVERNMENTAL FUND - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

ADMINISTRATION:

Personnel services	\$ 241,093
Operating services	73,687
Materials and supplies	2,652
Seminars and conventions	3,348
Total administration	320,780

RECORDING AND FILINGS:

Personnel services	1,189,905
Operating services	155,226
Materials and supplies	25,920
Seminars and conventions	4,530
Total recording and filings	1,375,581

MORTGAGE CERTIFICATES:

Personnel services	701,452
Operating services	89,035
Materials and supplies	25,273
Seminars and conventions	1,558
Total mortgage certificates	817,318

CIVIL SUITS AND PROBATES:

Covington:	
Personnel services	2,856,877
Operating services	955,646
Materials and supplies	91,266
Seminars and conventions	3,751
Total Covington Office	3,907,540
Slidell:	
Personnel services	223,357
Operating services	19,615
Materials and supplies	9,520
Seminars and conventions	553
Total Slidell office	253,045
Total civil suits and probates	4,160,585

(Continued)

ST. TAMMANY PARISH CLERK OF COURT
 OTHER SUPPLEMENTARY INFORMATION
 SCHEDULE OF EXPENDITURES
 GOVERNMENTAL FUND - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

CRIMINAL SUITS AND MINUTES:

Personnel services	\$ 1,885,449
Operating services	348,974
Material and supplies	60,514
Seminars and conventions	8,576
Total criminal suits and minutes	2,303,513

ELECTIONS:

Personnel services	182,506
Operating services	23,896
Seminars and conventions	688
Total elections	207,090

INFORMATION TECHNOLOGY:

Personnel services	225,727
Operating services	78,968
Materials and supplies	30,470
Seminars and conventions	2,672
Total information technology	337,837

FINANCE:

Personnel services	555,035
Operating services	113,185
Materials and supplies	12,734
Seminars and conventions	473
Total finance	681,427

HUMAN RESOURCES:

Personnel services	251,842
Operating services	25,995
Materials and supplies	11,192
Seminars and conventions	1,350
Total human resources	290,379

(Continued)

ST. TAMMANY PARISH CLERK OF COURT
 OTHER SUPPLEMENTARY INFORMATION
 SCHEDULE OF EXPENDITURES
 GOVERNMENTAL FUND - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020

RECORDS MANAGEMENT:	
Personnel services	\$ 358,176
Operating services	45,780
Materials and supplies	15,571
Seminars and conventions	6,582
Total records management	<u>426,109</u>
PURCHASING:	
Operating services	34,497
Materials and supplies	15,211
Total purchasing	<u>49,708</u>
RETIREES:	
Personnel services	<u>424,584</u>
Total retirees	<u>424,584</u>
CAPITAL OUTLAY	<u>2,960</u>
TOTAL EXPENDITURES	<u><u>\$ 11,397,871</u></u>

ST. TAMMANY PARISH CLERK OF COURT
OTHER SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS - AGENCY FUNDS
FOR THE YEAR ENDED JUNE 30, 2020

	Advance Deposit Fund	Registry of Court Fund	Total
ADDITIONS:			
Deposits:			
Suits and successions	\$ 7,720,093	\$ -	\$ 7,720,093
Judgments	-	886,427	886,427
Interest earned on investments	11,063	126,331	137,394
Total additions	<u>7,731,156</u>	<u>1,012,758</u>	<u>8,743,914</u>
REDUCTIONS:			
Clerk costs	4,096,673	510	4,097,183
Settlement to litigants	1,594,750	3,397,514	4,992,264
Other	563,281	107,842	671,123
Sheriff's fees	204,157	-	204,157
Parish council costs	133,872	-	133,872
22nd Judicial District Court fund	93,697	-	93,697
Secretary of State	60,600	-	60,600
Stenographer fees	11,576	-	11,576
Court of Appeals	13,692	-	13,692
Total reductions	<u>6,772,298</u>	<u>3,505,866</u>	<u>10,278,164</u>
Change in agency funds unsettled deposits	958,858	(2,493,108)	(1,534,250)
Unsettled deposits, beginning of the year	<u>8,852,405</u>	<u>9,631,977</u>	<u>18,484,382</u>
Unsettled deposits, end of the year	<u>\$ 9,811,263</u>	<u>\$ 7,138,869</u>	<u>\$ 16,950,132</u>

ST. TAMMANY PARISH CLERK OF COURT
 OTHER SUPPLEMENTARY INFORMATION
 SCHEDULE OF COMPENSATION, BENEFITS,
 AND OTHER PAYMENTS TO THE CLERK OF COURT
FOR THE YEAR ENDED JUNE 30, 2020

Clerk of Court : Honorable Melissa Henry

Salary	\$ 126,345
Certification pay	8,844
Statutory allowance expense	15,979
Statutory allowance auto expense	15,979
Statutory allowance supplemental pay	24,600
Statutory allowance custodian voting machines	2,400
Benefits - medical, dental, and life insurance	13,378
Benefits - retirement	7,470
Benefits - 457 (b) matching	12,728
Benefits - health savings account employer contribution	1,644
Lodging	2,170
Meals	25
Convention seminar registration	<u>1,153</u>
 Total compensation, benefits, and other payments	 <u><u>\$ 232,715</u></u>



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

January 27, 2021

To the Honorable Melissa Henry
St. Tammany Parish Clerk of Court
Covington, 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, each major fund, and the aggregate remaining fund information of the St. Tammany Parish Clerk of Court (Clerk), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements and have issued our report thereon dated January 27, 2021.

Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that are not identified. 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 Clerk's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, 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 and 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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Duplantier, Chapman, Hogan and Baker, LLP
New Orleans, Louisiana

ST. TAMMANY PARISH CLERK OF COURT
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED JUNE 30, 2020

SECTION I SUMMARY OF AUDIT RESULTS:

1. The auditor's report expresses an unmodified opinion on the financial statements of the St. Tammany Parish Clerk of Court.
2. No significant deficiencies or material weaknesses.
3. No instances of noncompliance and other matters required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. A management letter was not issued for the year ended June 30, 2020.

SECTION II FINANCIAL STATEMENTS FINDINGS:

- No findings noted.

SECTION III COMPLIANCE AND OTHER MATTERS:

- No findings noted.

STATUS OF PRIOR YEAR FINDINGS:

- No prior year findings.