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CADDO PARISH CLERK OF COURT

SHREVEPORT, LOUISIANA

JUNE 30, 1999

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Release Date 1-19-00

CADDO PARISH CLERK OF COURT

SHREVEPORT, LOUISIANA

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AUDITED FINANCIAL STATEMENTS

November 10, 1999

Honorable Curtis A. Warren
Caddo Parish Clerk of Court
Shreveport, Louisiana

Independent Auditor's Report

We have audited the accompanying financial statements of the Caddo Parish Clerk of Court, component unit of the Caddo Parish Commission, as of June 30, 1999, and for the year then ended. These financial statements are the responsibility of the Caddo Parish Clerk of Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and *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. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Caddo Parish Clerk of Court as of June 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying other financial information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements of the Caddo Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 10, 1999, on our consideration of the Clerk of Court's internal control over financial reporting and on its compliance with certain provisions of laws and regulations.

Heard, McElroy & Vestal, LLP

CADDO PARISH CLERK OF COURT

COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS

JUNE 30, 1999

<u>A S E T S</u>	<u>Governmental Funds</u>	
	<u>General Fund</u>	<u>Special Revenue- Court Reporter Fund</u>
Cash and cash equivalents (Note 2)	2,044,957	171,627
Investment in deferred compensation (Note 7)	-	-
Receivables (Note 3)	19,406	2,107
Office furnishings and equipment (Note 4)	<u>-</u>	<u>-</u>
Total assets	<u>2,064,363</u>	<u>173,734</u>
 <u>LIABILITIES AND FUND EQUITY</u>		
<u>Liabilities:</u>		
Accounts payable	100,346	-
Unsettled deposits due to others (Note 7)	-	-
Deferred compensation payable (Note 7)	<u>-</u>	<u>-</u>
Total liabilities	100,346	-
 <u>Fund equity:</u>		
Investment in general fixed assets	-	-
Fund balance-unreserved and undesignated	<u>1,964,017</u>	<u>173,734</u>
Total fund equity	<u>1,964,017</u>	<u>173,734</u>
Total liabilities and fund equity	<u>2,064,363</u>	<u>173,734</u>

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

<u>Fiduciary Funds</u>	<u>Account Group-</u> <u>General</u>	<u>Total</u>
<u>Agency</u> <u>Funds</u>	<u>Fixed</u> <u>Assets</u>	<u>(Memorandum</u> <u>Only)</u>
4,554,808	-	6,771,392
735,564	-	735,564
-	-	21,513
<u>-</u>	<u>1,146,365</u>	<u>1,146,365</u>
<u>5,290,372</u>	<u>1,146,365</u>	<u>8,674,834</u>
-	-	100,346
4,554,808	-	4,554,808
735,564	-	735,564
<u>5,290,372</u>	<u>-</u>	<u>5,390,718</u>
-	1,146,365	1,146,365
-	-	2,137,751
<u>-</u>	<u>1,146,365</u>	<u>3,284,116</u>
<u>5,290,372</u>	<u>1,146,365</u>	<u>8,674,834</u>

CADDO PARISH CLERK OF COURT

GOVERNMENTAL FUNDS

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 1999

	<u>General Fund</u>	<u>Special Revenue- Court Reporter Fund</u>	<u>Total (Memorandum Only)</u>
<u>Revenues:</u>			
Licenses and permits-marriage	34,181	-	34,181
Fees, charges, and commissions for services:			
Court costs, fees and charges	2,169,238	310,053	2,479,291
Fees for recording legal documents	1,037,424	-	1,037,424
Fees for certified copies of documents	196,405	-	196,405
Miscellaneous	32,496	-	32,496
Use of money and property-interest income	<u>164,562</u>	<u>5,803</u>	<u>170,365</u>
Total revenues	3,634,306	315,856	3,950,162
<u>Expenditures:</u>			
General government			
Personal services and related benefits	2,647,568	266,755	2,914,323
Operating services	169,257	4,698	173,955
Materials and supplies	183,121	8,947	192,068
Travel and other charges	207,217	-	207,217
Capital outlay	<u>12,641</u>	<u>-</u>	<u>12,641</u>
Total expenditures	<u>3,219,804</u>	<u>280,400</u>	<u>3,500,204</u>
<u>Excess of revenues over expenditures</u>	414,502	35,456	449,958
<u>Other financing source (use):</u>			
Operating transfers in	22,108	-	22,108
Operating transfers out	<u>-</u>	<u>(22,108)</u>	<u>(22,108)</u>
Total other financing source (use)	<u>22,108</u>	<u>(22,108)</u>	<u>-</u>
<u>Excess of revenues and other sources over expenditures and other uses</u>	436,610	13,348	449,958
<u>Fund balances at beginning of year</u>	<u>1,527,407</u>	<u>160,386</u>	<u>1,687,793</u>
<u>Fund balances at end of year</u>	<u>1,964,017</u>	<u>173,734</u>	<u>2,137,751</u>

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

CADDO PARISH CLERK OF COURT

GOVERNMENTAL FUNDS

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES-

BUDGET (CASH BASIS) AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 1999

	<u>General Fund</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues:</u>			
Licenses and permits	34,448	35,921	1,473
Fees, charges, and commissions for services:			
Court costs, fees and charges	2,012,321	2,167,161	154,840
Fees for recording legal documents	994,414	1,037,424	43,010
Fees for certified copies of documents	192,682	196,405	3,723
Miscellaneous	177,815	32,496	(145,319)
Use of money and property-interest earnings	<u>164,562</u>	<u>164,562</u>	<u>-</u>
Total revenues	<u>3,576,242</u>	<u>3,633,969</u>	<u>57,727</u>
<u>Expenditures:</u>			
General government:			
Personal services and related benefits	2,699,074	2,550,988	148,086
Operating services	189,430	169,257	20,173
Materials and supplies	257,702	183,121	74,581
Travel and other charges	214,562	207,217	7,345
Capital outlay	<u>235,769</u>	<u>12,641</u>	<u>223,128</u>
Total expenditures	<u>3,596,537</u>	<u>3,123,224</u>	<u>473,313</u>
<u>Excess (deficiency) of revenues over expenditures</u>	(20,295)	510,745	531,040
<u>Other financing source (use):</u>			
Operating transfers in	20,295	22,108	1,813
Operating transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing source (use)	<u>20,295</u>	<u>22,108</u>	<u>1,813</u>
<u>Excess of revenues and other sources over expenditures and other uses</u>	-	532,853	532,853
<u>Fund balances at beginning of year</u>	<u>-</u>	<u>1,502,232</u>	<u>1,502,232</u>
<u>Fund balances at end of year</u>	<u>-</u>	<u>2,035,085</u>	<u>2,035,085</u>

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

Special Revenue-Court Reporter Fund

<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
-	-	-
321,000	310,053	(10,947)
-	-	-
-	-	-
-	-	-
<u>7,200</u>	<u>5,803</u>	<u>(1,397)</u>
328,200	315,856	(12,344)
276,955	266,755	10,200
5,760	4,698	1,062
14,000	8,947	5,053
-	-	-
-	-	-
<u>296,715</u>	<u>280,400</u>	<u>16,315</u>
31,485	35,456	3,971
-	-	-
<u>(22,470)</u>	<u>(22,108)</u>	<u>362</u>
<u>(22,470)</u>	<u>(22,108)</u>	<u>362</u>
9,015	13,348	4,333
<u>4,793</u>	<u>160,386</u>	<u>155,593</u>
<u>13,808</u>	<u>173,734</u>	<u>159,926</u>

CADDO PARISH CLERK OF COURT
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 1999

Introduction

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court serves as the ex-officio notary public; the recorder of conveyances, mortgages and other acts; and has other duties and powers provided by law. The clerk of court is elected for a term of four years by the voters of the parish.

1. Summary of Significant Accounting Policies:

A. Basis of Presentation

The accompanying component unit financial statements of the Caddo Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (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.

B. Reporting Entity

The clerk of court is an independently elected official; however, the clerk of court is fiscally dependent on the Caddo Parish Commission. The Commission maintains and operates the parish courthouse in which the clerk of court's office is located and provides funds for equipment and furniture of the clerk of court's office. Because the clerk of court is fiscally dependent on the Commission, the clerk of court was determined to be a component unit of the Caddo Parish Commission, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the clerk of court and do not present information on the Caddo Parish Commission, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. Fund Accounting

The clerk of court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the funds because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds of the clerk of court are classified into two categories; governmental (General Fund and Court Reporter Special Revenue Fund), and fiduciary (agency funds). The governmental and fiduciary fund types used by the clerk are described as follows:

1. Summary of Significant Accounting Policies: (Continued)

Governmental Funds:

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the clerk of court and is used to account 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.

Special Revenue-Court Reporter Fund

The Court Reporter Fund accounts for fees collected, as provided by Louisiana Revised Statute 13:962, and for expenditures for the court reporter's salary and commissions transferred to the clerk's General Fund.

Fiduciary Fund Type-Agency Funds

The Advance Deposit, Registry of Court, Jury Cost, and Deferred Compensation agency funds account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The deferred compensation plan is administered by the National Association of Counties Deferred Compensation Program. All assets of the plan are reported at fair market value.

D. Fixed Assets and Long-Term Obligations

General fixed assets are not capitalized in the fund used to acquire or construct them. Instead, capital acquisitions are reflected as expenditures (capital outlay) in the governmental funds and the related assets are reported in the general fixed assets account group. General fixed assets provided by the parish commission are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. There are no outstanding long-term obligations at June 30, 1999.

E. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying component unit financial statements have been prepared on the modified accrual basis of accounting. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are recorded in the year in which they are earned.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recognized when received by the clerk of court.

Based on the above criteria, recordings, court attendance, criminal costs, and other fees, charges, and commissions for services are treated as susceptible to accrual.

1. Summary of Significant Accounting Policies: (Continued)

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Other Financing Source (Use)

Transfers between funds which are not expected to be repaid are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

F. Budget Practices

A proposed budget, prepared on the cash basis of accounting, is published in the official journal at least ten days prior to a public hearing. The public hearing is held at the clerk's office during the month of June for comments from taxpayers. The proposed budget is then legally adopted by the clerk and amended during the year, as necessary. Budgets are established and controlled by the clerk at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budget integration is employed as a management control device during the year. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

The following schedule reconciles the amounts shown as excess of revenues and other sources over expenditures and other uses as shown on Page 4 with the amounts shown on GAAP basis, Page 3:

	<u>General Fund</u>	<u>Special Revenue Fund</u>
Excess of revenues and other sources over expenditures and other uses (budget basis)	532,853	13,348
Adjustments:		
Receivables	337	-
Payables	<u>(96,580)</u>	<u>-</u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>436,610</u>	<u>13,348</u>

G. Cash and Cash Equivalents and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of ninety days or less.

Under state law, the clerk may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States. Investments are limited by R.S. 33.2955 and the clerk of court's investment policy. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are ninety days or less, they are classified as cash equivalents.

1. Summary of Significant Accounting Policies: (Continued)

II. Vacation and Sick Leave

Employees of the clerk's office earn from one to three weeks of annual leave each year, depending on length of service. Annual leave must be used in the year earned. Upon voluntary resignation or retirement, an employee is compensated for annual leave accumulated during the year of resignation or retirement. Sick leave is granted at the discretion of the clerk.

I. Total Columns on Financial Statements

The total columns on the financial statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

2. Cash and Cash Equivalents:

At June 30, 1999, the clerk has cash and cash equivalents totaling \$6,771,392 as follows:

Demand deposits	2,737,027
Petty cash	200
Certificates of deposit and discount notes	<u>4,034,165</u>
Total	<u><u>6,771,392</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 1999, are secured as follows:

U. S. Treasury Securities	855,670
Federal deposit insurance	400,000
Pledged securities	<u>5,656,978</u>
Total	<u><u>6,912,648</u></u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the clerk, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk that the fiscal agent has failed to pay deposited funds upon demand.

3. Receivables:

The General Fund receivables of \$19,406 at June 30, 1999, are as follows:

<u>Class of Receivable</u>	
Licenses and permits-marriage	3,754
Fees, charges, and commissions for services-court costs, fees, and charges	<u>15,652</u>
Total	<u><u>19,406</u></u>

4. Changes in General Fixed Assets:

A summary of changes in office furnishings and equipment follows:

Balance at June 30, 1998	1,133,724
Additions	12,641
Deletions	<u> -</u>
Balance at June 30, 1999	<u>1,146,365</u>

5. Pension Plan:

Substantially all employees of the Caddo Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost-sharing multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established and amended by state statute.

The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (504) 293-1162.

Plan members are required by state statute to contribute 8.25% of their annual covered salary and the Caddo Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10% of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Caddo Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Caddo Parish Clerk of Court's contributions to the System for the years ending June 30, 1999, 1998, and 1997, were \$178,310, \$166,773 and \$184,301, respectively, equal to the required contributions for each year.

6. Post Retirement Benefits:

The Caddo Parish Clerk of Court provides certain health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's cost of premiums) as an expenditure when the monthly premiums are due, which were \$321,837 for the year ended June 30, 1999. Of this amount, \$12,951 was for retiree benefits.

7. Changes in Agency Fund Balances:

A summary of changes in agency fund unsettled deposits and deferred compensation follows:

	<u>Jury Cost Fund</u>	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Deferred Compensation</u>	<u>Total</u>
Balance, June 30, 1998	374,061	1,940,349	3,164,142	599,110	6,077,662
Additions	199,315	3,498,050	2,328,584	164,243	6,190,192
Reductions	<u>148,189</u>	<u>3,184,279</u>	<u>3,617,225</u>	<u>27,789</u>	<u>6,977,482</u>
Balance, June 30, 1999	<u>425,187</u>	<u>2,254,120</u>	<u>1,875,501</u>	<u>735,564</u>	<u>5,290,372</u>

8. Expenditures of the Clerk of Court Paid by the Parish Commission:

The Caddo Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Caddo Parish Commission.

9. Excess Fund Balance:

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 1999, there was no amount due the parish treasurer as this was not the last year of the clerk's four-year term of office and no determination of the amount that will be due, if any, can be made at this time.

10. Litigation and Claims:

At June 30, 1999, the clerk of court was involved in litigation concerning several matters for which, in the estimation of the legal advisor of the clerk of court, an estimate of the ultimate resolution of the suits cannot be made. However, it is of the opinion of legal counsel that an unfavorable outcome is unlikely in the pending lawsuits.

11. Leases:

The clerk of court leases office equipment and vehicles under operating leases. The minimum annual commitments under noncancelable operating leases are as follows:

Fiscal Year:	<u>Equipment and Vehicles</u>
1999-2000	11,478
2000-2001	1,784
2001-2002	1,189
2002-2003	-
2003-2004	<u>-</u>
Total	<u>14,451</u>

Rent expense for the year was \$19,949.

12. Year 2000 Disclosures (UNAUDITED)

The Clerk of Court has addressed Year 2000 issues relating to its computer systems and other electronic equipment that are considered mission-critical. These systems, subjected to the four stages, as defined by GASB Technical Bulletin 98-1, necessary to help implement a Year 2000-compliant system are awareness, assessment, remediation, and validation/testing. The accounting system is in the validation/testing phase of work. However, there can be no assurance that, even with completion of all four stages of work, that the Clerk's systems will be fully Year 2000-compliant under all circumstances.

OTHER FINANCIAL INFORMATION

CADDO PARISH CLERK OF COURT
SUPPLEMENTAL INFORMATION SCHEDULES
AS OF AND FOR THE YEAR ENDED JUNE 30, 1999

FIDUCIARY FUNDS-AGENCY FUNDS

Advance Deposit Fund

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

Registry of Court Fund

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds that have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawal of the funds can be made only upon order of the court.

Jury Cost Fund

The Caddo Parish Jury Cost Fund was established by court order in November, 1993, to monitor and conserve cash deposits made by litigants in connection with jury trial settings. Withdrawals from the fund are used to pay for subpoenas, jurors, and other costs to administer the fund.

Deferred Compensation Fund

The deferred compensation fund accounts for assets held which are for employees who defer a portion of their compensation. The deferred compensation plan is administered by the National Association of Counties Deferred Compensation Program, an independent entity.

CADDO PARISH CLERK OF COURT
FIDUCIARY FUNDS-AGENCY FUNDS
SCHEDULE 1-COMBINED BALANCE SHEET

JUNE 30, 1999

<u>A S S E T S</u>	<u>Jury Cost Fund</u>	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Deferred Compensation</u>	<u>Total</u>
Cash and cash equivalents	425,187	2,254,120	1,875,501	-	4,554,808
Investment in deferred compensation	<u>-</u>	<u>-</u>	<u>-</u>	<u>735,564</u>	<u>735,564</u>
Total assets	<u>425,187</u>	<u>2,254,120</u>	<u>1,875,501</u>	<u>735,564</u>	<u>5,290,372</u>
 <u>L I A B I L I T I E S</u>					
Unsettled deposits due to others	425,187	2,254,120	1,875,501	-	4,554,808
Deferred compensation payable	<u>-</u>	<u>-</u>	<u>-</u>	<u>735,564</u>	<u>735,564</u>
Total liabilities	<u>425,187</u>	<u>2,254,120</u>	<u>1,875,501</u>	<u>735,564</u>	<u>5,290,372</u>

CADDO PARISH CLERK OF COURT

FIDUCIARY FUNDS-AGENCY FUNDS

SCHEDULE 2-COMBINED SCHEDULE OF CHANGES IN FIDUCIARY FUNDS-AGENCY FUNDS

FOR THE YEAR ENDED JUNE 30, 1999

	<u>Jury Cost Fund</u>	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Deferred Compensation</u>	<u>Total</u>
<u>Fiduciary Funds-Agency Funds, June 30, 1998</u>	374,061	1,940,349	3,164,142	599,110	6,077,662
<u>Additions:</u>					
Contributions to fund	-	-	-	83,678	83,678
Deposits:					
Suits and successions	189,953	3,497,683	2,255,613	-	5,943,249
Interest earned on investments	<u>9,362</u>	<u>367</u>	<u>72,971</u>	<u>80,565</u>	<u>163,265</u>
Total additions	<u>199,315</u>	<u>3,498,050</u>	<u>2,328,584</u>	<u>164,243</u>	<u>6,190,192</u>
 Total	573,376	5,438,399	5,492,726	763,353	12,267,854
<u>Reductions:</u>					
Clerk's costs (transferred to General Fund)	-	1,528,961	-	-	1,528,961
Settlements to litigants	-	444,165	3,617,225	-	4,061,390
Attorney, curator, and notarial fees	-	90,128	-	-	90,128
Secretary of State fees	-	28,700	-	-	28,700
Stenographer's fees	-	310,616	-	-	310,616
Juror fees	23,798	-	-	-	23,798
Sheriff's fees	29,150	474,845	-	-	503,995
Bond refunds	63,847	49,439	-	-	113,286
Other reductions	<u>31,394</u>	<u>257,425</u>	<u>-</u>	<u>27,789</u>	<u>316,608</u>
Total reductions	<u>148,189</u>	<u>3,184,279</u>	<u>3,617,225</u>	<u>27,789</u>	<u>6,977,482</u>
 <u>Fiduciary Funds-Agency Funds, June 30, 1999</u>	<u>425,187</u>	<u>2,254,120</u>	<u>1,875,501</u>	<u>735,564</u>	<u>5,290,372</u>

November 10, 1999

Honorable Curtis A. Warren
Caddo Parish Clerk of Court
Shreveport, Louisiana

Auditor's Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

We have audited the financial statements of Caddo Parish Clerk of Court, as of and for the year ended June 30, 1999, and have issued our report thereon dated November 10, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

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

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Caddo Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information of management and the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties.

Heard, McElroy & Vestal, LLP

CADDO PARISH CLERK OF COURT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 1999

We have audited the financial statements of Caddo Parish Clerk of Court as of and for the year ended June 30, 1999, and have issued our report thereon dated November 10, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 1999 resulted in an unqualified opinion.

Section I - Summary of Auditor's Reports

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

Internal Control - No material weakness or reportable condition was noted; no management letter was issued.

Compliance - no material noncompliance was noted.

b. Federal Awards - No major program.

Section II - Financial Statement Findings

No matters were reported.

CADDO PARISH CLERK OF COURT
SCHEDULE OF PRIOR YEAR FINDINGS
YEAR ENDED JUNE 30, 1999

No prior year findings were reported.