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IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

AUDIT REPORT

June 30, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1-12-00

## CONTENTS

	<u>Exhibit</u>	<u>Schedule</u>	<u>Page</u>
Independent Auditors' Report on the Financial Statements	-	-	1- 2
General Purpose Financial Statements (Combined Statements - Overview)			
Combined Balance Sheet - All Fund Types and Account Groups	A	-	4- 5
Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Fund Type - General Fund	B	-	6
Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - Governmental Fund Type - General Fund	C	-	7
Notes to the Financial Statements	-	-	8-17
Financial Statements of Individual Funds			
General Fund - Comparative Balance Sheet	D	-	20
General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual	E	-	21-26
Fiduciary Fund Type - Agency Funds - Combining Balance Sheet	F	-	28

	<u>Exhibit</u>	<u>Schedule</u>	<u>Page</u>
<b>Other Supplementary Information</b>			
Fiduciary Fund Type - Agency Funds - Schedule of Changes in Unsettled Deposits	-	1	30
Year 2000 Issue (Unaudited)	-	2	31
<b>Miscellaneous Required Reports</b>			
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	-	-	34-35
Schedule of Findings, Questioned Costs and Corrective Action Plan	-	-	36-39
Summary Schedule of Prior Audit Findings	-	-	40-41



A Professional Corporation of Certified Public Accountants

## INDEPENDENT AUDITORS' REPORT

To the Iberia Parish Clerk of Court  
New Iberia, Louisiana

We have audited the accompanying general purpose financial statements and the combining and individual fund financial statements of the Iberia Parish Clerk of Court, New Iberia, Louisiana, as of and for the two years ended June 30, 1999, as listed in the table of contents. These financial statements are the responsibility of the Clerk'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; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the Louisiana Governmental Audit Guide. 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 general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Iberia Parish Clerk of Court, New Iberia, Louisiana, as of June 30, 1999, and the results of its operations for the two years then ended, in conformity with generally accepted accounting principles. Also, in our opinion, the combining and individual fund financial statements referred to above present fairly, in all material respects, the financial position of each of the individual funds of the Iberia Parish Clerk of Court, New Iberia, Louisiana, as of June 30, 1999, and the results of operations of such funds for the two years then ended in conformity with generally accepted accounting principles.

GREGORY J. INZERELLA, CPA    BARBARA M. FELDMAN, CPA    ERIC J. BROUSSARD, CPA    J. DAVID BRADY, CPA    JULIE W. POURCIAU, CPA  
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In accordance with Government Auditing Standards, we have also issued our report dated December 20, 1999, on our consideration of the Iberia Parish Clerk of Court, New Iberia, Louisiana, internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole and on the combining and individual fund financial statements. The accompanying financial information listed as "Other Supplementary Information" in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements of the Iberia Parish Clerk of Court, New Iberia, Louisiana. Such information, except for that portion marked "Unaudited" on which we express no opinion, has been subjected to the auditing procedures applied in the audit of the general purpose, combining and individual fund financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements of each of the respective individual funds taken as a whole.

The financial information for the preceding two years, which is included for comparative purposes, was taken from the financial report for those two years in which we issued a disclaimer of opinion on the general purpose, combining and individual fund financial statements of the Iberia Parish Clerk of Court, New Iberia, Louisiana. As disclosed in Note 10, the scope of our work was not sufficient to enable us to express an opinion because we were precluded by the Louisiana State Police from making inquiries of management and applying additional procedures to complete the audit due to the ongoing criminal investigation by the Louisiana State Police.

*Inzerella, Feldman & Co.*

INZERELLA, FELDMAN & CO.  
CERTIFIED PUBLIC ACCOUNTANTS

December 20, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(COMBINED STATEMENTS - OVERVIEW)**



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Combined Balance Sheet - All Fund Types and Account Groups  
June 30, 1999

	GOVERNMENTAL FUND TYPE GENERAL FUND	FIDUCIARY FUND TYPE AGENCY FUNDS
<b>ASSETS</b>		
Cash and cash equivalents	\$ 286,410	\$ 570,399
Investments, at cost	700,000	700,000
Investments held in safekeeping	0	840,878
Accounts receivable	41,738	865
Accrued interest receivable	26,637	0
Office furniture and equipment	0	0
Amount to be provided for capital lease	0	0
<b>TOTAL ASSETS</b>	<b>\$ 1,054,785</b>	<b>\$ 2,112,142</b>
<b>LIABILITIES AND FUND EQUITY</b>		
<b>LIABILITIES</b>		
Accounts payable	\$ 15,298	\$ 0
Unsettled deposits - due to others	0	2,112,142
Obligations under capital lease	0	0
<b>TOTAL LIABILITIES</b>	<b>15,298</b>	<b>2,112,142</b>
<b>FUND EQUITY</b>		
Investment in general fixed assets	0	0
Fund balance unreserved		
Designated for subsequent year's expenditures	61,220	0
Undesignated	978,267	0
<b>TOTAL FUND EQUITY</b>	<b>1,039,487</b>	<b>0</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 1,054,785</b>	<b>\$ 2,112,142</b>

ACCOUNT GROUPS			
GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	TOTAL (MEMORANDUM ONLY)	
		1999	1997
\$ 0	\$ 0	\$ 856,809	\$ 1,075,914
0	0	1,400,000	1,075,000
0	0	840,878	10,115
0	0	42,603	27,004
0	0	26,637	19,671
972,813	0	972,813	893,485
<u>0</u>	<u>6,778</u>	<u>6,778</u>	<u>35,858</u>
<u>\$ 972,813</u>	<u>\$ 6,778</u>	<u>\$ 4,146,518</u>	<u>\$ 3,137,047</u>
\$ 0	\$ 0	\$ 15,298	\$ 13,388
0	0	2,112,142	1,546,903
<u>0</u>	<u>6,778</u>	<u>6,778</u>	<u>35,858</u>
<u>0</u>	<u>6,778</u>	<u>2,134,218</u>	<u>1,596,149</u>
972,813	0	972,813	893,485
0	0	61,220	0
<u>0</u>	<u>0</u>	<u>978,267</u>	<u>647,413</u>
<u>972,813</u>	<u>0</u>	<u>2,012,300</u>	<u>1,540,898</u>
<u>\$ 972,813</u>	<u>\$ 6,778</u>	<u>\$ 4,146,518</u>	<u>\$ 3,137,047</u>

The accompanying notes are an integral part of this statement.



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Combined Statement of Revenues, Expenditures, and  
Changes in Fund Balance -  
Governmental Fund Type - General Fund  
For the Two Years Ended June 30, 1999 and 1997

	<u>1999</u>	<u>1997</u>
<b>REVENUES</b>		
Charges for services	\$3,033,918	\$2,616,214
Interest on investments	148,576	117,058
Intergovernmental revenue	<u>72,719</u>	<u>99,697</u>
<b>TOTAL REVENUES</b>	<u>3,255,213</u>	<u>2,832,969</u>
<b>EXPENDITURES</b>		
Current		
General government	2,676,579	2,446,834
Capital outlays	238,350	51,160
Debt service - Capital lease:		
Principal	29,080	63,586
Interest	<u>3,012</u>	<u>15,384</u>
<b>TOTAL EXPENDITURES</b>	<u>2,947,021</u>	<u>2,576,964</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>308,192</u>	<u>256,005</u>
<b>OTHER FINANCING SOURCES</b>		
Proceeds from capital lease	0	20,820
Sale of equipment	<u>10,558</u>	<u>7,300</u>
<b>TOTAL OTHER FINANCING SOURCES</b>	<u>10,558</u>	<u>28,120</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES</b>	318,750	284,125
<b>BEGINNING FUND BALANCE</b>	647,413	363,288
<b>PRIOR PERIOD ADJUSTMENT</b>	<u>73,324</u>	<u>0</u>
<b>ENDING FUND BALANCE</b>	<u>\$1,039,487</u>	<u>\$ 647,413</u>

The accompanying notes are an integral part of this statement.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Combined Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget (GAAP Basis)  
and Actual - Governmental Fund Type - General Fund  
For the Two Years Ended June 30, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE - FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Charges for services	\$2,933,692	\$3,033,918	\$ 100,226
Interest on investments	120,401	148,576	28,175
Intergovernmental revenue	<u>137,378</u>	<u>72,719</u>	<u>(64,659)</u>
TOTAL REVENUES	<u>3,191,471</u>	<u>3,255,213</u>	<u>63,742</u>
EXPENDITURES			
Current			
General government	2,728,454	2,676,579	51,875
Capital outlays	226,580	238,350	(11,770)
Debt service - Capital lease:			
Principal	0	29,080	(29,080)
Interest	<u>0</u>	<u>3,012</u>	<u>(3,012)</u>
TOTAL EXPENDITURES	<u>2,955,034</u>	<u>2,947,021</u>	<u>8,013</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>236,437</u>	<u>308,192</u>	<u>71,755</u>
OTHER FINANCING SOURCES			
Proceeds from capital lease	0	0	0
Sale of equipment	<u>2,500</u>	<u>10,558</u>	<u>8,058</u>
TOTAL OTHER FINANCING SOURCES	<u>2,500</u>	<u>10,558</u>	<u>8,058</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES	238,937	318,750	79,813
FUND BALANCE, JUNE 30, 1997	212,504	647,413	434,909
PRIOR PERIOD ADJUSTMENT	<u>0</u>	<u>73,324</u>	<u>73,324</u>
FUND BALANCE, JUNE 30, 1999	<u>\$ 451,441</u>	<u>\$1,039,487</u>	<u>\$ 588,046</u>

The accompanying notes are an integral part of this statement.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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 four-year term.

The accounting and reporting policies of the Iberia Parish Clerk of Court conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:514 and to the guide lines set forth in the Louisiana Governmental Audit Guide, and to the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies.

A. FINANCIAL REPORTING ENTITY

The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the primary government is not accountable, but for which the nature and significance of their relationship with the primary government are such that *exclusion would cause the reporting entity's financial statements to be misleading or incomplete*. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

For financial reporting purposes, the clerk of court includes all funds, account groups, activities, et cetera, for which the clerk of court as an independently elected parish official is *financially accountable*. *Certain units of local government over which the clerk exercises no financial accountability, such as the parish government, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government issue financial statements separate from that of the clerk of court.*

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

The Iberia Parish Clerk of Court has not been included as a component unit by the Iberia Parish Government since the Clerk is elected by the public and has decision making authority, the authority to charge fees, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters.

**B. FUND ACCOUNTING**

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

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the clerk of court are classified into two categories: governmental (General Fund) and fiduciary (Agency Funds). These funds are described as follows:

**General Fund**

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

**Agency Funds**

The Advance Deposit and Registry of Court 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.



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

C. 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 governmental funds are maintained on the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. The government funds use the following practices in recording revenues and expenditures:

Revenues

Recordings, cancellations, court attendance, criminal court costs, et cetera, are recorded in the year in which they are earned.

Interest income on investments is recorded as earned.

Substantially all other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term obligations which are not recognized until due.

D. BUDGET PRACTICES

Annually, the clerk of court adopts a budget for the General Fund. The budget practices include public notice of the proposed budget and a public hearing on the budget. All budgeting appropriations lapse at the end of each year. Total expenditures may not legally exceed appropriations by more than 5%. The General Fund budget is prepared on the modified accrual basis of accounting and includes original adopted budget amounts and all subsequent amendments. The clerk of court does not use a system of encumbrances.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

E. CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits and money market accounts. The Iberia Parish Clerk of Court considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. Under state law, the clerk of court may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the clerk of court may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost, which approximates market. These investments are time deposits which are secured through the pledge of bank-owned securities or federal deposit insurance.

F. FIXED ASSETS AND LONG-TERM OBLIGATIONS

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus.

All governmental fund type operations are accounted for on a spending or "financial flow" measurement focus and only current assets and current liabilities are generally included on their balance sheets.

Fixed assets used in the governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the parish council are recorded within the general fixed assets account group. Fixed assets are valued at historical cost or estimated cost if historical cost is not available. The records do not indicate to what extent estimated cost is used or what method is used to estimate. No depreciation has been provided on general fixed assets. Donated fixed assets are stated at their estimated fair value at the date donated.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

Long-term obligations expected to be financed from governmental funds are accounted for in the general long-term obligations account group, not in the General Fund.

The two account groups are not "funds." They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

G. VACATION AND PERSONAL LEAVE

Employees earn up to four weeks of vacation leave depending on length of service. Employees also receive 2 days of personal leave. Vacation leave and personal leave must be used in the year earned. Any accrued leave not taken as of the end of December is paid for. At June 30, 1999, the employees of the clerk of court had no accumulated and vested leave privileges required to be accrued in accordance with generally accepted accounting principles.

II. TOTAL COLUMNS ON STATEMENTS

Total columns on the 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 AND INVESTMENTS

At June 30, 1999, the clerk of court has cash and cash equivalents and investments (book balances) totaling \$2,256,809 as follows:

	Total (Memorandum Only)
Community First Bank	\$ 502,821
Bank One	353,988
Total Cash and Cash Equivalents	<u>\$ 856,809</u>



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

Community First Bank – Certificate of Deposit	\$	100,000
Bank One – Certificate of Deposit		300,000
Iberia Bank – Certificate of Deposit		500,000
Regions Bank – Certificate of Deposit		100,000
First National Bank of Jeanerette – Certificate of Deposit		100,000
Hibernia National Bank – Certificate of Deposit		100,000
Anchor Bank – Certificate of Deposit		100,000
M & I Central State Bank – Certificate of Deposit		100,000
Total Investments	\$	1,400,000
Total Cash and Cash Equivalents and Investments	\$	2,256,809

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount of 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. At June 30, 1999, the clerk has \$2,426,901 in deposits (collected bank balances). These deposits are secured from risk by \$1,200,000 of Federal Deposit Insurance and \$2,279,082 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). However, there is \$400,000 of the total amount in deposits that are not covered by Federal Deposit Insurance nor are there any pledged securities held by the custodial bank on those funds.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance July 1, 1997	Additions	Deletions	Balance June 30, 1999
Equipment	<u>\$893,485</u>	<u>\$ 238,350</u>	<u>\$ 159,022</u>	<u>\$972,813</u>

4. PENSION PLAN

Plan Description

Substantially all employees of the Iberia 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 percent of their final-average salary for each year of credited service, not to exceed 100 percent 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.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

Funding Policy

Plan members are required by state statute to contribute 8.25% of their annual covered salary and the Iberia Parish Clerk of Court is required to contribute at an actuarially determined rate. The rate was 10.0% of annual covered payroll in 1998 and 10% of annual covered payroll in 1999. 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 Iberia Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 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 Iberia Parish Clerk of Court's contributions to the System for the years ending June 30, 1999, 1998, and 1997 were \$71,058, \$66,523, and \$73,653, respectively, equal to the required contributions for each year.

5. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The capital leases are obligations which are paid out of the general fund.

The following is a summary of long-term obligation transactions of the clerk for the two years ended June 30, 1999:

Long-term obligations payable at July 1, 1997	\$35,858
Additions	0
Deductions	<u>29,080</u>
Long-term obligations payable at June 30, 1999	<u>\$ 6,778</u>

In the last two year period ended June 30, 1999, the Iberia Parish Government has paid three leases on copiers for the Clerk's office. Based on the provisions of Statement No. 13 issued by the Financial Accounting Standards Board, the leases meet the criteria of a capital lease and accordingly have been recorded as such. The original cost of the assets totaled \$20,820 and two of the leases matured in August 1998 and one of the leases matures December 2000.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

Future minimum lease payments under the capital leases, together with the present value of minimum lease payments subsequent to June 30, 1999 are as follows:

Year Ending June 30,	
2000	\$ 5,082
2001	<u>2,117</u>
	7,199
Less amount representing interest	<u>421</u>
Present value of minimum lease payments	<u>\$ 6,778</u>

6. EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH COUNCIL

Certain operating expenditures of the clerk's office are paid by the parish council. These expenditures include operation and maintenance of the office occupied by the clerk, office equipment, and supplies.

7. 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.

8. DESIGNATED FUND EQUITY

Designations of equity are used to show the amounts within unreserved equity which are intended to be used for specific purposes, but are not legally restricted. The designated equity is to provide funding for subsequent year expenditures.



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Notes to the Financial Statements (Continued)

9. NONCOMPLIANCE WITH LAWS AND REGULATIONS

The following compliance findings have been reported for the two years ended June 30, 1999:

- a. One financial institution had not pledged collateral for deposits in excess of FDIC insurance coverage.
- b. There are several old outstanding checks that have not been submitted to the unclaimed property division on its annual report.
- c. The clerk's office entered into four leases for copy machines that include options to purchase, however, the copy machines were not advertised for public bid.
- d. Actual expenditures for the fiscal year ended June 30, 1999 exceeded the amended budgeted expenditures by more than the five percent allowed by law.

10. EXPLANATION OF PRIOR PERIOD ADJUSTMENT

Subsequent to June 30, 1997, and during the current audit period, the Louisiana State Police began a criminal investigation of Patrick Saunier, clerk of court, for allegedly misappropriating funds from the clerk's office. On December 17, 1997, the Secretary of State received and accepted Mr. Saunier's resignation as clerk of court. On December 18, 1997, Michael Thibodeaux, chief deputy clerk, was sworn in as the new clerk of court. Based on the investigation of the Louisiana State Police, it was discovered that Patrick Saunier misappropriated \$73,324 from the Salary Fund of the clerk of court's office and \$15,874 from the Advanced Deposit Fund, which actually was funds that belonged to third parties. Patrick Saunier pleaded no contest to the charges against him. He was required to pay restitution to the clerk of court's office of \$73,324 and to various third parties in the amount of \$15,874. A prior period adjustment was made for the monies that were reimbursed to the clerk of court's office of \$73,324. However, the amount to third parties has no affect on the reporting of the prior period and no adjustment was made for this amount.

FINANCIAL STATEMENTS  
OF INDIVIDUAL FUNDS

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

GENERAL FUND

The General Fund (Salary Fund), as provided by Louisiana Revised Statute 13:781, is used to account for all fees and charges due his office and all expenditures associated with operating the Clerk's office.



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

## GENERAL FUND

Comparative Balance Sheet  
June 30, 1999 and 1997

	TOTAL	
	1999	1997
<b>ASSETS</b>		
Cash	\$ 286,410	\$139,126
Investments, at cost	700,000	475,000
Accounts receivable	41,738	27,004
Accrued interest receivable	<u>26,637</u>	<u>19,671</u>
<b>TOTAL ASSETS</b>	<u>\$1,054,785</u>	<u>\$660,801</u>
<b>LIABILITIES AND FUND EQUITY</b>		
<b>LIABILITIES</b>		
Accounts payable	\$ 15,298	\$ 13,388
<b>TOTAL LIABILITIES</b>	<u>15,298</u>	<u>13,388</u>
<b>FUND EQUITY</b>		
Fund balance unreserved		
Designated for subsequent years' expenditures	61,220	0
Undesignated	<u>978,267</u>	<u>647,413</u>
<b>TOTAL FUND EQUITY</b>	<u>1,039,487</u>	<u>647,413</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$1,054,785</u>	<u>\$660,801</u>

The accompanying notes are an integral part of this statement.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

## GENERAL FUND

Statement of Revenues, Expenditures, and Changes in  
Fund Balance - Budget (GAAP Basis) and Actual  
For the Two Years Ended June 30, 1999  
With Comparative Actual Amounts for the Two Years Ended June 30, 1997

	1999		VARIANCE - FAVORABLE (UNFAVORABLE)	1997 ACTUAL
	BUDGET	ACTUAL		
<b>REVENUES</b>				
Recordings	\$ 892,080	\$ 950,356	\$ 58,276	\$ 728,963
Cancellations	28,707	30,805	2,098	28,387
Mortgage certificates	112,905	102,594	(10,311)	135,193
Marriage licenses	30,191	32,100	1,909	30,225
Civil suits and successions	1,533,468	1,599,699	66,231	1,407,921
Court attendance	16,648	16,597	(51)	14,544
Certified copies	106,434	135,206	28,772	89,848
Miscellaneous	84,327	15	(84,312)	0
Criminal court costs	105,584	140,598	35,014	151,557
Election reimbursements	15,539	17,478	1,939	20,247
Interest on investments	120,401	148,576	28,175	117,058
Qualifying fees	0	0	0	1,379
Intergovernmental revenue Clerk's supplemental compensation fund reimbursement	22,609	23,150	541	20,727

(Continued)

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in  
Fund Balance - Budget (GAAP Basis) and Actual  
For the Two Years Ended June 30, 1999  
With Comparative Actual Amounts for the Two Years Ended June 30, 1997

	1999		VARIANCE - FAVORABLE (UNFAVORABLE)	1997 ACTUAL
	BUDGET	ACTUAL		
Contribution - Iberia Parish Government Grant - State Supreme Court	114,769	21,534	(93,235)	78,970
Remote User Fees	0	28,035	28,035	0
	7,809	8,470	661	7,950
<b>TOTAL REVENUES</b>	<b>3,191,471</b>	<b>3,255,213</b>	<b>63,742</b>	<b>2,832,969</b>
<b>EXPENDITURES</b>				
Current				
Salaries:				
Clerk of court	119,211	123,712	(4,501)	98,504
Clerk's supplemental compensation	22,637	23,175	(538)	20,727
Deputy clerks	1,294,993	1,244,895	50,098	1,200,915
Elections	19,324	34,501	(15,177)	25,454
Other	44,995	53,288	(8,293)	60,263
Clerk's allowance	9,742	13,913	(4,171)	11,917
Clerk's election compensation	9,441	4,968	4,473	4,800
Advertising	4,918	4,177	741	5,116

(Continued)

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in  
Fund Balance - Budget (GAAP Basis) and Actual  
For the Two Years Ended June 30, 1999  
With Comparative Actual Amounts for the Two Years Ended June 30, 1997

	1999		VARIANCE - FAVORABLE (UNFAVORABLE)	1997 ACTUAL
	BUDGET	ACTUAL		
Automobile and truck	11,188	11,125	63	20,909
Convention	10,040	5,705	4,335	100
Binding books	130,569	101,636	28,933	63,285
Consulting and Counseling	0	4,620	(4,620)	0
Dues and subscriptions	27,923	8,319	19,604	12,353
Clerk's supplementary compensation fund	20,400	42,402	(22,002)	36,298
Education Expense	6,818	4,163	2,655	1,292
Equipment maintenance	7,322	4,234	3,088	4,081
Equipment rental	42,388	1,095	41,293	2,871
Family violence fund	14,703	15,236	(533)	17,480
Filing fees - UCC	51,873	62,218	(10,345)	32,196
Insurance	34,008	32,189	1,819	24,964
Legal and accounting fees	62,388	62,657	(269)	39,858

(Continued)

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in  
Fund Balance - Budget (GAAP Basis) and Actual  
For the Two Years Ended June 30, 1999  
With Comparative Actual Amounts for the Two Years Ended June 30, 1997

	1999		VARIANCE - FAVORABLE (UNFAVORABLE)	1997 ACTUAL
	BUDGET	ACTUAL		
Meetings	4,322	2,199	2,123	4,121
Music service	2,476	2,586	(110)	2,520
Office	129,320	121,184	8,136	126,945
Iberia Parish Council	54,000	114,350	(60,350)	18,920
Government agreement	0	0	0	7,709
Printing	42,182	36,034	6,148	33,601
Reindexing	22,498	20,933	1,565	42,130
Repairs and maintenance	10,643	14,951	(4,308)	0
Retirement plan	143,883	137,581	6,302	148,262
Group insurance	279,929	272,954	6,975	289,529
Telephone	43,668	39,800	3,868	43,268
Payroll taxes paid	11,721	12,549	(828)	10,866
Outside services	17,716	14,733	2,983	19,599
Uniforms	18,939	27,524	(8,585)	15,591
Miscellaneous	2,276	973	1,303	390

(Continued)

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in  
Fund Balance - Budget (GAAP Basis) and Actual  
For the Two Years Ended June 30, 1999  
With Comparative Actual Amounts for the Two Years Ended June 30, 1997

	1999		VARIANCE - FAVORABLE (UNFAVORABLE)	1997 ACTUAL
	BUDGET	ACTUAL		
Capital outlays -				
Purchases	226,580	238,350	(11,770)	30,340
Assets acquired under capital leases	0	0	0	20,820
Debt service -				
Capital lease -				
Principal	0	29,080	(29,080)	63,586
Interest	0	3,012	(3,012)	15,384
<b>TOTAL EXPENDITURES</b>	<u>2,955,034</u>	<u>2,947,021</u>	<u>8,013</u>	<u>2,576,964</u>
<b>EXCESS OF REVENUE (DEFICIENCY) OVER (UNDER) EXPENDITURES</b>	<u>236,437</u>	<u>308,192</u>	<u>71,755</u>	<u>256,005</u>

(Continued)



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in  
Fund Balance - Budget (GAAP Basis) and Actual  
For the Two Years Ended June 30, 1999  
With Comparative Actual Amounts for the Two Years Ended June 30, 1997

	1999		VARIANCE - FAVORABLE (UNFAVORABLE)	1997 ACTUAL
	BUDGET	ACTUAL		
OTHER FINANCING SOURCES				
Proceeds from capital lease	0	0	0	20,820
Sale of equipment	2,500	10,558	8,058	7,300
TOTAL OTHER FINANCING SOURCES	2,500	10,558	8,058	28,120
EXCESS OF REVENUES (DEFICIENCY) AND OTHER SOURCES OVER (UNDER) EXPENDITURES	238,937	318,750	79,813	284,125
FUND BALANCE AT JUNE 30, 1997	212,504	647,413	434,909	363,288
PRIOR PERIOD ADJUSTMENT	0	73,324	73,324	0
FUND BALANCE AT JUNE 30, 1999	\$ 451,441	\$ 1,039,487	\$ 588,046	\$ 647,413

The accompanying notes are an integral part of this statement.



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

FIDUCIARY FUND TYPE - AGENCY FUNDS

ADVANCE DEPOSIT FUND

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, is used to account 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, is used to account for funds which have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet  
June 30, 1999

With Comparative Totals for the Two Years Ended June 30, 1997

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL	
			1999	1997
<b>ASSETS</b>				
Cash	\$ 169,606	\$ 400,793	\$ 570,399	\$ 936,788
Investments, at cost	700,000	0	700,000	600,000
Accounts receivable	865	0	865	0
Investments held in safekeeping	<u>0</u>	<u>840,878</u>	<u>840,878</u>	<u>10,115</u>
<b>TOTAL ASSETS</b>	<u>\$ 870,471</u>	<u>\$ 1,241,671</u>	<u>\$ 2,112,142</u>	<u>\$ 1,546,903</u>
<b>LIABILITIES AND FUND BALANCE</b>				
<b>LIABILITIES</b>				
Unsettled deposits - due to others	<u>\$ 870,471</u>	<u>\$ 1,241,671</u>	<u>\$ 2,112,142</u>	<u>\$ 1,546,903</u>
<b>TOTAL LIABILITIES</b>	870,471	1,241,671	2,112,142	1,546,903
<b>FUND BALANCE</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>\$ 870,471</u>	<u>\$ 1,241,671</u>	<u>\$ 2,112,142</u>	<u>\$ 1,546,903</u>

The accompanying notes are an integral part of this statement.

OTHER SUPPLEMENTARY  
INFORMATION

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

FIDUCIARY FUND TYPE - AGENCY FUNDS

Schedule of Changes in Unsettled Deposits  
For the Two Years Ended June 30, 1999

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND
DEPOSIT BALANCES AT JUNE 30, 1997	\$ 672,550	\$ 874,353
<b>ADDITIONS</b>		
Suits and successions	2,969,175	0
Judgements	<u>0</u>	<u>2,640,858</u>
TOTAL ADDITIONS	<u>2,969,175</u>	<u>2,640,858</u>
<b>REDUCTIONS</b>		
Clerks cost (transferred to General Fund)	1,599,699	0
Settlements to litigants	528,246	2,273,540
Attorney, curators, and other fees	295,183	0
Sheriffs fees	<u>348,126</u>	<u>0</u>
TOTAL REDUCTIONS	<u>2,771,254</u>	<u>2,273,540</u>
DEPOSIT BALANCES AT JUNE 30, 1999	<u>\$ 870,471</u>	<u>\$ 1,241,671</u>

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

YEAR 2000 ISSUE  
(UNAUDITED)

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operation as early as fiscal year 1999.

Iberia Parish Clerk of Court has completed an inventory of computer systems and other electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting the clerk's operations. The computer systems and electronic equipment have been assessed, remediated, and tested and validated.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the Iberia Parish Clerk of Court is or will be Year 2000 ready, that the Iberia Parish Clerk of Court's remediation efforts will be successful in whole or in part, or that parties with whom the Iberia Parish Clerk of Court does business will be year 2000 ready.

MISCELLANEOUS  
REQUIRED REPORTS

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS





**INZERELLA, FELDMAN**  
and Company

A Professional Corporation of Certified Public Accountants

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Iberia Parish Clerk of Court  
New Iberia, Louisiana

We have audited the general purpose financial statements of the Iberia Parish Clerk of Court, New Iberia, Louisiana, as of and for the two years ended June 30, 1999, and have issued our report thereon dated December 20, 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 the Iberia Parish Clerk of Court, New Iberia, Louisiana general purpose 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 instances of noncompliance that are required to be reported under Government Auditing Standards which are described in the accompanying schedule of findings and questioned costs as items 1999-1, 1999-2, 1999-3, and 1999-4.

Page 34

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MEMBERS

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
LOUISIANA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Iberia Parish Clerk of Court, New Iberia, Louisiana internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control structure 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 general purpose 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 Iberia Parish Clerk of Court and is not intended to be and should not be used by anyone other than these specified parties.

*Inzerella, Feldman & Co.*

INZERELLA, FELDMAN & CO.  
CERTIFIED PUBLIC ACCOUNTANTS

December 20, 1999

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

SCHEDULE OF FINDINGS, QUESTIONED COSTS,  
AND CORRECTIVE ACTION PLAN  
For the Two Years Ended June 30, 1999

We have audited the financial statements of Iberia Parish Clerk of Court, New Iberia, Louisiana as of and for the two years ended June 30, 1999, and have issued our report thereon dated December 20, 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

1. No material weaknesses in internal control over financial reporting were identified during the audit of the financial statements.
2. No reportable conditions in internal control over financial reporting were identified during the audit of the financial statements.
3. Instances of noncompliance material to the financial statements that were identified during the audit are reported in Section II.

b. Federal Awards

Not Applicable

c. Identification of Major Programs

Not Applicable

**SECTION II – FINANCIAL STATEMENT FINDINGS**

Reportable Conditions – None

(Continued)

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

SCHEDULE OF FINDINGS, QUESTIONED COSTS,  
AND CORRECTIVE ACTION PLAN (Continued)  
For the Two Years Ended June 30, 1999

Compliance Findings

1999-1 Pledge of Assets

According to Louisiana Revised Statutes Section 39:1221, financial institutions must pledge assets as security for deposits held by the financial institutions.

We noted one financial institution that had no collateral pledged for deposits in excess of FDIC insurance coverage. The bank had misclassified the deposits as non-public funds, and therefore did not execute the required pledge. The questioned cost of \$400,000 consists of the amount by which the deposits exceeded FDIC coverage.

We recommend that someone in the Clerk's office be given the responsibility to monitor pledged assets on an ongoing basis and to notify the financial institutions immediately when assets are under pledged.

Corrective Action – The assets were not pledged for the period from March 31, 1999 through September 15, 1999. To correct this problem, for each financial institution that the Clerk of Court has money invested, a new file with the total amount of assets will be generated. The pledge certificate will be attached to each file and reviewed monthly. This new procedure will begin January 2000 and will be handled by Mike Thibodeaux and Tracy Hebert.

1999-2 Unclaimed Property

Under Louisiana Revised Statutes Section 9:151-181, unclaimed property, such as old checks that have not cleared, must be submitted to the state unclaimed property division.

(Continued)



IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

SCHEDULE OF FINDINGS, QUESTIONED COSTS,  
AND CORRECTIVE ACTION PLAN (Continued)  
For the Two Years Ended June 30, 1999

While the Clerk's office did submit its annual report to the state unclaimed property division including some old checks, there are still several old outstanding checks that should have been submitted on its previous annual report. The questioned cost of \$3,573 is equal to the old outstanding checks that were not submitted to the state unclaimed property division on its previous annual report.

We recommend that the outstanding check lists be monitored on a monthly basis to determine if there are any old outstanding checks. Annually, when the unclaimed property report is filed, the outstanding check lists should be reviewed to make sure all items have been submitted on the report.

Corrective Action – The unclaimed property has not been filed for a period of four years with the previous clerk. As the new clerk, the report was filed and the checks in question were overlooked. Mike Thibodeaux will review the unclaimed property report and compare to the outstanding check lists.

1999-3 Public Bid Law

Under Louisiana Attorney General Opinion's 77-594, 77-924, and 81-452, leases that include an option to purchase should be advertised for public bid under the public bid law.

The Clerk's office entered into four leases for copy machines that included options to purchase, however the copy machines were not advertised for public bid. The questioned cost of \$71,167 consists of the lease payments made on the leases during the two years ended June 30, 1999. The leases did include the required nonappropriation of funds clause.

We recommend that all leases should be reviewed by the attorney for the Clerk's office to insure that the leases are in the appropriate form to satisfy state laws.

(Continued)

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

SCHEDULE OF FINDINGS, QUESTIONED COSTS,  
AND CORRECTIVE ACTION PLAN (Continued)  
For the Two Years Ended June 30, 1999

Corrective Action – Two of the leases were purchased by the former clerk and the other two were purchased by the current clerk. The new clerk was aware of the nonappropriation of funds clause, but was not aware of the option to purchase. The new clerk has notified the Xerox company of this problem and all leases will be reviewed by the office attorney.

1999-4 Local Government Budget Act

Under Louisiana Revised Statutes Section 39:1310, the Clerk's budget is required to be amended when actual expenditures for the year plus anticipated expenditures for the year will exceed the budgeted expenditures by more than 5%.

The Clerk amended the budget once for the fiscal year ended June 30, 1999, but the actual expenditures for the fiscal year ended June 30, 1999 exceeded the amended budgeted expenditures by 13.43%. Therefore, the budget should have been amended. The questioned cost consists of \$132,451, which is the amount of actual expenditures that exceeded 5% of the amended budgeted expenditures.

We recommend that the budget be compared to actual revenues, expenditures, and fund balance on a monthly basis to determine the need for amendments to the budget.

Corrective Action – The budget will be reviewed quarterly and amended as necessary by Mike Thibodeaux and by the accounting firm for the Clerk of Court.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

Not Applicable

IBERIA PARISH CLERK OF COURT  
New Iberia, Louisiana

Schedule of Prior Year Findings  
For the Two Years Ended June 30, 1999

Section I – Internal Control and Compliance Material to the Financial Statements

1997 Reportable Condition 1 – Separation of Incompatible Duties

The former Clerk had the ability to circumvent the controls in effect.

Resolution – Resolved.

1997 Reportable Condition 2 – Supporting Documentation

Expenditures were not supported by receipts or other form of documentation.

Resolution – Resolved.

1997 Material Noncompliance – Misappropriation of Funds

The Louisiana State Police were conducting an investigation of the former Clerk of Court.

Resolution – Resolved – Appropriate legal action was taken.

1997 Noncompliance Finding 1 – Public Bid Law and Debt Restrictions

Automobile lease containing option to purchase should let out for public bid and should contain a nonappropriation of funds clause.

Resolution – Resolved.

1997 Noncompliance Finding 2 – Public Bid Law

Telephone and facsimile quotations should be obtained on all purchases of materials and supplies between statutory limits.

Resolution – Resolved.

Iberia Parish Clerk of Court  
Schedule of Prior Year Findings (Continued)  
For the Two Years Ended June 30, 1999

1997 Noncompliance Finding 3 – Local Government Budget Act

Summary budgets should be published in the public hearing notification.

Resolution – Resolved.

1997 Noncompliance Finding 4 - Expenditures

Expenditures should not be made from the funds of the clerk's office unless the expenditures serve a public purpose.

Resolution – Resolved.

1997 Noncompliance Finding 5 – Audit Report

The Clerk's office should retain the audit firm and provide information requested by the auditor in a timely manner in order for the audited financial statements to be filed with the Legislative Auditor's office within six months after the end of the fiscal year.

Resolution – Resolved.

Section II – Internal Control and Compliance Material to Federal Awards

No prior year findings.

Section III – Management Letter

No prior year findings.