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INDEPENDENT AUDITOR'S REPORT

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**GENERAL PURPOSE FINANCIAL STATEMENTS
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 1-19-2000

Prepared by

McRight & Associates
Certified Public Accountants
Baton Rouge, Louisiana

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McRight & Associates

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INDEPENDENT AUDITOR'S REPORT

Honorable Charles Jagneaux
St. Landry Parish Clerk of Court
Opelousas, Louisiana

We have audited the general purpose financial statements of the St. Landry Parish Clerk of Court, Opelousas, Louisiana, a component unit of the St. Landry Parish Police Jury, as of June 30, 1999 and for the year then ended. These general purpose financial statements are the responsibility of the Clerk. Our responsibility is to express an opinion on these general purpose 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 general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose 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 St. Landry Parish Clerk of Court, Opelousas, Louisiana, 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 general purpose financial statements taken as a whole. The combining and individual fund financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of St. Landry Parish Clerk of Court, Opelousas, Louisiana. Such information has

been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

In accordance with Government Auditing Standards, we have also issued a report dated December 23, 1999, on our consideration of the St. Landry Parish Clerk of Court's internal control structure and its compliance with laws and regulations.

McRae & Associates

Baton Rouge, Louisiana
December 23, 1999

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP
JUNE 30, 1999

A S S E T S

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>
	<u>General Fund</u>	<u>Agency Funds</u>
Cash (Note 5)	\$ 322,858	\$ 803,476
Investments, at cost (Note 4)	200,000	1,343,355
Accounts Receivable (Note 3)	22,172	-
Other Debits		
Equipment (Note 2)	-	-
	<hr/>	<hr/>
Total Assets	<u>\$ 545,030</u>	<u>\$2,146,831</u>

L I A B I L I T I E S A N D F U N D E Q U I T Y

Liabilities:		
Accounts Payable	\$ 5,281	\$ -
Unsettled Deposits (Note 6)	-	\$2,146,831
Compensated Absences		
Due to Civil Jury Fund	11,942	
	<hr/>	<hr/>
Total Liabilities	<u>17,223</u>	<u>2,146,831</u>
Fund Equity:		
Investment in General Fixed Assets	-	-
Fund Balance:		
Unreserved - Undesignated	<u>\$ 527,807</u>	-
	<hr/>	<hr/>
Total Fund Equity	<u>527,807</u>	
	<hr/>	<hr/>
Total Liabilities and Fund Equity	<u>\$ 545,030</u>	<u>\$2,146,831</u>

The accompanying notes are an integral part of this statement

<u>Account Group</u>		<u>Total (Memorandum Only)</u>
<u>General Fixed Assets</u>	<u>General L-T Debt</u>	<u>1999</u>
\$ -	\$ -	\$1,126,334
-	-	1,543,355
-	-	22,172
	7,203	7,203
<u>502,754</u>		<u>502,754</u>
<u>502,754</u>	<u>7,203</u>	<u>\$3,201,818</u>
\$ -		\$ 5,281
-		2,146,831
	7,203	7,203
		11 942
		<u> </u>
<u>-</u>	<u>7,203</u>	<u>\$2,171,257</u>
502,754		502,754
		527,807
<u>502,754</u>		<u>1,030,561</u>
<u>\$ 502,754</u>	<u>7,203</u>	<u>\$3,201,818</u>

The accompanying notes are an integral part of this statement

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND
BUDGET AND ACTUAL (GAAP BASIS)
FOR THE YEAR ENDED JUNE 30, 1999

	1999		
	ACTUAL	BUDGET	VARIANCE
REVENUES			
LICENSES AND PERMITS			
Marriage License	\$18,717	\$18,000	\$717
CHARGES FOR SERVICES			
Recording	315,647	311,000	4,647
Cancellations	13,323	13,500	(177)
Mortgage Certificates	54,213	54,000	213
Copies	123,146	124,000	(854)
Court Attendance	7,456	7,400	56
Suits & Successions	769,018	727,000	42,018
Criminal Fees	235,994	234,000	1,994
Election Fees	84,605	84,800	(195)
Passports	5,873	5,700	173
Birth Certificates	4,609	4,600	9
Police Jury Fees	2,834	2,800	34
UCC Filing Fees	55,598	57,000	(1,402)
Non-support Fees	4,560	4,900	(340)
Inter-Governmental	42,729	46,600	(3,871)
All Other	0		
	<u>1,719,605</u>	<u>1,677,300</u>	<u>42,305</u>
OTHER REVENUES:			
Interest Earnings	51,661	53,000	(1,339)
Clerk Supplemental	10,825	11,000	(175)
Miscellaneous	961	0	961
	<u>63,447</u>	<u>64,000</u>	<u>(553)</u>
TOTAL REVENUES	<u>1,801,769</u>	<u>1,759,300</u>	<u>42,469</u>

The accompanying notes are an integral part of this statement.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND
BUDGET AND ACTUAL (GAAP BASIS)
FOR THE YEAR ENDED JUNE 30, 1999

	1999		
	ACTUAL	BUDGET	VARIANCE
EXPENDITURES			
Salaries - Clerk	\$70,700	\$70,687	(\$13)
Salaries - Deputies	774,112	776,900	\$2,788
Salaries - Other	105,723	103,600	(\$2,123)
Insurance Benefits	109,461	103,700	(\$5,761)
Retirement Benefits	95,909	97,000	\$1,091
Dues, Subscription & Ads	3,355	3,500	\$145
Travel	19,908	18,400	(\$1,508)
Other Insurance	33,461	36,500	\$3,039
Professional Services	90,530	91,000	\$470
Office Supplies	122,621	126,000	\$3,379
Postage	26,586	24,400	(\$2,186)
Election Expense	27,672	30,000	\$2,328
Expense Allowance	6,097	6,000	(\$97)
Marriage License Fees	7,992	8,700	\$708
Filing Fees	19,176	19,000	(\$176)
UCC Fees	22,161	22,800	\$639
Microfilm			\$0
Parking	2,000	2,200	\$200
Birth Certificate	3,592	3,700	\$108
Vehicle Rental	6,946	7,000	\$54
Equipment Rental	1,118	600	(\$518)
Miscellaneous	1,304	253	(\$1,051)
Repairs & Maintenance	16,376	11,300	(\$5,076)
Janitorial	15,078	15,200	\$122
Payroll Taxes	13,134	12,900	(\$234)
Uniforms	20,775	23,000	\$2,225
Unemployment Benefits	48	0	(\$48)
Telephone	27,649	26,600	(\$1,049)
Professional Development	7,548	6,200	(\$1,348)
Capital Outlay	59,731	60,000	\$269
	<u>1,710,763</u>	<u>1,707,140</u>	<u>(3,623)</u>
EXCESS REVENUE OVER EXPENDITURES	91,006	52,160	38,846
FUND BALANCE, BEGINNING	<u>436,801</u>	<u>436,801</u>	<u>0</u>
FUND BALANCE, ENDING	<u>527,807</u>	<u>488,961</u>	<u>38,846</u>

The accompanying notes are an integral part of this statement.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS

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 shall have other duties and powers provided by law. The Clerk of Court is elected for a term of four years.

1. Summary of Significant Accounting Policies

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the St. Landry 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

As the governing authority of the parish, for reporting purposes, the St. Landry parish Police Jury is the financial reporting entity for St. Landry parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which 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.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the St. Landry Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

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

Because the police jury's financial statements would be misleading if data of the Clerk of Court is not included because of the nature or significance of the relationship, the clerk of court was determined to be a component unit of the St. Landry parish Police Jury, 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 police jury, 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 relating to certain government functions or activities.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS

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 liability 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.

D. 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 GAAP basis of accounting. The governmental funds use the following practices in recording revenues and expenditures:

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

Revenues

Revenues are recorded in the period in which they are earned.

Expenditures

Expenditures are recorded in the period in which the goods or services are received.

E. BUDGET PRACTICES

The proposed budget for the year ending June 30, 1999 was made available for public inspection at the clerk's office on June 10, 1998. The proposed budget, prepared on the GAAP basis of accounting, was published in the official journal 15 days before the public hearing. The budget hearing was held at the clerk's office on June 28, 1998. The budget is legally adopted and amended, as necessary, by the clerk. Each year, when the next years budget is prepared the current budget is amended and published along with the proposed budget for the next year. All appropriations lapse at year end.

Formal budget integration is not employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

F. ENCUMBRANCES

The clerk of court does not use encumbrance accounting.

**G. CASH AND CASH EQUIVALENTS
AND INVESTMENTS**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. 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.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

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.

H. INVENTORY

Inventories are considered immaterial and are recorded at cost and recognized as an expenditure when purchased.

I. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. General Fixed assets provided by the police jury are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

J. COMPENSATED ABSENCES

All full-time employees of the clerk of court's office earn vacation leave at a rate of 2 to 5 weeks each year, depending upon their length of service. Vacation leave must be used in the year earned. Sick leave is earned at a rate of one to one and one-half days per month, depending upon their length of service. Sick leave may be accumulated, and employees are paid for up to 30 days of sick leave upon retirement.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the General Fund when the leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term debt account group.

K. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

L. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific purpose.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

M. 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.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS

At June 30, 1999, the clerk of court has cash and cash equivalents (book balances) totaling \$1,126,334 as follows:

Petty Cash	\$	250
Interest-bearing demand deposits		1,126,084
Money market accounts		-0-
Time deposits		
Total	\$	<u>1,126,334</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 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. At June 30, 1999, the clerk has \$1,126,084 in deposits (collected bank balances). These deposits are secured from risk by a combination of federal deposit insurance and pledged securities held by the custodial bank in the name of the fiscal agent bank (FASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 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.

3. INVESTMENTS

At June 30, 1999, the clerk of court holds investments totaling \$1,543,355 as follows:

	<u>Carrying Amount</u>	<u>Market Value</u>
Certificate of Deposit	<u>\$1,543,355</u>	<u>\$1,543,355</u>

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

These investments are stated on the balance sheet at cost. The investments are in the name of the clerk and are held at the clerk's office. Because the certificates of deposit are in the name of the clerk and are held by the clerk or the clerk's agent, they are considered insured and registered Category 1, in applying the credit risk of GASB Codification Section 150.164.

4. RECEIVABLES

The receivables of \$ 5,281 at June 30, 1999, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Trade Receivable	<u>\$ 5,281</u>

5. CHANGES IN GENERAL FIXED ASSETS

Changes in general fixed assets are summarized as follows:

	<u>EQUIPMENT</u> 1999
Balance - beginning	<u>\$443,023</u>
Additions	59,731
Deletions	-----
Balance - ending	<u>502,754</u>

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

6. PENSION PLAN

Plan Description. Substantially all employees of the St. Landry Parish Clerk of Court's office are members of the Louisiana Clerk of Court Retirement and Relief Fund System, a cost-sharing, multiple-employer defined 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 and are not drawing retirement benefits from any other public retirement system in Louisiana 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 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent 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 (505)293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the St. Landry Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11 percent 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 St. Landry 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 St. Landry Parish Clerk of Courts contribution to the system for the years ending June 30, 1999, 1998 and 1997, were \$95,909, \$75,288 and \$77,690, respectively, equal to the required contributions for each year.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

7. POSTRETIREMENT BENEFITS

The St. Landry Parish Clerk of Court provides certain continuing 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 portion) as an expenditure when the monthly premiums are paid.

8. COMPENSATED ABSENCES

At June 30, 1999, employees of the clerk of court have accumulated and vested \$7,203 of employee leave benefits, computed in accordance with GASB Codification Section C60. This amount is recorded within the general long-term debt account group.

9. LEASES

At June 30, 1999, the clerk of court did not have capital leases. The Clerk of court leases an automobile and office equipment under operating leases that can be canceled by the clerk.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

10. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund unsettled deposits follows:

	Unsettled Deposits at Beginning of Year	Additions	Reductions	Unsettled Deposits at End of Year
Agency funds:				
Advance Deposit	\$1,163,209	\$1,543,095	\$1,528,977	\$1,177,327
Registry of Court	874,505	271,172	492,508	653,169
Civil Jury	231,989	190,902	106,556	316,335
	<u>\$2,269,703</u>	<u>\$2,005,169</u>	<u>\$2,128,041</u>	<u>\$2,146,831</u>

11. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions during the year:

	<u>Compensated Absences</u>
Long-term obligations payable at June 30, 1999	<u>\$ 7,203</u>

12. 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.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

13. RELATED-PARTY TRANSACTIONS

There were no related-party transactions for the year ended June 30, 1999.

14. LITIGATION AND CLAIMS

At June 30, 1999, the St. Landry Parish Clerk of Court is not involved in litigation and is not aware of any claims against the clerk.

15. EXPENDITURES OF THE CLERK OF COURT NOT INCLUDED IN THE FINANCIAL STATEMENTS

The St. Landry Parish Police Jury provided the office space and utilities for the Clerk of Court for the year ended June 30, 1999. Expenditures for these items are not reflected in the accompanying financial statements.

16. DISCLOSURES ABOUT YEAR 2000 ISSUES

The Clerks' office uses personal computers and software that are date sensitive. The Clerk has received assurances from all vendors that the equipment and software are year 2000 compliant.

17. DUE TO/FROM OTHER FUNDS

At June 30, 1999 due to other funds from the general fund totaled \$11,942. The Civil Jury Fund is due \$11,942 that dates back to the prior administration and is being repaid as funds become available.

SUPPLEMENTARY INFORMATION

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 1999

There were no prior year audit finding to report on.

**FINANCIAL STATEMENTS OF
INDIVIDUAL FUNDS**

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 judgement has been rendered in court litigation. Withdrawal of the funds can be made only upon order of the court.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

COMBINING BALANCE SHEET - ALL AGENCY FUNDS
FOR THE YEAR ENDED JUNE 30, 1999

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>CIVIL JURY FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>				
Cash and Equivalents	\$ 127,327	\$ 559,814	\$116,335	\$ 803,476
Investments, at cost	1,050,000	93,355	200,000	1,343,355
Total Assets	<u>1,177,327</u>	<u>653,169</u>	<u>316,335</u>	<u>2,146,831</u>
 <u>LIABILITIES</u>				
Unsettled deposits	<u>1,177,327</u>	<u>653,169</u>	<u>316,335</u>	<u>2,146,831</u>

The accompanying notes are an integral part of this statement

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS
FOR THE YEAR ENDED JUNE 30, 1999

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>CIVIL JURY FUND</u>	<u>TOTAL</u>
<u>UNSETTLED DEPOSIT AT BEGINNING OF YEAR</u>	\$1,163,209	\$ 874,505	\$231,989	\$2,269,703
<u>ADDITIONS</u>				
Deposits:				
Suits & Successions	1,501,014			1,501,014
Judgments		252,843		252,843
Jury Fees			190,168	190,168
Interest earnings on investments	42,081	18,329	734	61,144
Total	<u>1,543,095</u>	<u>271,172</u>	<u>190,902</u>	<u>2,005,169</u>
<u>DEDUCTIONS:</u>				
Clerk's costs	770,310		11,980	782,290
Settlements to litigants	366,252	492,508	94,576	953,336
Sheriff's fees	254,182			254,182
Other reductions	138,233			138,233
Total Reductions	<u>1,528,977</u>	<u>492,508</u>	<u>106,556</u>	<u>2,128,041</u>
<u>UNSETTLED DEPOSITS AT END OF YEAR</u>	<u>\$1,177,327</u>	<u>\$ 653,169</u>	<u>\$316,335</u>	<u>\$2,146,831</u>

The accompanying notes are an integral part of this statement

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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 general purpose financial statements of the St. Landry Parish Clerk of Court, a component unit of the St. Landry Parish Police Jury, as of and for the year ended June 30, 1999, and have issued our report thereon dated December 23, 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 St. Landry Parish Clerk of Court's 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 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 the St. Landry 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 general purpose financial statements and not to provide assurance on the internal control structure 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 a 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 weakness.

This report is intended for the information of the Clerk,
anagement, and Legislative Auditor's Office. However, this
report is a matter of public record, and its distribution is
not limited. Under Louisiana Revised Statute 24:513, this
report is distributed by the Legislative Auditor as a public
document.

Mark H. Cozzetta

December 23, 1999