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GRANT PARISH CLERK OF COURT
Colfax, Louisiana

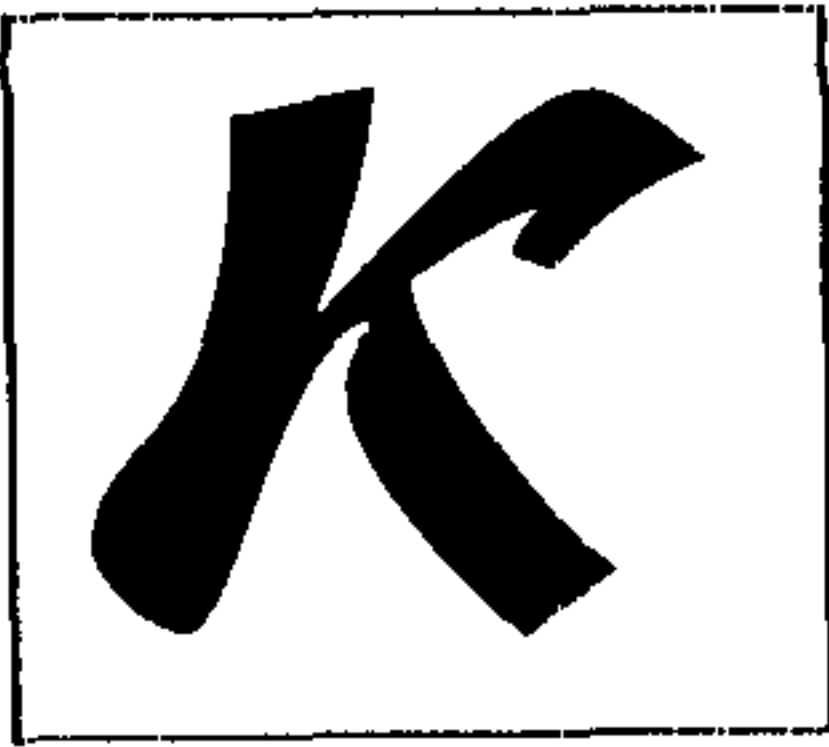
AUDIT REPORT
June 30, 1999

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 MAR 01 2000

TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditor's Report	1
Independent 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	3
GENERAL PURPOSE FINANCIAL STATEMENTS (Combined Statements - Overview)	5
Combined Balance Sheet - All Fund Types and Account Group	6
Combined Statement of Revenue, Expenditures and Changes in Fund Balance - All Governmental Fund Types	7
Combined Statement of Revenue, Expenditures and Changes in Fund Balance - Budget (GAAP Basis) and Actual - General Fund	8
Notes to Financial Statements	9
SUPPLEMENTAL INFORMATION	
Supplemental Information Schedules	18
Combining Balance Sheet - Fiduciary Fund Type	19
Schedule of Changes in Unsettled Deposits - Trust Funds	19
Schedule of Findings and Questioned Costs	20



Roland D. Kraushaar

Certified Public Accountant

1406 Texas Avenue Alexandria, LA 71301
Post Office Box 12538 Alexandria, LA 71315

Independent Auditor's Report

February 18, 2000

Honorable J. Elray Lemoine
Grant Parish Clerk of Court
Colfax, Louisiana

I have audited the accompanying general purpose financial statements of the Grant Parish Clerk of Court, Colfax, Louisiana, as of and for the year ended June 30, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the Clerk of Court. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my 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. Those standards require that I 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

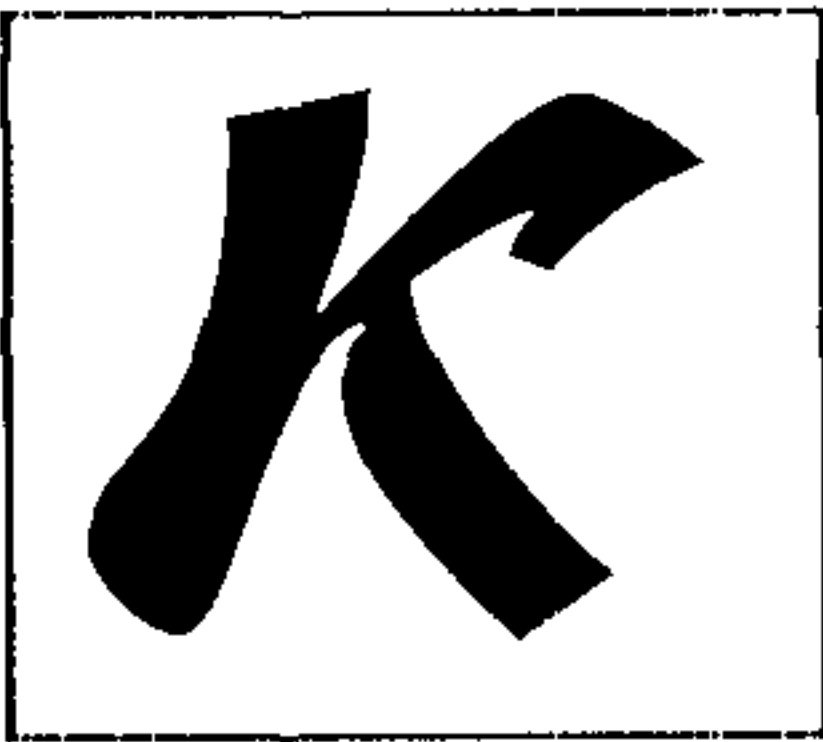
In my opinion, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Grant Parish Clerk of Court, Colfax, Louisiana, as of June 30, 1999, and the

results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued my report dated February 18, 2000, on my consideration of the Grant Parish Clerk of Court's internal control over financial reporting and my tests of compliance with certain provisions of laws, regulations, contracts and grants.

My audit was made for the purpose of forming an opinion on the general purpose financial statements as a whole. The combining financial statements and schedule listed as supplemental information in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Grant Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements, and, in my opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.


Roland D. Kraushaar
Certified Public Accountant



Roland D. Kraushaar
Certified Public Accountant

1406 Texas Avenue Alexandria, LA 71301
Post Office Box 12538 Alexandria, LA 71315

Independent 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

February 18, 2000

Honorable J. Elray Lemoine
Grant Parish Clerk of Court
Colfax, Louisiana

I have audited the financial statements of Grant Parish Clerk of Court as of and for the year ended June 30, 1999, and have issued my report thereon dated February 18, 2000. I conducted my 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 Grant Parish Clerk of Court's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my 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.


Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Grant Parish Clerk of Court's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial

reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect Grant Parish Clerk of Court's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying Schedule of Findings and Questioned Costs.

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. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, I believe none of the reportable conditions above is a material weakness.

This report is intended for the information of management and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.



Roland D. Kraushaar
Certified Public Accountant

GENERAL PURPOSE FINANCIAL STATEMENTS
(Combined Statements - Overview)

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP

June 30, 1999

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Account Group</u>	
	<u>General Fund</u>	<u>Agency Funds</u>	<u>General Fixed Assets</u>	<u>Total (Memorandum Only)</u>
<u>ASSETS AND OTHER DEBITS</u>				
Cash and cash equivalents	\$155,700	\$619,915	\$ -	\$775,615
Receivables	3,706	-	-	3,706
Due from other funds	21,706	7,803	-	29,509
Equipment	-	-	99,418	99,418
Due from Grant Parish Police Jury	<u>8,545</u>	<u>-</u>	<u>-</u>	<u>8,545</u>
Total assets and other debits	<u>\$189,657</u>	<u>\$627,718</u>	<u>\$99,418</u>	<u>\$916,793</u>
<u>LIABILITIES AND FUND EQUITY</u>				
Liabilities:				
Accounts payable	\$ 5,281	\$ -	\$ -	\$ 5,281
Payroll deductions payable	2,308	-	-	2,308
Due to Other Funds	2,803	26,706	-	29,509
Unsettled deposits	<u>-</u>	<u>601,012</u>	<u>-</u>	<u>601,012</u>
Total liabilities	<u>\$ 10,392</u>	<u>\$627,718</u>	<u>\$ -</u>	<u>\$638,110</u>
Fund Equity:				
Investment in general fixed assets	\$ -	\$ -	\$99,418	\$ 99,418
Fund balance:				
Reserved for long-term receivable	8,545	-	-	8,545
Unreserved - undesignated	<u>170,720</u>	<u>-</u>	<u>-</u>	<u>170,720</u>
Total fund equity	<u>\$179,265</u>	<u>\$ -</u>	<u>\$99,418</u>	<u>\$278,683</u>
Total liabilities and fund equity	<u>\$189,657</u>	<u>\$627,718</u>	<u>\$99,418</u>	<u>\$916,793</u>

The accompanying notes are an integral part is this statement.

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

COMBINED STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES
Year Ended June 30, 1999

	<u>General Fund</u>
<u>REVENUE</u>	
Recording	\$102,863
Cancellations	2,291
Mortgage certificates	10,835
Marriage licenses	3,775
Notarial fees	1,270
Civil suits	149,978
Copies	34,136
Preparation of deeds	5,804
UCC filings	7,925
Election expense fees	8,008
Criminal fees	23,694
Clerks' certificates	584
Court attendance	3,380
Research fees	601
Miscellaneous income	52,280
Louisiana Judicial Grant	48,674
Total revenue	<u>\$456,098</u>
<u>EXPENDITURES</u>	
Personnel and benefits	\$241,281
Office expenses	81,364
Insurance and bonds	18,937
Filing fees	4,454
Auto expense	6,898
Legal, auditing and accounting	9,120
Miscellaneous expense	-
Total expenditures	<u>\$362,054</u>
<u>EXCESS (DEFICIENCY) OF REVENUE AND</u> <u>OTHER SOURCES OVER EXPENDITURES</u> <u>AND OTHER USES</u>	\$ 94,044
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>76,676</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$170,720</u> =====

The accompanying notes are an integral part of this statement.

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

COMBINED STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND

ACTUAL - GENERAL FUND

Year Ended June 30, 1999

	<u>General Fund</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>REVENUE</u>			
Recording	\$ 93,642	\$102,863	\$ 9,221
Cancellations	1,916	2,291	375
Mortgage certificates	7,990	10,835	2,845
Marriage licenses	3,036	3,775	739
Notarial fees	1,373	1,270	(103)
Civil suits	118,288	149,978	31,690
Copies	29,048	34,136	5,088
Preparation of deeds	4,986	5,804	818
UCC filings	6,983	7,925	942
Election expense fees	4,332	8,008	3,676
Criminal fees	26,782	23,694	(3,088)
Clerks' certificates	753	584	(169)
Court attendance	4,656	3,380	(1,276)
Research fees	722	601	(121)
Miscellaneous income	19,622	52,280	32,658
LA Judicial Grant	-	48,674	48,674
Total revenue	<u>\$324,129</u>	<u>\$456,098</u>	<u>\$131,969</u>
<u>EXPENDITURES</u>			
Personnel and benefits	\$233,060	\$241,281	\$ (8,221)
Office expenses	56,597	81,364	(24,767)
Insurance and bonds	7,641	18,937	(11,296)
Filing fees	9,365	4,454	4,911
Auto expense	7,332	6,898	434
Legal, auditing and accounting	5,347	9,120	(3,773)
Miscellaneous expense	<u>2,891</u>	<u>-</u>	<u>2,891</u>
Total expenditures	<u>\$322,233</u>	<u>\$362,054</u>	<u>\$ (39,821)</u>
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES</u>	\$ 1,896	\$ 94,044	\$ 92,148
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>76,676</u>	<u>76,676</u>	<u>-</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 78,572</u>	<u>\$170,720</u>	<u>\$ 92,148</u>
	=====	=====	=====

The accompanying notes are an integral part of this statement.

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GRANT PARISH CLERK OF COURT
Colfax, Louisiana

NOTES TO 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 four year term.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the Grant 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

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included with the reporting entity. For financial reporting purposes, in conformance with GASB codification Section 2100, the Clerk of Court includes all funds, account group, activities, et cetera, that are controlled by the Clerk of Court as an independently-elected parish official. As an independently-elected parish official, the Clerk of Court is solely responsible for the operations of his office, which includes the hiring and retention of employees, authority over budgeting, responsibility for deficits, and receipt and disbursement of funds. Other than certain operating expenditures of the Clerk's office that are paid or provided by the parish policy jury as required by Louisiana law, the Clerk of Court is financially independent. Accordingly, the Clerk of Court is a separate governmental reporting entity. Certain units of local government over which the Clerk of Court exercises no oversight responsibility, such as the parish police jury, parish school board, other independently-elected officials, and municipalities within the parish, are excluded from the accompanying financial statements. The units of government are considered separate reporting entities and issue financial statements separate from those of the parish Clerk of Court.

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

NOTES TO FINANCIAL STATEMENTS

June 30, 1999
(Continued)

C. FUND ACCOUNTING

The Clerk of Court uses funds and an account group 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.

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 Statue 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, Registry of the Court, and Child Support 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 revenue and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying general purpose financial statements have been prepared on the modified

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

NOTES TO FINANCIAL STATEMENTS

June 30, 1999

(Continued)

accrual basis of accounting. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

Fees for certified copies, recording legal documents, and court costs, are recorded in the year in which they are earned.

Interest earnings on the time deposits is recorded when the time deposits have matured and the income is available. Substantially all other revenues are recorded when received.

Expenditures

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

E. BUDGET PRACTICES

A proposed budget for the year ending June 30, 1999, was approved June of 1998. The budget as adopted was prepared on the accrual basis of accounting.

F. CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in interest-bearing demand deposits, and money market accounts. 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 which have 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.

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

NOTES TO FINANCIAL STATEMENTS

June 30, 1999

(Continued)

G. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are reported in the general fixed assets account group. General fixed assets provided by the parish 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 or estimated cost if historical cost is not available.

H. COMPENSATED ABSENCES

The Clerk of Court has the following policy relating to vacation and sick leave:

Full-time employees receive 10 days of non-cumulative vacation leave annually and, depending upon length of service, from 12 to 18 days of sick leave annually. Sick leave can be accumulated without limitation, but there is no provision for payment of accumulated sick leave upon termination or retirement. At June 30, 1999, there are no accumulated and vested benefits relating to vacation and sick leave.

I. TOTAL COLUMN ON THE BALANCE SHEET

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

At June 30, 1999, the Clerk of Court has cash and cash equivalents (book balances) totaling \$775,615, as follows:

Petty cash	\$ 250
Interest-bearing demand deposits	461,727
Time deposits	<u>313,638</u>
Total	\$775,615 =====

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

NOTES TO FINANCIAL STATEMENTS

June 30, 1999

(Continued)

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 a fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 1999, the Grant Parish Clerk of Court has \$819,610 in deposits (collected bank balances). These deposits are secured from risk by \$311,662 of federal deposit insurance, and \$507,948 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB 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. RECEIVABLES

The General Fund receivables of \$3,706 at June 30, 1999, are as follows:

Court costs, fees and charges	\$ 800
Fees for recording	1,748
Fees for copies	<u>1,158</u>
Total	\$3,706 =====

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

NOTES TO FINANCIAL STATEMENTS

June 30, 1999
(Continued)

4. DUE FROM GRANT PARISH POLICE JURY

The Clerk of Court, on authority of the Police Jury, purchased equipment and other items that, as provided by Louisiana Revised Statute 33:4713, should have been purchased directly by the Police Jury. The Police Jury has acknowledged responsibility for the debt and has agreed to reimburse the Clerk of Court for the purchases. At June 30, 1999, the original balance due from Grant Parish Police Jury of \$8,545 remained unpaid.

The Grant Parish Police Jury stated that the balance would be paid as soon as funds are available. The fund balance has been reserved for the remaining \$8,545, since this amount due from the Grant Parish Police Jury does not represent an available expendable financial source.

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (equipment) follows:

Balance July 1, 1998	\$98,169
Additions	1,249
(Deletions)	-
Balance June 30, 1999	<u>\$99,418</u>
	=====

6. PENSION PLAN

Substantially all employees of the Grant Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All regular employees earning at least \$100 per month 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 per cent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

NOTES TO FINANCIAL STATEMENTS

June 30, 1999

(Continued)

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 by state statute.

Contributions to the System include one-fourth of one per cent (one-half of one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each Parish. State statute requires covered employees to contribute a percentage of their salaries to the System. As provided by Louisiana Revised Statute 11:103, the employer's 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.

7. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund unsettled deposits follows:

	<u>Agency Funds</u>		
	<u>Advance</u>	<u>Registry</u>	<u>Child</u>
	<u>Deposit</u>	<u>of Court</u>	<u>Support</u>
Balance at Beginning of Year	\$357,188	\$ 321,270	\$ 61
Additions	305,011	86,825	17,670
Deductions	<u>(286,404)</u>	<u>(183,341)</u>	<u>(17,268)</u>
Balance at End of Year	\$375,795	\$ 224,754	\$ 463
	=====	=====	=====

8. LITIGATION

At June 30, 1999, the Clerk of Court was not a defendant in any lawsuits.

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

NOTES TO FINANCIAL STATEMENTS

June 30, 1999
(Continued)

9. EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH POLICE
JURY

Certain operating expenditures of the Clerk's office are paid by the Parish Police Jury and are not included in the accompanying financial statements. These expenditures are generally limited to operation and maintenance at the parish courthouse in which the Clerk of Court office is housed.

10. YEAR 2000 ISSUES

The Grant Clerk of Court has examined its computer system and software to ensure that it is Year 2000 compliant. Conversions to new software and hardware began in late 1999 and will be completed prior to June, 30, 2000.

SUPPLEMENTAL INFORMATION

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

SUPPLEMENTAL INFORMATION SCHEDULES

As of and for the Year Ended June 30, 1999

FIDUCIARY FUND TYPE - 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 which 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.

CHILD SUPPORT FUND

The Child Support Fund was established to account for funds received from The State of Louisiana that are restricted to provide for cost reimbursements to the clerk and law enforcement agencies.

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

COMBINING BALANCE SHEET - FIDUCIARY FUND TYPE

June 30, 1999

	<u>Agency Funds</u>		<u>Child</u>	
	<u>Advance</u>	<u>Registry</u>	<u>Support</u>	
	<u>Deposit</u>	<u>of Court</u>	<u>Fund</u>	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>		
<u>ASSETS</u>				
Cash and cash equivalents	\$392,455	\$227,049	\$ 411	\$ 619,915
Due from other funds	<u>5,046</u>	<u>2,705</u>	<u>52</u>	<u>7,803</u>
Total assets	\$397,501	\$229,754	\$ 463	\$ 627,718
	=====	=====	=====	=====
<u>LIABILITIES</u>				
Due to Other funds	\$ 21,706	\$ 5,000	\$ -	\$ 26,706
Other liabilities	<u>375,795</u>	<u>224,754</u>	<u>463</u>	<u>601,012</u>
Total liabilities	\$397,501	\$229,754	\$ 463	\$ 627,718
	=====	=====	=====	=====

SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS - TRUST FUNDS

Year Ended June 30, 1999

	<u>Agency Funds</u>		<u>Child</u>	
	<u>Advance</u>	<u>Registry</u>	<u>Support</u>	
	<u>Deposit</u>	<u>of Court</u>	<u>Fund</u>	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>		
<u>UNSETTLED DEPOSITS AT BEGINNING</u>				
<u>OF YEAR</u>	<u>\$357,188</u>	<u>\$321,270</u>	<u>\$ 61</u>	<u>\$ 678,519</u>
<u>ADDITIONS</u>				
Suits and successions	\$305,011	\$ 76,885	\$17,670	\$ 399,566
Interest earned	<u>-</u>	<u>9,940</u>	<u>-</u>	<u>9,940</u>
Total additions	<u>\$305,011</u>	<u>\$ 86,825</u>	<u>\$17,670</u>	<u>\$ 409,506</u>
Total	<u>\$662,199</u>	<u>\$408,095</u>	<u>\$17,731</u>	<u>\$1,088,025</u>
<u>REDUCTIONS</u>				
Clerk's costs	\$150,042	\$ -	\$15,147	\$ 165,189
Sheriff's fees	<u>18,778</u>	<u>-</u>	<u>1,830</u>	<u>20,608</u>
Other reductions	<u>117,584</u>	<u>183,341</u>	<u>291</u>	<u>301,216</u>
Total reductions	<u>\$286,404</u>	<u>\$183,341</u>	<u>\$17,268</u>	<u>\$ 487,013</u>
<u>UNSETTLED DEPOSITS</u>				
<u>AT END OF YEAR</u>	<u>\$375,795</u>	<u>\$224,754</u>	<u>\$ 463</u>	<u>\$ 601,012</u>
	=====	=====	=====	=====

GRANT PARISH CLERK OF COURT
Colfax, Louisiana

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 1999

I. FINDINGS

FINDING #1: Advance Deposits Not Reconciled The Grant Parish Clerk of Court utilizes three advance deposit funds (Advance I, Advance II, and computer account). The Advance I and Advance II accounts are basically dormant accounts with very little activity and few remaining cases in them. The majority of activity is recorded through the computer account. All activity through the computer account is reconciled to the individual cases whereas the Advance I and Advance II accounts have not been reconciled. As of June 30, 1999, the various accounts reflect the following:

<u>ACCOUNT</u>	<u>CASH</u> <u>BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>
Advance I	\$ 58,347	\$ 3,415	\$ 3,291
Advance II	30,259	168	-
Computer	<u>303,849</u>	<u>301,428</u>	<u>283,113</u>
Total	\$392,455 =====	\$305,011 =====	\$286,404 =====

RESPONSE: The recording of financial activity in the Clerk of Court's Office is under the direction of one employee. This employee has been extensively involved in the selection and customization of the new software system being installed throughout the office. This conversion process has delayed the reconciliation of the old Advance I and Advance II Deposit Accounts longer than originally planned.

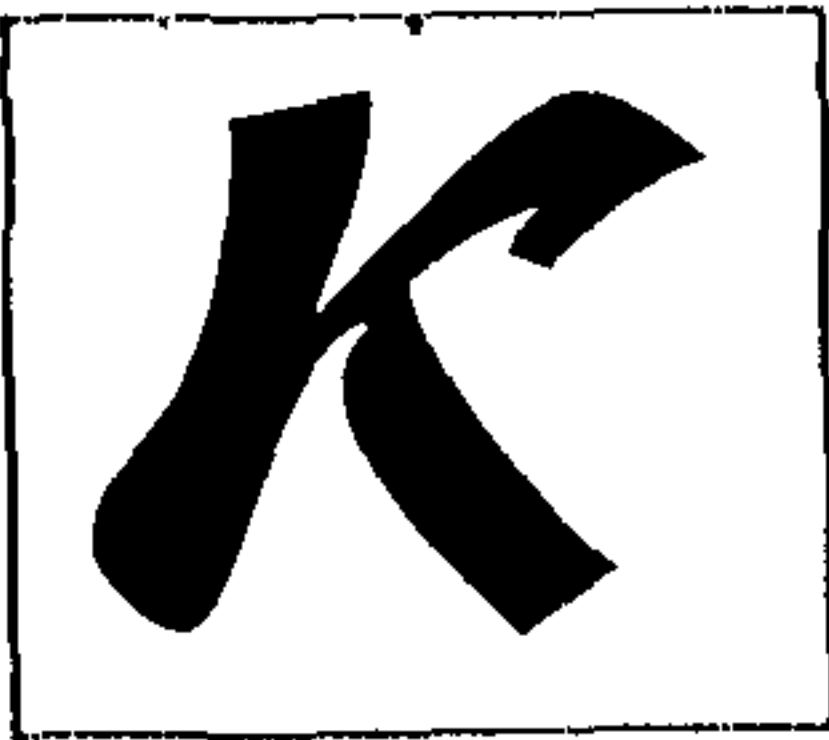
CORRECTIVE ACTION: An additional employee has been hired to work on the civil cases and will be trained on the computer system, thereby freeing the civil clerk to reconcile the Advance I and Advance II accounts. It is anticipated that all accounts will be reconciled by December 31, 2000.

FINDING #2: Late Submission of Audit - Timely audits must be submitted within six months to the Louisiana Legislative Auditor. This report was completed seven weeks beyond that time. Due to problems involved in the conversion of the computer software and hardware, as discussed in Finding #1, the financial records were late being submitted to the Auditor.

CORRECTIVE ACTION - The Clerk has engaged the Auditor to assist in compiling the financial records of the various funds prior to June 30, 2000, thus enabling the audit to begin no later than September 1, 2000. A draft report will be required prior to November 30th and the final report will be issued by December 15, 2000.

II. QUESTIONED COSTS

During the year ended June 30, 1999, there were no questioned costs disclosed during the audit.



Roland D. Kraushaar
Certified Public Accountant

1406 Texas Avenue Alexandria, LA 71301
Post Office Box 12538 Alexandria, LA 71315

February 18, 2000

Honorable J. Elray Lemoine
Grant Parish Clerk of Court
Colfax, Louisiana

Dear Mr. Lemoine:

In connection with my audit of the records of the Grant Parish Clerk of Court for the year ended June 30, 1999, I take this means to make comments and suggestions relative to year operations.

The Clerk of Court still has not completely reconciled the individual docket balances of the Advance Deposit Fund with its cash balance. The Advance Deposit Fund is an agency fund used to account for advance deposits on suits filed by litigants. The advances are refundable to litigants after all costs have been paid. The funds are held in the Advance Deposit Fund until there is some court or other action making it appropriate for the Clerk to disburse the funds. The Clerk of Court, in his agency capacity, has the responsibility to reconcile and identify individual docket balances within the fund to the total balance of the fund. Lack of this reconciliation increases the risk that individual balances may be misstated and that transactions that are based on the balances may be in error.

While one of the three Advance Deposit bank accounts has been reconciled, the two old accounts have not. The continuing delays in clearing these old deposits (due to appeals of additional proceedings on existing cases) may mean that these deposits will not be settled in the foreseeable future. Accordingly, I recommend that the Clerk reconcile a set number of cases each day and transfer the remaining funds to the Computer Advance Deposit.

Current Louisiana law requires that your audits be completed within six months of the fiscal year end. Accordingly, it is necessary that all books and records be completed as soon as possible after year end. Therefore, you may wish to consider contracting these accounting functions with outside providers if your personnel can not find time.

I take this opportunity to thank you and your staff for the courtesies extended to me during the audit.

Sincerely,

A handwritten signature in black ink, appearing to read 'RDK', with a long horizontal flourish extending to the right.

Roland D. Kraushaar
Certified Public Accountant