



**Independent Auditor's Report on  
Compliance With Laws and Regulations**

HONORABLE FRANCES N. JOYNER  
BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana

I have audited the general purpose financial statements of the Bienville Parish Clerk of Court as of June 30, 1996, and for the year then ended, and have issued my report thereon dated November 27, 1996.

I conducted my audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. Those standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws and regulations applicable to the Bienville Parish Clerk of Court, is the responsibility of the Bienville Parish Clerk of Court's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Bienville Parish Clerk of Court's compliance with certain provisions of laws and regulations. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

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BIENVILLE PARISH CLERK OF COURT  
 Arcadia, Louisiana  
 Notes to the Financial Statements (Continued)

**E. BUDGET PRACTICES**

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

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

**F. CASH AND 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 principal offices in Louisiana. At June 30, 1996, the clerk of court has cash and cash equivalents (book balances) totaling \$499,386, as follows:

Demand Deposits	\$404,895
Time Deposits	<u>94,491</u>
Total	<u>\$499,386</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. Cash and cash equivalents (bank balances) at June 30, 1996, are secured as follows:

Bank Balances	<u>\$550,378</u>
Federal deposit insurance	\$492,058
Pledged securities (uncollateralized)	<u>357,022</u>
Total	<u>\$849,080</u>

**BIENVILLE PARISH CLERK OF COURT**  
 Arcadia, Louisiana  
 Notes to the Financial Statements (Continued)

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

**G. ANNUAL AND SICK LEAVE**

All employees of the clerk of court's office earn two weeks of non-cumulative vacation leave each year. Sick leave is granted on a case-by case basis, at the discretion of the clerk.

**II. TOTAL COLUMN ON THE BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only (overview) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**2. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance, July 1, 1995	\$43,966
Additions	5,475
Deletions	<u>NONE</u>
Balance, June 30, 1996	<u>\$49,441</u>

**3. PENSION PLAN**

Substantially all employees of the Bienville 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.

BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana  
Notes to the Financial Statements (Continued)

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 or amended by state statute.

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

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Bienville Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.5 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Bienville 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 Bienville Parish Clerk of Court's contributions to the System for the years ending June 30, 1996, 1995, and 1994, were \$21,519, \$18,583, and \$14,477, respectively, equal to the required contributions for each year.

**4. POST RETIREMENT BENEFITS**

The Bienville Parish Clerk of Court provides certain health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's cost of premiums) as an expenditure when the premiums are due, which was \$29,651 for the year ended June 30, 1996. Of that amount, \$5,175 was for retiree benefits.

**SUPPLEMENTAL INFORMATION SCHEDULES**

BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1996

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>CHILD SUPPORT FUND</u>	<u>TOTAL</u>
<b>ASSETS</b>				
Cash and cash equivalents	<u>\$251,375</u>	<u>\$67,824</u>	<u>\$3,152</u>	<u>\$322,351</u>
<b>LIABILITIES</b>				
Due to General Fund	\$11,068	\$17		\$11,085
Unsettled deposits	<u>240,307</u>	<u>67,807</u>	<u>\$3,152</u>	<u>311,266</u>
<b>TOTAL LIABILITIES</b>	<u>\$251,375</u>	<u>\$67,824</u>	<u>\$3,152</u>	<u>\$322,351</u>

**Independent Auditor's Reports Required  
by *Government Auditing Standards***

The following independent auditor's reports on internal control structure and compliance with laws and regulations are presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**D. BASIS OF ACCOUNTING**

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The clerk of court uses the following practices in recognizing and reporting revenues and expenditures:

**Revenues**

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

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

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

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

**Expenditures**

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



BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana

General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended June 30, 1996  
With Supplemental Information Schedules

C O N T E N T S

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BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled  
Balances Due to Taxing Bodies and Others  
For the Year Ended June 30, 1996

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	CHILD SUPPORT FUND	TOTAL
<b>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</b>	<u>\$233,503</u>	<u>\$76,961</u>	<u>\$3,322</u>	<u>\$313,786</u>
<b>ADDITIONS</b>				
Deposits - suits and successions	218,304	129,715		348,019
Interest earned in investments	4,592	1,748		6,340
Other additions	<u>57</u>		<u>843,985</u>	<u>844,042</u>
Total additions	<u>222,953</u>	<u>131,463</u>	<u>843,985</u>	<u>1,198,401</u>
Total	<u>456,456</u>	<u>208,424</u>	<u>847,307</u>	<u>1,512,187</u>
<b>REDUCTIONS</b>				
Clerk's costs (transferred to General Fund)	103,130			103,130
Deposits settled to:				
Settlements to litigants		106,515		106,515
Appraisers, curators, and keepers	3,175	75		3,250
Sheriff's fees	20,742			20,742
Other reductions	<u>89,102</u>	<u>34,027</u>	<u>844,155</u>	<u>967,284</u>
Total reductions	<u>216,149</u>	<u>140,617</u>	<u>844,155</u>	<u>1,200,921</u>
<b>UNSETTLED DEPOSITS AT END OF YEAR</b>	<u>\$240,307</u>	<u>\$67,807</u>	<u>\$3,152</u>	<u>\$311,266</u>

BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana  
Notes to the Financial Statements (Continued)

**Governmental Fund Type**

**General Fund**

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

**Special Revenue - Court  
Reporter Fund**

The Court Reporter Fund is used by the clerk's office to account for fees earned by the court reporter and for expenditures for the court reporter's salary and commissions transferred to the General Fund.

**Fiduciary Fund Type -  
Agency Funds**

The Advance Deposit, Registry of Court, and Child Support agency funds are used to 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.

**C. FIXED ASSETS AND LONG-TERM OBLIGATIONS**

Fixed assets used in 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 police jury are recorded in the general fixed assets account group. Approximately 22 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 78 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. There are no long-term obligations at June 30, 1996.

BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana  
Notes to the Financial Statements (Continued)

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the clerk of court's office is located and provides partial funding for equipment, furniture and supplies of the clerk of court's office, the clerk of court was determined to be a component unit of the Bienville 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.

**B. FUND ACCOUNTING**

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

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

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The clerk of court's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the clerk are described as follows:

BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana

Notes to the Financial Statements  
As of and For the Year Ended June 30, 1996

**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 shall have other duties and powers provided by law. The clerk of court is elected for a term of four years.

**A. REPORTING ENTITY**

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

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Bienville Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. 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:
  - 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.

**BIENVILLE PARISH CLERK OF COURT**  
 Arcadia, Louisiana  
**GOVERNMENTAL FUND TYPE - GENERAL AND  
 COURT REPORTER SPECIAL REVENUE FUNDS**

Combined Statement of Revenues, Expenditures,  
 and Changes in Fund Balances - (GAAP Basis)  
 Budget and Actual  
 For the Year Ended June 30, 1996

	.....GENERAL FUND.....			...SPECIAL REVENUE FUNDS...		
	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>						
Licenses and permits - marriage	\$2,500	\$2,575	\$75			
Intergovernmental revenues - state grants - Clerk's Supplemental Compensation Fund	9,000	9,000				
Fees, charges, and commissions for services:						
Court costs, fees, and charges	140,000	184,184	44,184	\$9,500	\$9,770	\$270
Fees for recording legal documents	82,000	107,780	25,780			
Fees for certified copies of documents	18,000	21,153	3,153			
Miscellaneous	500	3,029	2,529		1,445	1,445
Use of money and property - interest earnings	7,000	14,672	7,672			
Total revenues	<u>259,000</u>	<u>342,393</u>	<u>83,393</u>	<u>9,500</u>	<u>11,215</u>	<u>1,715</u>
<b>EXPENDITURES</b>						
Current:						
General government - judicial:						
Personal services and related benefits	226,000	240,127	(14,127)	9,450	9,423	27
Operating services	30,000	30,644	(644)	950	1,122	(172)
Materials and supplies	15,000	5,393	9,607			
Travel and other charges	11,000	17,190	(6,190)			
Capital outlay	7,500	5,475	2,025			
Intergovernmental	29,500	24,833	4,667			
Total expenditures	<u>319,000</u>	<u>323,662</u>	<u>(4,662)</u>	<u>10,400</u>	<u>10,545</u>	<u>(145)</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>(60,000)</u>	<u>18,731</u>	<u>78,731</u>	<u>(900)</u>	<u>670</u>	<u>1,570</u>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>113,500</u>	<u>152,466</u>	<u>38,966</u>	<u>1,750</u>	<u>1,869</u>	<u>119</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$53,500</u>	<u>\$171,197</u>	<u>\$117,697</u>	<u>\$850</u>	<u>\$2,539</u>	<u>\$1,689</u>

The accompanying notes are an integral part of this statement.

BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1996

	GOVERNMENTAL FUND TYPE			ACCOUNT GROUP- GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
	GENERAL FUND	SPECIAL REVENUE- COURT REPORTER FUND	FIDUCIARY FUND TYPE- AGENCY FUND		
<b>ASSETS</b>					
Cash and cash equivalents	\$174,496	\$2,539	\$322,351		\$499,386
Receivables - fees, charges, and commissions	4,790				4,790
Due from Advance Deposit Fund	11,068				11,068
Due from Registry of Court Fund	17				17
Office furnishings and equipment				\$49,441	49,441
<b>TOTAL ASSETS</b>	<u>\$190,371</u>	<u>\$2,539</u>	<u>\$322,351</u>	<u>\$49,441</u>	<u>\$564,702</u>
<b>LIABILITIES AND FUND EQUITY</b>					
Liabilities:					
Accounts payable	1,499				
Due to General Fund			\$11,085		\$11,085
Due to other governments	17,675				
Unsettled deposits			311,266		311,266
Total Liabilities	<u>19,174</u>	<u>NONE</u>	<u>322,351</u>	<u>NONE</u>	<u>322,351</u>
Fund Equity:					
Investment in general fixed assets				\$49,441	49,441
Fund balance - unreserved - undesignated	\$171,197	\$2,539			173,736
Total Fund Equity	<u>171,197</u>	<u>2,539</u>	<u>NONE</u>	<u>49,441</u>	<u>223,177</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$190,371</u>	<u>\$2,539</u>	<u>\$322,351</u>	<u>\$49,441</u>	<u>\$545,528</u>

The accompanying notes are an integral part of this statement.

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**



BIENVILLE PARISH CLERK OF COURT

Arcadia, Louisiana

Independent Auditor's Report  
on Internal Control Structure,  
June 30, 1996

In planning and performing my audit of the general purpose financial statements of the Bienville Parish Clerk of Court for the year ended June 30, 1996, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities 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. I noted no matters involving the internal control structure and its operation that I considered to be material weaknesses as defined above.

This report is intended for the information of the Bienville Parish Clerk of Court. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana  
November 27, 1996

BIENVILLE PARISH CLERK OF COURT

Arcadia, Louisiana

Independent Auditor's Report,

June 30, 1996

In accordance with *Government Auditing Standards*, I have also issued reports dated November 27, 1996, on the Bienville Parish Clerk of Court's compliance with laws and regulations, and my consideration of the agency's internal control structure.

A handwritten signature in black ink, appearing to be 'C. R. ...', written in a cursive style.

West Monroe, Louisiana

November 27, 1996

BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULES  
As of and For the Year Ended June 30, 1996

**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. Withdrawals of the funds can be made only upon order of the court.

**CHILD SUPPORT FUND**

The Child Support Fund accounts for the collection and distribution of child support obligations and the assessment and remittance of a five per cent fee on the child support payments.

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INDEPENDENT AUDITOR  
986 0 12 AM 9:00

**BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana**

**General Purpose Financial Statements  
With Independent Auditor's Report  
As of and for the Year Ended  
June 30, 1996  
With Supplemental Information Schedules**



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## Independent Auditor's Report

HONORABLE FRANCES N. JOYNER  
BIENVILLE PARISH CLERK OF COURT  
Arcadia, Louisiana

I have audited the general purpose financial statements of the Bienville Parish Clerk of Court, as of June 30, 1996, and for of the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Bienville Parish Clerk of Court's management. My responsibility is to express an opinion on these general purpose government financial statements based on my audit.

I conducted my 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 I 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 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 above present fairly, in all material respects, the financial position of the Bienville Parish Clerk of Court as of June 30, 1996, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedules listed 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 Bienville 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 presented in all material respects in relation to the general purpose financial statements taken as a whole.

BIENVILLE PARISH CLERK OF COURT  
 Arcadia, Louisiana  
 Notes to the Financial Statements (Continued)

**5. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund balances deposits due others follows:

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Child Support Fund</u>	<u>Total</u>
Balance, July 1, 1995	\$233,503	\$76,961	\$3,322	\$313,786
Additions	222,953	131,463	843,985	1,198,401
Reductions	<u>(216,149)</u>	<u>(140,617)</u>	<u>(844,155)</u>	<u>(1,200,921)</u>
Balance June 30, 1996	<u>\$240,307</u>	<u>\$67,807</u>	<u>\$3,152</u>	<u>\$311,266</u>

**6. LITIGATION AND CLAIMS**

The Bienville Parish Clerk of Court is not involved in any litigation at June 30, 1996, nor is she aware of any unasserted claims.