

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND
BALANCE - GENERAL FUND - BUDGET AND ACTUAL (GAAP BASIS)
FOR THE YEAR ENDED JUNE 30, 1995

<u>REVENUES</u>	<u>Actual</u>	<u>Budget</u>	Variance Over <u>(Under)</u>
Licenses and Permits:			
Marriage Licenses	\$ 7,375	\$ 7,375	\$
Charge for Services:			
Recordings	191,527	195,000	(3,473)
Cancellations	9,101	9,200	(99)
Mortgage Certificates	42,860	44,000	(1,140)
Copies	41,688	42,000	(312)
Court Attendance	1,096	2,400	(1,304)
Suits & Successions	502,566	500,000	2,566
Criminal Fees	69,139	49,000	20,139
Passport/Notary	2,300	2,400	(100)
Election Fees	<u>7,379</u>	<u>7,500</u>	<u>(121)</u>
	<u>867,656</u>	<u>851,500</u>	<u>16,156</u>
Other Revenue:			
Interest	4,968	5,000	(32)
Clerk's Supplement	9,000	9,000	
	<u>13,968</u>	<u>14,000</u>	<u>(32)</u>
 Total Revenue	 <u>888,999</u>	 <u>872,875</u>	 <u>16,124</u>

The accompanying notes are an integral part of this statement

ST. MARTIN PARISH CLERK OF COURT
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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, 1995 was made available for public inspection at the clerk's office on May 10, 1994. 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 May 25, 1994. 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.

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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. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, 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. Martin 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. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, 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. Martin 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. Martin Parish Police Jury is the financial reporting entity for St. Martin 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. Martin 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

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STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND
BALANCE - GENERAL FUND - BUDGET AND ACTUAL (GAAP BASIS)
FOR THE YEAR ENDED JUNE 30, 1995

	<u>Actual</u>	<u>Budget</u>	Variance Over <u>(Under)</u>
<u>EXPENDITURES</u>			
Current Operating:			
General:			
Salaries			
Clerk	55,740	55,740	0
Deputies	439,890	439,000	890
Unemployment Benefits	570	570	0
Insurance Benefits	112,666	112,500	166
Retirement Benefits	48,695	48,500	195
Supplies			
Office	32,325	36,000	(3,675)
Auto	1,042	1,250	(208)
Dues & Subscriptions	2,344	2,400	(56)
Insurance Other	10,368	10,000	368
Postage	15,023	15,000	23
Telephone	9,906	9,000	906
Professional Services	77,411	76,500	911
Equipment Repairs & Maint.	30,295	30,000	295
UCC Fees	11,989	11,750	239
Election Expense	2,110	2,000	110
Expense Allowance	5,574	5,574	0
Travel	786	750	36
Marriage License	3,586	3,521	65
Filing Fees	9,903	9,750	153
Passport/Notary	1,770	1,770	0
Refunds - Fees	11,171	-	11,171
Capital Outlay	1,300	1,300	0
Total expenditures	<u>884,464</u>	<u>872,875</u>	<u>11,589</u>
Excess of revenues over (under) expenditures	4,535	-0-	4,535
Fund balance at beginning	<u>20,956</u>	<u>20,956</u>	-0-
Fund balance at end of year	<u><u>25,491</u></u>	<u><u>20,956</u></u>	<u><u>4,535</u></u>

The accompanying notes are an integral part of this statement

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND
BALANCE - GENERAL FUND (Continued)
FOR THE YEAR ENDED JUNE 30, 1995

<u>EXPENDITURES</u>	<u>1995</u>
Current Operating:	
General:	
Salaries	
Clerk	55,740
Deputies	439,890
Unemployment Benefits	570
Insurance Benefits	112,666
Retirement Benefits	48,695
Supplies	
Office	32,325
Auto	1,042
Dues & Subscriptions	2,344
Insurance Other	10,368
Postage	15,023
Telephone	9,906
Professional Services	77,411
Equipment Repairs & Maint.	30,295
UCC Fees	11,989
Election Expense	2,110
Expense Allowance	5,574
Travel	786
Marriage License	3,586
Filing Fees	9,903
Passport/Notary	1,770
Refunds - Fees	11,171
Capital Outlay	1,300
Total expenditures	\$ 884,464
Excess of revenues over (under) expenditures	4,535
Fund balance at beginning of year	20,956
Fund balance at end of year	\$ 25,491

The accompanying notes are an integral part of this statement

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 1995

<u>REVENUES</u>	<u>1995</u>
Licenses and Permits:	
Marriage Licenses	\$ 7,375
	<hr/>
Charge for Services:	
Recordings	191,527
Cancellations	9,101
Mortgage Certificates	42,860
Copies	41,688
Court Attendance	1,096
Suits & Successions	502,566
Criminal Fees	69,139
Passport/Notary Fees	2,300
Election Fees	<u>7,379</u>
	<u>867,656</u>
Other Revenue:	
Interest	4,968
Clerk's Supplement	9,000
	<hr/>
	<u>13,968</u>
Total Revenue	<u>888,999</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>1995</u>
\$ -	\$ -	\$ 651,139
-	-	350,855
-	-	26,719
	66,501	133,002
<u>136,559</u>		<u>136,559</u>
<u>\$136,559</u>	<u>66,501</u>	<u>\$1,298,274</u>
\$ -	66,501	\$ 85,790
-	-	1,050,434
	-	-
-	66,501	\$1,136,224
136,559		136,559
-		25,491
<u>136,559</u>		<u>162,050</u>
<u>\$136,559</u>	<u>66,501</u>	<u>\$1,298,274</u>

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP
JUNE 30, 1995

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)	\$ 8,061	\$ 643,078
Investments, at cost (Note 4)	10,000	340,855
Accounts Receivable (Note 3)	26,719	-
Other Debits		66,501
Equipment (Note 2)	-	-
	<hr/>	<hr/>
Total Assets	\$ 44,780	\$1,050,434
	<hr/> <hr/>	<hr/> <hr/>

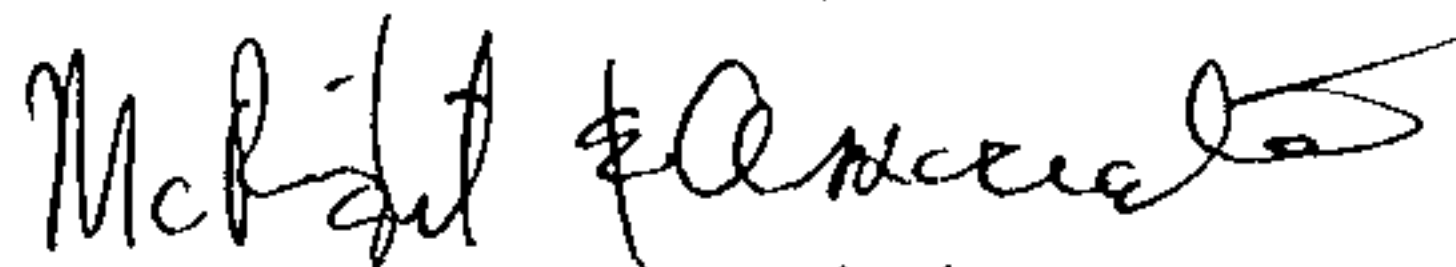
L I A B I L I T I E S A N D F U N D E Q U I T Y

Liabilities:		
Accounts Payable	\$ 19,289	\$ -
Unsettled Deposits (Note 6)	-	\$1,050,434
Compensated Absences		
	<hr/>	<hr/>
Total Liabilities	19,289	1,050,434
	<hr/>	<hr/>
Fund Equity:		
Investment in General Fixed Assets	-	-
Fund Balance:		
Unreserved - Undesignated	\$ 25,491	-
	<hr/>	<hr/>
Total Fund Equity	25,491	
	<hr/>	<hr/>
Total Liabilities and Fund Equity	\$ 44,780	\$1,050,434
	<hr/> <hr/>	<hr/> <hr/>

The accompanying notes are an integral part of this statement.

Clerk of Court, St. Martinville, 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 21, 1995, on our consideration of the St. Martin Parish Clerk of Court's internal control structure and a report dated December 21, 1995, on its compliance with laws and regulations.



Baton Rouge, Louisiana

December 21, 1995

(except for Note N, as to
which the date is December 2, 1996)

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INDEPENDENT AUDITOR'S REPORT

**ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA**

**GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1995**

reissued

*This report
supersedes the
Report issued on
2/7/96*

Prepared by

**McRight & Associates
Certified Public Accountants
Baton Rouge, Louisiana**

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.

ADR 16 1997

McRight & Associates

Certified Public Accountants

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(504) 292-2041

L. Dallan McRight, CPA
Jeanette R. McRight, CPA

INDEPENDENT AUDITOR'S REPORT

Honorable James A. Theriot
St. Martin Parish Clerk of Court
St. Martinville, Louisiana

We have audited the general purpose financial statements of the St. Martin Parish Clerk of Court, St. Martinville, Louisiana, a component unit of the St. Martin Parish Police Jury, as of June 30, 1995 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. Martin Parish Clerk of Court, St. Martinville, Louisiana, as of June 30, 1995, 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. Martin Parish

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ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

COMBINING BALANCE SHEET - ALL AGENCY FUNDS
FOR THE YEAR ENDED JUNE 30, 1995

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash and Equivalents	\$ 32,950	\$ 610,128	\$ 643,078
Due From General Fund	66,501		66,501
Investments, at cost	100,000	240,855	340,855
Total Assets	<u>\$ 199,451</u>	<u>\$ 850,983</u>	<u>\$1,050,434</u>
 <u>LIABILITIES</u>			
Unsettled deposits	<u>\$ 199,451</u>	<u>\$ 850,983</u>	<u>\$1,050,434</u>

The accompanying notes are an integral part of this statement

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

Contributions to the system include one-fourth of one per cent of the taxes shown to be collectible by 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 contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior year.

The following provides certain disclosures for the clerk of court and the retirement system that are required by GASB Codification Section P20.129:

Year Ended June 30, 1995

St. Martin Parish Clerk of Court	
Total current year payroll	\$495,630
Total current year covered payroll	\$489,408

	Required By Statute		Actual	
	Per Cent	Amount	Per Cent	Amount
Contributions:				
Employees	8.25%	\$ 40,377	8.25%	\$40,377
Employer	10.25%	50,165	10.25%	50,165
Total	18.50%	90,542	18.50%	90,542

	Actuarially Required	
	Per Cent	Amount
Contributions:		
Employees	8.25%	\$40,377
Employer	11.44%	55,989
Total	13.07%	96,366

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

Per cent of employer's actuarially required
contribution to all participating employers .6%

Year Ended June 30, 1995

RETIREMENT SYSTEM

Net Assets	\$89,262,889
Pension benefit obligation	<u>(\$166,769,560)</u>
Unfunded pension benefit obligation	<u>(\$77,506,671)</u>

The pension benefit obligation is presented as of June 30, 1995. The pension benefit obligation is a standardized measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rated benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits, is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among PERS and employers. The System does not make separate measurements of assets and pension benefits obligations for individual employers.

Historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is presented in the System's June 30, 1995, comprehensive annual financial report. The St. Martin Parish Clerk of Court does not guarantee the benefits granted by the System.

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

7. POSTRETIREMENT BENEFITS

The St. Martin 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, 1995, employees of the clerk of court did not have any accumulated and vested employee leave benefits, computed in accordance with GASB Codification Section C60.

9. LEASES

At June 30, 1995, 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. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, 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
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Agency funds:				
Advance Deposit	\$ 201,887	\$ 831,523	\$ 833,959	\$ 199,451
Registry of Court	1,314,757	221,316	685,090	850,983
	<u>\$1,516,644</u>	<u>\$1,052,839</u>	<u>\$1,519,049</u>	<u>\$1,050,434</u>

11. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

At June 30, 1995, the St. Martin Parish Clerk of Court had long-term obligations consisting of \$66,501 due to the Advance Deposit Fund from the General Fund.

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, 1995, 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.

SUPPLEMENTARY INFORMATION

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

5. CHANGES IN GENERAL FIXED ASSETS

Changes in general fixed assets are summarized as follows:

	EQUIPMENT 1995
Balance - beginning	<u>\$135,259</u>
Additions	1,300
Deletions	-----
Balance - ending	<u>\$136,559</u> =====

6. PENSION PLAN

Substantially all employees of the St. Martin Parish Clerk of court's office are members of the Louisiana Clerk 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 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 by state statute.

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. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

13. RELATED-PARTY TRANSACTIONS

There were no related-party transactions for the year ended June 30, 1995.

14. LITIGATION AND CLAIMS

At June 30, 1995, the St. Martin 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. Martin Parish Police Jury provided the office space and utilities for the Clerk of Court for the year ended June 30, 1995. Expenditures for these items are not reflected in the accompanying financial statements.

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS
FOR THE YEAR ENDED JUNE 30, 1995

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
<u>UNSETTLED DEPOSIT AT BEGINNING OF YEAR</u>	\$ 201,887	\$1,314,757	\$1,516,644
<u>ADDITIONS</u>			
Deposits:			
Suits & Successions	830,431		830,431
Judgments		170,698	170,698
Interest earnings on investments	1,092	50,618	51,710
Total	831,523	221,316	1,052,839
<u>DEDUCTIONS:</u>			
Clerk's costs	527,402		527,402
Settlements to litigants	137,221	685,090	822,311
Sheriff's fees	108,353		108,353
Other reductions	60,983		60,983
Total Reductions	833,959	685,090	1,519,049
<u>UNSETTLED DEPOSITS AT END OF YEAR</u>	199,451	850,983	1,050,434

The accompanying notes are an integral part of this statement

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 1995

STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Louisiana R.S. 13:842 states that the Clerk shall distribute advanced costs to the clerk's general fund or others as their fees accrue. In 1991 the clerk had distributed to the general fund \$135,000 for costs that the clerk had not yet earned. This balance is being repaid by the general fund as funds become available. At June 30, 1995, \$66,501 was still due to the advanced deposit fund.

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Jeanette R. McRight, CPA

REPORT ON THE INTERNAL CONTROL STRUCTURE IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited the general purpose financial statements of St. Martin Parish Clerk of Court, St. Martinville, Louisiana, as of and for the year ended June 30, 1995, and have issued our report thereon dated December 21, 1995.

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.

The management of the St. Martin Parish Clerk of Court St. Martinville, Louisiana, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objective of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of component unit financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projections of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the St. Martin Parish Clerk of Court for the year ended June 30, 1995, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our 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 internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the component unit 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 structure and its operations that we consider to be material weaknesses as defined above.

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



Baton Rouge, Louisiana
December 21, 1995

McRight & Associates

Certified Public Accountants

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COMPLIANCE REPORT BASED ON AN AUDIT OF COMPONENT UNIT FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited the general purpose financial statements of St. Martin Parish Clerk of Court, St. Martinville, Louisiana, as of and for the year ended June 30, 1995, and have issued our report thereon dated December 21, 1995.

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 component unit financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the St. Martin Parish Clerk of Court, St. Martinville, Louisiana, is the responsibility of the Clerk's management. As part of obtaining reasonable assurance about whether the component unit financial statements are free of material misstatement, we performed tests of the Clerk's compliance with certain provisions of laws, regulations, contracts, and grants. However, our objective was not to provide an opinion on overall compliance with such provisions. 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.

This report is intended for the information of the Clerk, Management, and Legislative Auditor's office. However, this report is a matter of public record, and its distribution is not limited.



Baton Rouge, Louisiana
December 21, 1995

INDEPENDENT AUDITOR'S REPORT

**ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA**

**GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1995**

Prepared by

**McRight & Associates
Certified Public Accountants
Baton Rouge, Louisiana**

**FINANCIAL STATEMENTS OF
INDIVIDUAL FUNDS**

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS

At June 30, 1995, the clerk of court has cash and cash equivalents (book balances) totaling \$1,079,505 as follows:

Petty Cash	\$	100
Interest-bearing demand deposits		7,961
Money market accounts		-0-
Time deposits		993,933
Total		<u>\$1,001,954</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, 1995, the clerk has \$1,001,994 in deposits (collected bank balances). These deposits are secured from risk by \$665,505 of federal deposit insurance and \$414,000 of 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.

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

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.

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.

N. ERROR CORRECTION

Certain errors, resulting in an overstatement of previously reported reported assets and liabilities of the Advanced Deposit Fund, were discovered subsequent to the issuance of the June 30, 1995 audit report. The error did not have any effect of the General Fund or the Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund. The Statements affecting the Fiduciary Funds have been restated for the year ended June 30, 1995. These errors have no effect of subsequent years statements.

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, 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 and vacation leave must be taken in the year in which it is earned.

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.

ST. MARTIN PARISH CLERK OF COURT
ST. MARTINVILLE, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

3. INVESTMENTS

At June 30, 1995, the clerk of court holds investments totaling \$350,855 as follows:

	<u>Carrying Amount</u>	<u>Market Value</u>
Certificate of Deposit	\$ 350,855	\$ 350,855
Total	\$ <u>350,855</u>	\$ <u>350,855</u>

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 \$26,719 at June 30, 1995, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Trade Receivable	\$26,719
Total	\$ <u>26,719</u>