

OUACHITA PARISH CLERK OF COURT  
Monroe, 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.

**DEFERRED COMPENSATION PLAN FUND**

The Deferred Compensation Plan Fund accounts for the collection and distribution, by the plan administrator, of clerk employees' voluntary income tax deferral of portions of their salaries.

HONORABLE W. J. BILL HODGE  
OUACHITA PARISH CLERK OF COURT  
Monroe, 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 Ouachita 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 or 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 use of management of the Ouachita 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  
October 9, 1996

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**Independent Auditor's Report  
on Internal Control Structure**

HONORABLE W. J. BILL HODGE  
OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana

I have audited the general purpose financial statements of the Ouachita Parish Clerk of Court, a component unit of the Ouachita Parish Police Jury, as of June 30, 1996, and for the year then ended and have issued my report thereon dated October 9, 1996.

I conducted my audit in accordance with generally accepted auditing standards and *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.

The management of Ouachita Parish Clerk of Court 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 objectives 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 general purpose 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, projection 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.

HONORABLE W. J. BILL HODGE  
OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
Independent Auditor's Report  
on Compliance, etc.,  
June 30, 1996

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

A handwritten signature in black ink, appearing to read "James R. [unclear]", written in a cursive style.

West Monroe, Louisiana  
October 9, 1996



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

**HONORABLE W. J. BILL HODGE  
OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana**

I have audited the general purpose financial statements of the Ouachita Parish Clerk of Court, a component unit of the Ouachita Parish Police Jury, as of June 30, 1996, and for the year then ended and have issued my report thereon dated October 9, 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, regulations, and contracts, applicable to the Ouachita Parish Clerk of Court, is the responsibility of the Ouachita 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 Ouachita Parish Clerk of Court's compliance with certain provisions of laws, regulations, and contracts. 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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**Independent Auditor's Reports Required  
by *Government Auditing Standards***

The following independent auditor's reports on internal control structure and compliance with laws, regulations, and contracts 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.

OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in  
Unsettled Deposits Due to Others  
For the Year Ended June 30, 1996

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	DEFERRED COMPENSATION PLAN FUND	TOTAL
<b>UNSETTLED DEPOSITS AT JUNE 30, 1995</b>	<u>\$978,791</u>	<u>\$1,441,876</u>	<u>\$43,275</u>	<u>\$2,463,942</u>
<b>ADDITIONS</b>				
Suits and successions	1,667,522	1,546,873		3,214,395
Deposits with Public Employee Benefits Services Corporation			19,122	19,122
Interest earned on investments		32,805		32,805
Total additions	<u>1,667,522</u>	<u>1,579,678</u>	<u>19,122</u>	<u>3,266,322</u>
Total	<u>2,646,313</u>	<u>3,021,554</u>	<u>62,397</u>	<u>5,730,264</u>
<b>REDUCTIONS</b>				
Clerk's costs (transferred to General Fund)	705,627	6,827		712,454
Settlements to litigants	438,091	1,228,850		1,666,941
Curators fees	17,446			17,446
Stenographer's fees	20,606			20,606
Sheriff's fees	230,323			230,323
Other fees	34,193			34,193
Other reductions	144,000		1,261	145,261
Total reductions	<u>1,590,286</u>	<u>1,235,677</u>	<u>1,261</u>	<u>2,827,224</u>
<b>UNSETTLED DEPOSITS AT JUNE 30, 1996</b>	<u><u>\$1,056,027</u></u>	<u><u>\$1,785,877</u></u>	<u><u>\$61,136</u></u>	<u><u>\$2,903,040</u></u>

OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1996

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>DEFERRED COMPENSATION PLAN FUND</u>	<u>TOTAL</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$1,058,085	\$1,738,269		\$2,796,354
Securities pledged and held in trust		47,608		47,608
Deposits with Public Employee Benefits Services Corporation			\$61,136	61,136
<b>TOTAL ASSETS</b>	<u>\$1,058,085</u>	<u>\$1,785,877</u>	<u>\$61,136</u>	<u>\$2,905,098</u>
<b>LIABILITIES</b>				
Due to:				
General Fund	\$2,058			\$2,058
Others	<u>1,056,027</u>	<u>\$1,785,877</u>	<u>\$61,136</u>	<u>2,903,040</u>
<b>TOTAL LIABILITIES</b>	<u>\$1,058,085</u>	<u>\$1,785,877</u>	<u>\$61,136</u>	<u>\$2,905,098</u>

OUACHITA PARISH CLERK OF COURT  
Monroe, 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's office is located, the clerk was determined to be a component unit of the Ouachita Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the clerk 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 debt) 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:

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**OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana**

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

OUACHITA PARISH CLERK OF COURT  
Monroe, 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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## Independent Auditor's Report

HONORABLE W. J. BILL HODGE  
OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana

I have audited the general purpose financial statements of the Ouachita Parish Clerk of Court, a component unit of Ouachita Parish Police Jury, as of June 30, 1996, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Ouachita Parish Clerk of Court's management. 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 *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 general purpose 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 Ouachita 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.

HONORABLE W. J. BILL HODGE  
OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
Independent Auditor's Report,  
June 30, 1996

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 Ouachita 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.

In accordance with *Government Auditing Standards*, I have also issued reports dated October 9, 1996, on the Ouachita Parish Clerk of Court's compliance with laws, regulations, and contracts, and my consideration of the agency's internal control structure.



West Monroe, Louisiana  
October 9, 1996

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1996

	GOVERNMENTAL FUND TYPE - GENERAL FUND	FIDUCIARY FUND TYPE - AGENCY FUNDS	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
<b>ASSETS</b>				
Cash and cash equivalents	\$892,682	\$2,796,354		\$3,689,036
Securities pledged and held in trust		47,608		47,608
Receivables	28,587			28,587
Due from Advance Deposit Fund	2,058			2,058
Office furnishings and equipment			\$808,543	808,543
Deposits with Public Employee Benefits Services Corporation		61,136		61,136
<b>TOTAL ASSETS</b>	<u>\$923,327</u>	<u>\$2,905,098</u>	<u>\$808,543</u>	<u>\$4,636,968</u>
<b>LIABILITIES AND FUND EQUITY</b>				
Liabilities:				
Accounts payable	\$18,502			\$18,502
Payroll withholdings payable	32,518			32,518
Due to General Fund		\$2,058		2,058
Unsettled deposits due to others		2,903,040		2,903,040
<b>Total Liabilities</b>	<u>51,020</u>	<u>2,905,098</u>	<u>NONE</u>	<u>2,956,118</u>
Fund Equity:				
Investment in general fixed assets			\$808,543	808,543
Fund balance - unreserved - undesignated	872,307			872,307
<b>Total Fund Equity</b>	<u>872,307</u>	<u>NONE</u>	<u>808,543</u>	<u>1,680,850</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$923,327</u>	<u>\$2,905,098</u>	<u>\$808,543</u>	<u>\$4,636,968</u>

The accompanying notes are an integral part of this statement.

OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

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

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Licenses and permits - marriage	\$16,000	\$16,063	\$63
Intergovernmental revenues:			
State funds - clerks supplemental compensation	9,000	9,000	
Local funds - appropriation from 4th judicial district court	25,000	22,347	(2,653)
Fees, charges, and commissions for services:			
Court costs, fees, and charges	896,700	1,036,120	139,420
Fees for recording legal documents	460,000	534,120	74,120
Charges for copies	8,000	17,796	9,796
Charges for use of photocopier	85,000	95,682	10,682
Miscellaneous		6,881	6,881
Use of money and property - interest earnings	60,000	62,187	2,187
Other revenues	15,000	17,867	2,867
Total revenues	<u>1,574,700</u>	<u>1,818,063</u>	<u>243,363</u>
<b>EXPENDITURES</b>			
General government - judicial:			
Current:			
Personal services and related benefits	1,325,000	1,324,393	607
Operating services	253,383	290,660	(37,277)
Materials and supplies	71,000	70,511	489
Travel and other charges	11,000	10,922	78
Capital outlay	52,500	52,345	155
Total expenditures	<u>1,712,883</u>	<u>1,748,831</u>	<u>(35,948)</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(138,183)	69,232	207,415
<b>OTHER FINANCING SOURCE</b>			
Proceeds from sale of assets	<u>NONE</u>	<u>325</u>	<u>325</u>

(Continued)

OUACHITA PARISH CLERK OF COURT  
Monroe, 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 Ouachita Parish Police Jury is the financial reporting entity for Ouachita 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 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 establishes criteria for determining which component units should be considered part of the Ouachita Parish Police Jury for financial reporting purposes. The basic criteria 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;
  - 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.

**SUPPLEMENTAL INFORMATION SCHEDULES**

OUACHITA PARISH CLERK OF COURT  
Monroe, 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.

**Fiduciary Fund Type - Agency Funds**

The Advance Deposit, Registry of Court, and Deferred Compensation Plan agency funds are used to account for assets held as an agent for others. Agency funds are custodial in nature (i.e., assets equal liabilities) and do not involve measurement of operations.

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

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 90 per cent of fixed assets are based on actual historical costs while the remaining 10 per cent are valued at estimated historical costs based on the actual costs of like items. No depreciation has been provided on general fixed assets. There is no long-term debt at June 30, 1996.

**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

OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
Notes to the Financial Statements (Continued)

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.

**Other Financing Sources**

Proceeds from the sale of fixed assets are accounted for as other financing sources and are recognized when the underlying events occur.

**E. BUDGET PRACTICES**

A proposed budget, prepared on the modified accrual basis, is published in the official journal at least ten days prior to a public hearing. The public hearing is held at the clerk's office during the month of June for comments from taxpayers. The proposed 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.

OUACHITA PARISH CLERK OF COURT  
 Monroe, Louisiana  
 Notes to the Financial Statements (Continued)

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 statement include the original adopted budget amounts and all subsequent amendments.

**F. CASH AND CASH EQUIVALENTS**

Under state law, the clerk may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The clerk may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At June 30, 1996, the clerk has cash and cash equivalents (book balances) totaling \$3,689,036 as follows:

Demand deposits	\$2,216,586
Petty cash	450
Time deposits	<u>1,472,000</u>
Total	<u>\$3,689,036</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be fully 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. The 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>\$4,082,992</u>
Federal deposit insurance	\$3,571,927
Pledged securities	<u>2,363,202</u>
Total	<u>\$5,935,129</u>

OUACHITA PARISH CLERK OF COURT  
Monroe, 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 that the fiscal agent has failed to pay deposited funds upon demand.

**G. VACATION AND SICK LEAVE**

All employees of the clerk of court's office earn from five to twenty days of vacation leave and from one to ten days of sick leave each year, depending on length of service. Vacation leave must be taken during the year earned. Sick leave may be accumulated up to a maximum of twenty-five days. Any accumulated sick leave is forfeited upon termination of employment.

**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 has not been made in the aggregation of this data.

**2. RECEIVABLES**

The General Fund receivables of \$28,587 at June 30, 1996, are as follows:

Class of receivables:

Court costs, fees, and charges	\$21,049
Court attendance	616
Criminal fees	<u>6,922</u>
Total	<u>\$28,587</u>

OUACHITA PARISH CLERK OF COURT  
Monroe, Louisiana  
Notes to the Financial Statements (Continued)

**3. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in office furnishings and equipment follows:

Balance at July 1, 1995	\$766,783
Additions	52,345
Deletions	<u>(10,585)</u>
Balance at June 30, 1996	<u>\$808,543</u>

**4. PENSION PLAN**

Substantially all employees of the Ouachita Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established 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 Ouachita 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 Ouachita 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 Ouachita Parish Clerk of

OUACHITA PARISH CLERK OF COURT  
 Monroe, Louisiana  
 Notes to the Financial Statements (Continued)

Court's contributions to the System for the years ending June 30, 1996, 1995, and 1994, were \$115,115, \$100,326, and \$78,083, respectively, equal to the required contributions for each year.

**5. POST RETIREMENT BENEFITS**

The Ouachita 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 \$167,256 for the year ended June 30, 1996. Of that amount, \$12,082 was for retiree benefits.

**6. CHANGES IN AGENCY FUND BALANCES**

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

	Advance Deposit Fund	Registry of Court Fund	Deferred Compensation Plan Fund	Total
Balance at July 1, 1995	\$978,791	\$1,441,876	\$43,275	\$2,463,942
Additions	1,667,522	1,579,678	19,122	3,266,322
Deletions	<u>(1,590,286)</u>	<u>(1,235,677)</u>	<u>(1,261)</u>	<u>(2,827,224)</u>
Balance at June 30, 1996	<u>\$1,056,027</u>	<u>\$1,785,877</u>	<u>\$61,136</u>	<u>\$2,903,040</u>

**7. OPERATING LEASES**

In January 1993, the clerk entered into a 60-month agreement for computer equipment and software support. The terms of the agreement specify that the equipment remains the property of the lessor and provides for monthly lease payments of approximately \$2,822. In July 1994, the clerk entered into a 24-month agreement to lease a vehicle. The agreement requires monthly payments of approximately \$517. Current year lease payments equal \$40,068 and are included in operating services expenditures on Statement B.

**OUACHITA PARISH CLERK OF COURT**  
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Notes to the Financial Statements (Continued)

**8. DEFERRED COMPENSATION PLAN**

The Ouachita Parish Clerk of Court offers its employees a deferred compensation plan created in accordance with the Internal Revenue Code Section 457. The plan, available to all clerk of court employees, permits employees to defer a portion of their salaries until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the clerk of court (without being restricted to the provisions of benefits under the plan), subject only to the claims of the clerk of court's general creditors. Participants' rights under the plan are equal to those of general creditors of the clerk of court in an amount equal to the fair market value of the deferred account for each participant.

**9. LITIGATION AND CLAIMS**

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

**10. EXPENDITURES OF THE CLERK OF COURT  
PAID BY THE PARISH POLICE JURY**

The Ouachita Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Ouachita Parish Police Jury.

**Statement B**

**OUACHITA PARISH CLERK OF COURT**  
 Monroe, Louisiana  
**GOVERNMENTAL FUND TYPE - GENERAL FUND**  
 Statement of Revenues, Expenditures, and  
 Changes in Fund Balance - Budget  
 (GAAP Basis) and Actual  
 For the Year Ended June 30, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>EXCESS (Deficiency) OF REVENUES AND OTHER FINANCING SOURCE OVER EXPENDITURES</b>	(\$138,183)	\$69,557	\$207,740
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>802,897</u>	<u>802,750</u>	<u>(147)</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u><u>\$664,714</u></u>	<u><u>\$872,307</u></u>	<u><u>\$207,593</u></u>

(Concluded)

The accompanying notes are an integral part of this statement.