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TANGIPAHOLA PARISH CLERK OF COURT  
AMITE, LOUISIANA  
FINANCIAL REPORT  
JUNE 30, 1996

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the council, or authorized, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date: MAR 19 1997

**TANGIPAHOLA PARISH CLERK OF COURT**

**AMITE, LOUISIANA**

**Component Unit Financial Statements  
As of and for the Year Ended June 30, 1998  
With Supplemental Information Schedules**

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**INDEPENDENT AUDITOR'S REPORT**

To the Honorable Felix Dubour  
Tangipahoa Parish Clerk of Court  
Amite, Louisiana 70412

We have audited the accompanying component unit financial statements of the Tangipahoa Parish Clerk of Court, Amite, Louisiana, as of June 30, 1996, and for the year then ended. These component unit financial statements are the responsibility of the Clerk of Court. Our responsibility is to express an opinion on these component unit 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. These 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. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the component unit financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall component unit financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the component unit financial statements referred to above present fairly, in all material aspects, the financial position of the Tangipahoa Parish Clerk of Court, Amite, Louisiana, as of June 30, 1996, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the component unit financial statements taken as a whole. The supplemental information schedules (Fiduciary Funds - Agency Funds) listed in the table of contents are presented for purposes of additional analysis and are not a required part of the component unit financial statements of the Tangipahoa Parish Clerk of Court, Amite, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the component unit financial statements, and in our opinion, such information is fairly presented in all material aspects in relation to the component unit financial statements taken as a whole.



Bruce Harrell & Company, CPAs  
A Professional Accounting Corporation

December 11, 1996

**TANGIPAROA PARISH CLERK OF COURT  
AMITE, LOUISIANA  
ALL FUND TYPES AND ACCOUNT GROUPS**

**STATEMENT A**

Continued Balance Sheet  
June 30, 1998

	GOVERNMENTAL		ACCOUNT GROUP GENERAL FIXED ASSETS	TOTAL (MEMO ONLY)
	<u>FUND</u>	FIDUCIARY		
	GENERAL FUND	FUNDS - AGENCY FUNDS		
<b>ASSETS AND OTHER DEBITS</b>				
<i>Assets:</i>				
Cash and cash equivalents	\$ 793,842	\$ 2,929,568	\$ -	\$ 3,723,410
Investments	-	853,229	-	853,229
Receivables	74,298	342	-	74,640
Due from Other Funds	5,319	71,358	-	76,677
Land, buildings, and equipment	-	-	442,152	442,152
Other debits - amount to be provided for retirement of general long-term obligations	-	-	-	-
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<u>\$ 873,777</u>	<u>\$ 3,854,097</u>	<u>\$ 442,152</u>	<u>\$ 5,170,026</u>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>				
<i>Liabilities:</i>				
Accounts payable	\$ 34,181	-	-	\$ 34,181
Due to other funds	77,750	5,319	-	83,067
Unsettled deposits	-	3,855,764	-	3,855,764
Lease-purchase payable	-	-	-	-
Compensated absence payable	29,183	-	-	29,183
<b>TOTAL LIABILITIES</b>	<u>141,294</u>	<u>3,861,083</u>	<u>-</u>	<u>4,002,377</u>
<i>Equity and Other Credits:</i>				
Investments in general				
Fixed assets	-	-	442,152	442,152
Fund balances				
Reserved	183,646	-	-	183,646
Unaccrued	248,082	-	-	248,082
<b>Total Equity and Other Credits</b>	<u>431,728</u>	<u>-</u>	<u>442,152</u>	<u>1,175,802</u>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<u>\$ 573,022</u>	<u>\$ 3,861,083</u>	<u>\$ 442,152</u>	<u>\$ 5,175,257</u>

The accompanying notes are an integral part of these statements.

**TANGIPAHOLA PARISH CLERK OF COURT  
ABITE, LOUISIANA  
GOVERNMENTAL FUND - GENERAL FUND**

**STATEMENT B**

Statement of Revenues, Expenditures,  
and Changes in Fund Balances  
For the Year Ended June 30, 1995

	<b>GENERAL FUND</b>
<b>REVENUES</b>	
Licenses and permits	\$ 26,100
Fees, charges, and commissions for services:	
Court costs, fees, and charges	881,133
Fees for recording legal documents	687,687
Use of money and property - interest & dividends earnings	151,950
Intergovernmental	110,080
Miscellaneous	25,470
Total revenues	1,882,420
<b>EXPENDITURES</b>	
General government:	
Personnel services and related benefits	1,296,828
Operating services	144,124
Materials and supplies	173,211
Travel and other charges	18,880
Debt service	4,248
Capital expenditures	11,798
Total expenditures	1,669,109
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>213,311</b>
<b>OTHER FINANCING SOURCES:</b>	
Loss on Sale of Investments	(716)
Proceeds From Loans Payable	4,818
Gain on Sale of Fixed Assets	26,469
Total other financing sources	29,571
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES</b>	<b>242,882</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>486,212</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 729,111</b>

The accompanying notes are an integral part of these statements.

**TANGIPAHUA PARISH CLERK OF COURT  
AMITE, LOUISIANA  
GOVERNMENTAL FUNDS - GENERAL FUND**

**STATEMENT C**

**Statement of Revenues, Expenditures, and  
Changes in Fund Balances - Budget  
(GAAP Basis) and Actual  
For the Year Ended June 30, 1995**

	FISCAL YEAR		VARIANCE - FAVORABLE (UNFAVORABLE)
	BUDGET	ACTUAL	
<b>REVENUES</b>			
Licenses and permits	\$ 25,000	\$ 35,130	\$ 1,130
Fees, charges, and commissions for services:			
Court rent, fees, and charges	760,340	881,233	120,893
Fees for recording legal documents	625,000	687,687	62,687
Use of money and property interest and dividends	130,000	131,650	1,650
Intergovernmental	110,000	110,000	-
Miscellaneous	31,000	35,470	4,470
Total revenues	<u>1,721,440</u>	<u>1,982,270</u>	<u>260,830</u>
<b>EXPENDITURES</b>			
General government:			
Personal services and related benefits	1,287,218	1,286,828	(390)
Operating services	142,258	144,224	(1,966)
Materials and supplies	181,428	173,271	(8,157)
Travel and other charges	27,648	18,888	8,760
Debt service	3,000	4,244	(1,244)
Capital Expenditures	51,000	51,338	(338)
Total expenditures	<u>1,672,644</u>	<u>1,699,202</u>	<u>26,558</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>48,796</u>	<u>283,068</u>	<u>234,272</u>
<b>OTHER FINANCING SOURCES</b>			
Loss on Sale of Investments	-	(776)	(776)
Proceeds From Loans Purchased	-	4,850	4,850
Gain on Sale of Fixed Assets	20,499	20,499	-
Total other financing sources	<u>20,499</u>	<u>24,673</u>	<u>3,874</u>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES</b>	<u>69,295</u>	<u>307,741</u>	<u>238,146</u>
<b>FUND BALANCE BEGINNING OF YEAR</b>	<u>486,313</u>	<u>486,313</u>	<u>-</u>
<b>FUND BALANCE END OF YEAR</b>	<u>\$ 555,608</u>	<u>\$ 794,054</u>	<u>\$ 238,446</u>

The accompanying notes are an integral part of these statements.

**TANGIPAHOLA PARISH CLERK OF COURT**  
*Amity, Louisiana*

**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2006**

**INTRODUCTION**

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court serves as the ex-officio notary public, the recorder of conveyances, mortgages, and other acts, and has other duties and powers provided by law. The clerk of court is elected for a four-year term.

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying component unit financial statements of the Tangipahola 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 Tangipahola Parish Council is the financial reporting entity for Tangipahola Parish. The financial reporting entity consists of (a) the primary government (parish); (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 Tangipahola Parish Council 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
  - a. The ability of the council 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 council.
2. Organizations for which the council does not appoint a voting majority but are fiscally dependent on the council.
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 clerk of court is fiscally dependent on the council, the clerk of court was determined to be a component unit of the Tangipahola Parish Council, the financial reporting entity. The accompanying financial statements present information only on the funds established by the clerk of court and do not present information on the council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**TANGIPAHULA PARISH CLERK OF COURT**  
**Ambre, Louisiana**

**Notes to the Financial Statements**  
**(Continued)**

**As of and for the Year Ended June 30, 1996**

**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 governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the clerk of court are classified into two categories: governmental (General Fund) and fiduciary (Agency Funds). These funds are described as follows:

**General Fund**

The General Fund, as provided by Louisiana Revised 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 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 modified accrual basis of accounting. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Revenues from recordings, copies, and other services are recognized when they become measurable and available as net current assets (i.e. when the service is performed). Substantially all other revenues are recorded when received.

**Expenditures**

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



**TANGIPAHOLA PARISH CLERK OF COURT**  
*Amite, Louisiana*

**Notes to the Financial Statements**  
*(Continued)*  
**As of and for the Year Ended June 30, 1998**

**E. BUDGET PRACTICES**

The proposed budget for the 1998 fiscal year was made available for public inspection at the clerk's office on May 25, 1998. The proposed budget, prepared on the modified several basis of accounting, was published in the official journal 14 days prior to the public hearing. The budget hearing was held at the clerk's office on June 9, 1998. The budget is legally adopted by the clerk. 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 an encumbrance accounting system.

**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. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool Inc. (LAMP), a nonprofit corporation formed by an initiative of the State Treasurer and organized under the laws of Louisiana, which operates a local government investment pool. Investments are stated at cost.

Under state law, the clerk of court may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost, except for investments in the National Compensation Agency Fund, which are reported at market.

**H. FIXED ASSETS**

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized in the general fixed assets account group. General fixed assets provided by the parish council are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

**I. COMPENSATED ABSENCES**

The clerk of court has the following policy relating to vacation and sick leave:

TANGIPAROA PARISH CLERK OF COURT  
Amite, Louisiana

Notes to the Financial Statements

(Continued)

As of and for the Year Ended June 30, 1996

**Sick Leave**

Each employee is granted 15 days for sick leave at the beginning of each year. It may be carried over at the end of each year. In the event of major surgery, child birth, or extended hospital confinement, a period not to exceed 30 days will be allowed at the discretion of the clerk of court. Any holidays falling within this 30 day period will be included in the 30 days, and cannot be added to this period. After 30 days, the employee will be considered on leave without pay, provided all other leave has been exhausted. No liability is recorded for non-voting accumulating rights to receive sick pay benefits.

**Vacation**

Ten vacation days are granted to each employee at the beginning of each year, employees with 10 years of full-time service are given 15 vacation days. Unused vacation days convert to sick leave at the end of the employees' year.

The cost of leave privileges, as stipulated in accordance with OASD Classification Section CMI, is recognized as a one-year expenditure in the General Fund when leave is actually taken.

**J. 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. There are no long-term obligations at the end of the current year.

**K. FUND EQUITY**

**Reserves**

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

**Designated Fund Balances**

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

**L. TOTAL COLUMNS ON STATEMENTS**

Total columns on the statements are captioned *Mississippi Only* to indicate that they are prepared 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.

**TANGIPAROA PARISH CLERK OF COURT**  
*Amite, Louisiana*

**Notes to the Financial Statements**  
**(Continued)**

**As of and for the Year Ended June 30, 1996**

**2. CASH AND CASH EQUIVALENTS**

At June 30, 1996, the clerk of court has cash and cash equivalents (bank balances) totaling \$3,722,682, as follows:

Interest-bearing Demand Deposits	\$ 2,946,141
Time Deposits	<u>1,076,641</u>
Total	<u>\$ 3,722,682</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits for the remaining 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 balance(s). These deposits are secured from risk by \$1,250,818 of federal deposit insurance and \$2,908,290 of pledged securities held by the custodial bank in the name of the fiscal agent bank (Category 2).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 38:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

**3. INVESTMENTS**

At June 30, 1996, the clerk of court holds investments totaling \$833,229 as follows:

	<u>Carrying Amount</u>	<u>Market Value</u>
Centennial Government Trust	\$ 48,087	\$ 48,087
U. S. T-Bonds	88,658	108,000
U. S. T-Notes	498,683	508,000
Zweig Series Trust	98,801	98,388
LAMP	108,960	108,960
Total	<u>\$ 833,229</u>	<u>\$ 859,434</u>

All investments are stated on the balance sheet (carrying value) at cost. All investments, except LAMP, are in the name of the clerk and are held at the clerk's office. Because these investments are in the name of the clerk and are held by the clerk or the clerk's agent, the investments are considered insured and registered, Category 11, in applying the credit risk of GASB Certification Section ISO.164.

**TANGIPAROA PARISH CLERK OF COURT**  
*Amite, Louisiana*

**Notes to the Financial Statements**  
**(Continued)**

As of and for the Year Ended June 30, 1996

In accordance with GASB Classification Section 150.153, the investment in LAMP at June 30, 1996, is not categorized in the three-risk categories provided by GASB Classification Section 150.104 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprising the State Treasurer, representatives from various organizations of local government, the Government Finance Officers Association of Louisiana, and the Society of Louisiana CPAs. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U. S. Treasury, the U. S. Government, or one of its agencies, categories, or instrumentalities, as well as securities agreements collateralized by these securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 300 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

**4. DUE TO/FROM OTHER FUNDS**

The due to/from other funds of \$83,867, at June 30, 1996, is as follows:

	Due From	Due To
General Fund	\$ 3,317	\$ 71,350
Advance Deposit Fund	77,790	3,217
Total	\$ 81,107	\$ 83,867

**5. RECEIVABLES**

The receivables of \$34,940 at June 30, 1996, are as follows:

	General Fund	Agency Funds	Total
Accounts Receivable	\$ 68,126	\$ -	\$ 68,126
Criminal Fees Receivable	3,826	324	4,150
MSF Receivable	488	18	484
Total	\$ 72,440	\$ 342	\$ 72,782

**TANGIPAHOLA PARISH CLERK OF COURT**  
Amite, Louisiana

**Notes to the Financial Statements**  
(Continued)

**As of and for the Year Ended June 30, 1996**

**6. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	Balance July 1, 1995	Additions	Deletions	Balance June 30, 1996
Land	\$ 27,800	\$ -	\$ -	\$ 27,800
Buildings	143,325	4,281	-	147,606
Equipment	283,873	3,680	13,248	340,285
Vehicles	18,345	28,349	18,345	28,349
Total	<u>\$ 441,303</u>	<u>\$ 32,520</u>	<u>\$ 31,593</u>	<u>\$ 441,310</u>

**7. PENSION PLAN**

*Plan Description:* Substantially all employees of the Tangipahola Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund System, a cost-sharing, multiple-employer defined pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment 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 35 consecutive or jointed 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 35 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and awarded by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplemental information of the System. That report may be obtained by writing to the Louisiana Clerk of Court Retirement and Relief Fund, 11745 Brickhouse Avenue, Suite 01, Baton Rouge, Louisiana 70816, or by calling (504) 293-1182.

*Funding Policy:* Plan members are required by state statute to contribute 0.25 percent of their annual covered salary and the Tangipahola Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.58 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 collected by the tax rolls of each parish. The contribution requirements of plan members and the Tangipahola Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:309, the employer contributions are determined by actuarial valuations and are subject to change each year based on the results of the valuation for the prior fiscal year. The Tangipahola Parish Clerk of Court's contributions to the System for the years ending June 30, 1996, 1995, and 1994, were \$105,378, \$94,188, and \$73,343, respectively, equal to the required contributions for each year.

**TANGIPAHULA PARISH CLERK OF COURT**  
Amite, Louisiana

**Notes to the Financial Statements**  
**(Continued)**  
**As of and for the Year Ended June 30, 1996**

**Deferred Compensation Plan:**

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

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held 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 the benefits under the plan, subject only to the claims of the clerk's general creditors. Participants' rights under the plan are equal to those of general creditors of the clerk in an amount equal to the fair market value of the deferred account for each participant.

The clerk of court has the duty of due care that would be required of an ordinary prudent investor. The clerk believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

**8. OTHER POSTEMPLOYMENT BENEFITS**

The clerk of court offers all retired employees health insurance benefits. The clerk and the retired employees each pay one-half of the premium on a pay-as-you-go basis. At June 30, 1996, 7 retired employees were covered under the clerk's health insurance plan. The cost to the clerk of court for the year ended June 30, 1996, was \$8,018.

**9. COMPENSATED ABSENCES**

At June 30, 1996, employees of the clerk of court have accumulated and vested \$29,193 of employee leave benefits, computed in accordance with GASB Codification Section 600.

**10. LEASES**

The clerk of court rents firms under capital leases as an asset and an obligation in the accompanying financial statements. The clerk of court had no capital leases at the end of the year.

The clerk of court has operating leases of the following nature:

On February 15, 1993, the clerk of court entered into a lease with Xerox Corporation in connection with the lease of a copy machine. The terms of the lease require monthly payments of \$128.02 for 60 months and an option to purchase the copy machine at the end of the lease for \$600.00. The agreement contains a clause stating that the lease is cancellable if the clerk of court does not appropriate the funds necessary to make the required lease payments during the budgeting period.

On March 23, 1993, the clerk of court entered into a lease with Xerox Corporation in connection with the lease of a copy machine. The terms of the lease require monthly payments of \$107.15 for 60 months and an option to purchase the copy machine at the end of the lease for \$1,000. The agreement contains a clause stating that the lease can be cancelled if the clerk of court does not appropriate the funds necessary to make the required lease payments during the budgeting period.

There are no minimum annual commitments under non-cancellable operating leases since all leases have non-appropriation clauses.

**TANGIPAROLA PARISH CLERK OF COURT**  
*Acute, Louisiana*

**Notes to the Financial Statements**  
*(Continued)*  
**As of and for the Year Ended June 30, 1996**

**11. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund unserted deposits follows:

<u>Agency Funds</u>	<u>Unserted Deposits at Beginning of Year</u>	<u>Additions</u>	<u>Debitors</u>	<u>Unserted Deposits at End of Year</u>
Advance Deposit	\$ 2,796,463	\$ 1,383,983	\$ 1,114,667	\$ 3,065,781
Registry of Court	394,649	649,323	772,018	671,954
Deferred Compensation	181,425	38,744	-	131,709
Total	<u>\$ 3,493,537</u>	<u>\$ 3,835,577</u>	<u>\$ 1,498,741</u>	<u>\$ 3,835,764</u>

**12. CHANGES IN GENERAL, LONG-TERM OBLIGATIONS**

The clerk of court had no long-term obligation transactions during the year.

**13. EXCESS FUND BALANCE**

Louisiana Revised Statute 13:243 requires that every five 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, 1996, there was no amount due the parish treasurer as the General Fund's fund balance at June 30, 1996, did not exceed one-half of the revenues of the General Fund for the last year of the clerk's five year term of office.

**14. LITIGATION AND CLAIMS**

At June 30, 1996, the clerk of court is involved in one suit. It is the opinion of the attorney, that there should be little or no exposure to the clerk of court from the suit.

Claims and litigation costs of \$1,949 were incurred in the current year and have been recorded as a current-year expenditure in the General Fund.

**15. EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH COUNCIL**

Certain operating expenditures of the clerk's office are paid by the parish council and are not included in the accompanying financial statements.

**TANGIPAHOLA PARISH CLERK OF COURT**  
Amite, Louisiana

Notes to the Financial Statements  
(Continued)  
As of and for the Year Ended June 30, 1996

**16. COMMITMENTS AND INTERGOVERNMENTAL SERVICE AGREEMENT**

On September 28, 1994, the Tangipahola Parish Clerk of Court and the Tangipahola Parish Tax Collector entered into an agreement to jointly fund a new mapping system. The new mapping system is to be capable of producing ownership maps including roads and rivers in Tangipahola Parish, and also be able to create maps of all election districts. The mapping division will consist of one employee from the clerk of court's office, one employee from the tax collector's office, and a team leader, who will be compensated by the clerk of court's office. All expenses incurred, including aerial photography, will be the responsibility of the municipalities or any other governmental agency desiring a GIS.

**17. RESERVED FUND BALANCE**

The amount in the Reserved Fund Balance is the balance of the checking account that is dedicated to the mapping project between the clerk of court and the tax collector. See Schedule 16.



**SUPPLEMENTAL INFORMATION SCHEDULES -**

**FIDUCIARY TYPE FUNDS - AGENCY FUNDS**

**ADVANCE DEPOSIT FUND**

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:843, 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 13:471, accounts for funds that have been ordered by the court to be held until judgment has been rendered in court litigations. Withdrawal of the funds can be made only upon order of the court.

**DEFERRED COMPENSATION FUND**

The Deferred Compensation Fund, as provided by Louisiana Revised Statutes 42:1381 - 42:1388, accounts for contributions by the clerk of court and employees of the clerk of court with the Louisiana Deferred Compensation Plan. The plan is governed by Section 453 of the Internal Revenue Service Code.

**TANGIPAHOLA PARISH CLERK OF COURT  
AMITE, LOUISIANA  
FIDUCIARY FUNDS - AGENCY FUNDS**

SCHEDULE 1

Combined Balance Sheet  
June 30, 1998

	ADVANCE DEPOSIT FUND	RECEIVE OF COURT FUND	DEFERRED COMPENSATION ASSETS	TOTAL
<b>ASSETS</b>				
Cash and cash equivalents	\$ 2,128,515	\$ 471,294	\$ 351,268	\$ 2,951,077
Investments	853,239	-	-	853,239
Receivables	524	18	-	542
Due from Other Funds	73,293	-	-	73,293
<b>TOTAL ASSETS</b>	<u>\$ 3,055,571</u>	<u>\$ 471,294</u>	<u>\$ 351,268</u>	<u>\$ 3,881,081</u>
<b>LIABILITIES</b>				
Due to general fund	\$ 5,217	-	-	\$ 5,217
Due to taxing bodies and others	3,652,704	471,294	-	3,723,998
Due to plan participants	-	-	351,268	351,268
<b>TOTAL LIABILITIES</b>	<u>\$ 3,657,921</u>	<u>\$ 471,294</u>	<u>\$ 351,268</u>	<u>\$ 3,881,081</u>

The accompanying notes are an integral part of these statements.

**TANGIPAHOLA PARISH CLERK OF COURT  
AMITE, LOUISIANA  
FIDUCIARY FUNDS - AGENCY FUNDS**

**SCHEDULE 2**

**Schedule of Changes in Unsettled Balances  
For the Year Ended June 30, 1996**

	AGENCY DEPOSIT FUND	SHERIFF OF COURT FUND	SHERIFF COMMISSION FUND	TOTAL
<b>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</b>	\$ <u>2,796,443</u>	\$ <u>384,843</u>	\$ <u>103,425</u>	\$ <u>3,485,503</u>
<b>ADDITIONS</b>				
Deposits:				
Suits, executions and judgments	1,580,500	449,330	-	1,829,279
Contributions by participants	-	-	28,348	28,348
Total additions	<u>1,580,500</u>	<u>449,330</u>	<u>28,348</u>	<u>1,858,173</u>
Total	<u>4,177,368</u>	<u>1,043,368</u>	<u>131,769</u>	<u>5,352,303</u>
<b>REDUCTIONS</b>				
Clerk's costs (transferred to General Fund)	885,155	-	-	885,155
Settlements to Plaintiffs	84,899	373,874	-	458,773
Attorney, curator, and notary fees	9,373	-	-	9,373
Stenographer's fees	29,642	-	-	29,642
Sheriff's fees	47,918	-	-	47,918
Judicial expense	39,156	-	-	39,156
Jury cost	23,504	-	-	23,504
Other reductions	45,838	-	-	45,838
Total reductions	<u>1,124,667</u>	<u>373,874</u>	<u>-</u>	<u>1,498,541</u>
<b>UNSETTLED DEPOSITS AT END OF YEAR</b>	\$ <u>3,052,701</u>	\$ <u>671,294</u>	\$ <u>131,769</u>	\$ <u>3,855,764</u>

The accompanying notes are an integral part of these statements.

**OTHER INDEPENDENT AUDITOR'S REPORTS**

**BRUCE HARRELL & CO.**

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN AUDIT  
OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT ACCOUNTING STANDARDS**

To the Honorable John Delaney  
Tangipahoa Parish Clerk of Court  
Amite, Louisiana 70472

We have audited the component unit financial statements of the Tangipahoa Parish Clerk of Court, Amite, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated December 11, 1996.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. These 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, and contracts applicable to the Tangipahoa Parish Clerk of Court, Amite, Louisiana, is the responsibility of the Tangipahoa Parish Clerk of Court's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the clerk of court's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the component unit financial statements 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 Tangipahoa Parish Clerk of Court management, and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.



Bruce Harrell & Company, CPAs  
A Professional Accounting Corporation

December 11, 1996

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**MEMBERS**American Institute of CPAs  
Society of Louisiana CPAs**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED ON AN  
AUDIT OF COMPONENT UNIT FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT ACCOUNTING STANDARDS**

To the Honorable John Dubreier  
Tangipahoa Parish Clerk of Court  
Amite, Louisiana 70422

We have audited the component unit financial statements of the Tangipahoa Parish Clerk of Court, Amite, Louisiana, for the year ended June 30, 1996, and have issued our report thereon dated December 11, 1996.

We have 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.

The management of the Tangipahoa Parish Clerk of Court, Amite, Louisiana, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assist 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 recorded in accordance with management's authorization and recorded properly to permit the preparation of 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.

In planning and performing our audit of the component unit financial statements of the Tangipahoa Parish Clerk of Court, Amite, Louisiana, for the year ended June 30, 1996, 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 component unit financial statements and not to provide assurance on the internal control structure. Accordingly, we do not express such an opinion.

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CERTIFIED PUBLIC ACCOUNTANTS  
*A Professional Accounting Corporation*

To the Honorable John Doherty  
Page 2

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 accounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. 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 management and the Louisiana Legislative Auditors. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



Bruce Harrell & Company, CPAs  
A Professional Accounting Corporation

December 11, 1996