

1163

FILED  
JUN 20 1986  
EAST CARROLL PARISH

**OFFICIAL  
FILE COPY**

**DO NOT REMOVE**

(When necessary  
remove from this  
copy and PLACE  
BACK IN FILE)

**EAST CARROLL PARISH CLERK OF COURT**

Lake Providence, Louisiana

June 20, 1986

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.

Revised Date: OCT 02 1986

**EAST CARROLL PARISH CLERK OF COURT**  
**Lake Providence, Louisiana**  
**GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)**

Statement of Revenues, Expenditures,  
and Changes in Fund Balance  
For the Year Ended June 30, 1996

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE UNFAVORABLE</u>
Retirement	16,500	16,596	(96)
Sec. of State - UCC	15,000	15,054	(54)
Marriage License Fees	<u>900</u>	<u>894</u>	<u>(6)</u>
Total Expenditures	<u>321,600</u>	<u>322,538</u>	<u>(938)</u>
 EXCESS OF REVENUES OVER EXPENDITURES	 (28,000)	 (28,711)	 711
 FUND BALANCE AT BEGINNING OF YEAR	 <u>141,718</u>	 <u>141,718</u>	 <u>-</u>
 FUND BALANCE AT END OF YEAR	 <u>\$113,718</u>	 <u>\$113,007</u>	 <u>\$711</u>

(CONCLUDED)

The accompanying notes are an integral part of this statement.

**EAST CARROLL PARISH CLERK OF COURT**  
**Lake Providence, Louisiana**  
**GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)**

Statement of Revenues, Expenditures,  
and Changes in Fund Balance  
For the Year Ended June 30, 1999

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Recording	\$ 66,000	\$ 66,004	\$ 4
Cancellation	9,000	9,087	87
Mortgages	3,500	3,657	157
Marriage Licenses	1,200	1,225	25
Notary	1,800	1,799	(81)
Certified Copies	2,000	1,634	(366)
Photocopies	8,000	8,039	39
Court Attendance	2,300	2,280	(40)
Criminal Fees	28,000	28,823	823
Sales	89,000	89,442	442
Interest	9,900	9,858	58
Elections	10,000	9,999	(81)
Clerk's Reimbursement	9,000	9,000	-
Miscellaneous	-----	-----	-----
Total Revenue	204,600	206,137	1,537
<b>EXPENDITURES</b>			
<b>Salaries</b>			
Clerk	59,000	54,532	4,468
Deputies	92,000	91,549	451
Office Supplies	7,800	7,767	33
Insurance	23,000	23,096	9
<b>Travel:</b>			
Clerk's Allowance	5,400	5,372	28
Travel and Concession	900	939	(39)
Capital Outlay	19,000	18,787	213
<b>Other Expenditures:</b>			
Election Expenses	3,000	4,798	(1,798)
Clerk's Comp. Fund	2,000	1,989	11
Auto Supplies	3,400	3,366	34
Microfilming	1,400	1,367	33
Miscellaneous	8,000	8,399	(399)
Unemployment Taxes	2,700	2,744	(44)

(CONTINUED)

The accompanying notes are an integral part of this statement.

**EAST CARROLL PARISH CLERK OF COURT**  
**Lake Providence, Louisiana**  
**GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)**

Statement of Revenues, Expenditures,  
and Changes in Fund Balance  
For the Year Ended June 30, 1996

<b>REVENUES</b>	
Licenses and permits - marriage	\$ 1,225
Fees, charges, and commissions for services:	
Court costs, fees, and charges	130,000
Fees for recording legal documents	68,064
Fees for certified copies of documents	1,974
Charges for use of Photocopier	1,009
Elections	3,999
Miscellaneous	-
Use of money and property - interest earnings	9,898
Miscellaneous	<u>3,080</u>
Total Revenues	238,137
<b>EXPENDITURES</b>	
General government:	
Personnel services and related benefits	193,618
Operating services	24,974
Material and supplies	9,134
Capital Outlay	18,787
Travel and conventions	<u>4,325</u>
Total Expenditures	250,838
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(28,711)</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b><u>141,718</u></b>
<b>FUND BALANCE AT END OF YEAR</b>	<b><u>\$113,007</u></b>

The accompanying notes are an integral part of this statement.

## ACCOUNT GROUPS

GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	TOTAL (MEMORANDUM DOLLAR)
\$ -	\$ -	\$ 98,381
-	-	99,000
-	-	2,903
-	-	152
68,136	-	68,136
-----	<u>8,735</u>	<u>8,735</u>
<u>168,136</u>	<u>1 8,735</u>	<u>176,871</u>
\$ -	\$ -	\$ 682
-	8,735	8,735
-	-	152
-----	-----	<u>80,859</u>
-	8,735	90,004
68,136	-	68,136
-	-	186,272
-----	-----	<u>8,735</u>
<u>168,136</u>	-----	<u>186,143</u>
<u>168,136</u>	<u>1 8,735</u>	<u>176,871</u>

# *Albritton & Lee*

Certified Public Accountants

Post Office Box 2084

1598 South Avenue - Monroe, Louisiana 70139

W. C. "Bud" Albritton, CPA

Ray G. Lee, CPA

338-387-1931

FAX 338-387-2977

Members of  
American Institute of  
Certified Public Accountants  
Board of Certified  
Certified Public Accountants

Edna Bishop Brock, Clerk of Court  
East Carroll Parish  
Courthouse  
Lake Providence, Louisiana

We have audited the general purpose financial statements of the East Carroll Parish Clerk of Court, Lake Providence, Louisiana as of and for the year ended June 30, 1996 and have issued our report thereon dated August 28, 1996. Our examination was made in accordance with generally accepted auditing standards and the standards for financial and compliance audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. General Accounting Office, Audits of State and Local Governments, and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The East Carroll Parish Clerk of Court is responsible for compliance with laws and regulations. In connection with my examination related to above, we selected and tested transactions and records from all areas under the clerk's authority. The purpose of my testing of transactions and records was to obtain reasonable assurance that the East Carroll Parish Clerk of Court, Inc., in all material respects, administered its funds in compliance with laws and regulations, including those pertaining to financial reports and claims for advances and reimbursements, noncompliance with which we believe could have a material effect on the financial statements taken as a whole.

In our opinion, for the year ended June 30, 1996, the East Carroll Parish Clerk of Court, Lake Providence, Louisiana administered all of its funds and accounts groups in compliance, in all material respects, with laws and regulations, including those pertaining to financial reports and claims for advances and reimbursements, noncompliance with which we believe could have been in violation of the laws and regulations.



Albritton & Lee  
Certified Public Accountants

August 28, 1996  
Monroe, Louisiana

Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control used in administering the financial affairs of the East Carroll Clerk of Court. Accordingly, we do not express an opinion on the system of internal accounting control used in administering the financial affairs of the East Carroll Parish Clerk of Court. However, our study and evaluation disclosed no condition that we believe to be a material weakness.

This report is intended solely for the use of management, the State Planning Office and the Legislative Auditors and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the East Carroll Clerk of Court, is a matter of public record.



Bert O. Lee  
Allenton & Lee  
Certified Public Accountants

Monroe, Louisiana  
August 28, 1966

# *Albritton & Loe*

Certified Public Accountants

Post Office Box 2064

1000 South Avenue - Monroe, Louisiana 70134

W.L. "Doc" Albritton, CPA  
Bert O. Loe, CPA

FFB-887-1972

FILE NOB-MP-1977

Members of  
American Institute of  
Certified Public Accountants  
Institute of Certified  
Public Accountants

John Bishop Brock, Clerk of Court  
East Carroll Parish  
Courthouse  
Lake Providence, Louisiana

## INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying balance sheet of the East Carroll Parish Clerk of Court, Lake Providence, Louisiana as of June 30, 1986, and the related statements of revenues and expenditures, and changes in fund balances for the year then ended. These financial statements are the responsibility of the East Carroll Parish Clerk of Court. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to in the first paragraph above present fairly, in all material aspects, the financial position of the East Carroll Parish Clerk of Court as of June 30, 1986, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.



Albritton & Loe  
Certified Public Accountants

August 28, 1986  
Monroe, Louisiana



**EAST CARROLL PARISH CLERK OF COURT**  
Lake Providence, Louisiana

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

**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 term of four years.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying financial statements of the East Carroll 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 East Carroll Parish Police Jury is the financial entity for East Carroll Parish. The financial reporting entity consists of (i) the primary government, (ii) organizations for which the primary government is financially accountable, and (iii) 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 East Carroll 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
  - 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.

**EAST CARROLL PARISH CLERK OF COURT**  
**Lake Providence, Louisiana**

**General Purpose Financial Statements**  
**For the Year Ended June 30, 1996**  
**With Supplemental Information Schedule**

**CONTENTS**

	<b>Statement</b>	<b>Page No</b>
Transmittal Letter		2
Affidavit		3
Auditor's Opinion - Financial Statements		4
Auditor's Opinion - Internal Control Systems		5-6
Auditor's Opinion - General Purpose Financial Statements		7
General Purpose Financial Statements:		
Combined Balance Sheet - All Fund		
Types and Account Groups	A	8-9
Governmental Fund Type - General Fund:		
Statement of Revenues, Expenditures,		
and Changes in Fund Balance	B	10
Statement of Revenues, Expenditures,		
and Changes in Fund Balance - Budget		
and Actual - General Fund	C	11-12
Notes to the Financial Statements		13-21
	<b>Schedule</b>	<b>Page No</b>
Supplemental Information Schedule:		
Fiduciary Fund Type - Agency Funds:		
Description of Funds		22
Combining Balance Sheet	1	23
Schedule of Changes in Unsettled		
Deposits	2	24

# Albritton & Lee

Certified Public Accountants

Post Office Box 2094

1409 South Avenue - Monroe, Louisiana 71204

P.C. "Shut" Albritton, CPA

Ray G. Lee, CPA

318-387-9372

FAX 338-387-1977

MEMBER OF  
American Institute of  
Certified Public Accountants  
Institute of Certified  
Public Accountants

Edna Bishop Brock, Clerk of Court  
East Carroll Parish  
Courthouse  
Lake Providence, Louisiana

We have audited the financial statements of the East Carroll Parish Clerk of Court, Lake Providence, Louisiana, for the year ended June 30, 1996, and have issued our report thereon dated August 28, 1996. As part of our examination, we made a study and evaluation of the system of internal control systems used in administering the financial affairs, to the extent we considered necessary, to evaluate the system as by generally accepted auditing standards, standards for financial and compliance audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. General Accounting Office, and Audits of State and Local Governments. For the purpose of this report, we have classified the significant internal accounting and administrative controls used in administering the financial affairs of the clerk of court in the following categories: accounts receivables, disbursements, bank deposits, and fixed asset control.

The Clerk of East Carroll Parish is responsible for establishing and maintaining a system of internal control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objective of a system is 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 financial statements in accordance with general accepted accounting principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate. Our study included all of the applicable control categories listed above. Our study and evaluation included considering the types of errors and irregularities that could occur, determining whether the necessary procedures are prescribed and are being followed satisfactorily, and evaluating any weaknesses.

EAST CARROLL PARISH CLERK OF COURT  
Lake Providence, Louisiana

TRANSMITTAL LETTER  
ANNUAL GENERAL PURPOSE FINANCIAL STATEMENTS

August 28, 1996

Office of the Legislative Auditor  
Attention: Ms. Dorothy Miller  
Post Office Box 94387  
1608 North Third Street  
Baton Rouge, Louisiana 70804-9387

Dear Ms. Miller:

In accordance with Louisiana Revised Statute 34:514, enclosed are the annual financial statements for the East Carroll Parish Clerk of Court for the period ended June 30, 1996. The report includes all funds under the control and oversight of the clerk of court. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,

  
Clerk of Court

Enclosure

**EAST CARROLL PARISH CLERK OF COURT**  
 Lake Providence, Louisiana  
**FIDUCIARY FUND - AGENCY FUND**

Combining Balance Sheet, June 30, 1996

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
<b>ASSETS</b>			
Cash	\$44,380	\$14,244	\$ 58,624
Investments	35,000	-	35,000
Accounts Receivable	<u>1,227</u>	<u>-</u>	<u>1,227</u>
Total Assets	<u>\$80,607</u>	<u>\$14,244</u>	<u>\$ 94,851</u>
<b>LIABILITIES AND FUND EQUITY</b>			
Due to General Fund	152	-	152
Due to others	80,655	-	80,655
Unsettled Deposits	<u>-</u>	<u>14,244</u>	<u>14,244</u>
Total Liabilities	<u>\$80,807</u>	<u>\$14,244</u>	<u>\$ 95,051</u>

EAST CARROLL PARISH CLERK OF COURT  
Lake Providence, Louisiana

ANNUAL GENERAL PURPOSE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED JUNE 30, 1996  
WITH SUPPLEMENTAL INFORMATION SCHEDULES

Required by R.S. 24:514 to be filed with the  
Office of the Legislative Auditor within 90  
days after the close of the fiscal year.

AFFIDAVIT

Personally came and appeared before the undersigned authority, Edna Bishop Brock, East Carroll Parish Clerk of Court, who, duly sworn, deposes and says, that the financial statements herewith given present fairly the financial position of the East Carroll Parish Clerk of Court, as of June 30, 1996, and the results of operations for the year then ended, in accordance with generally accepted accounting principles, applied on a basis consistent with that of the preceding year.



Sworn to and subscribed before me, this 24 day of August, 1996.



Notary Public  
In and for the Parish of  
East Carroll, Louisiana

Clerk of Court: Edna Bishop Brock  
Address: 400 First Street  
Lake Providence, L.A. 71254  
Phone No. (518) 359-0389

**EAST CARROLL PARISH CLERK OF COURT**  
**Lake Providence, Louisiana**

**Notes to the Financial Statements**  
**For the Year Ended June 30, 1996**

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 furnishes the office space, utilities, and some of the equipment used in the office, the clerk of court was determined to be a component unit of the East Carroll 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.

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 and fiduciary. These funds are described as follows:

#### **General Fund**

The General Fund, as provided by Louisiana Revised Statute 13:381, 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.

#### **Agency Funds**

The Advance Deposits and Registry of Court Agency Funds are used to account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**EAST CARROLL PARISH CLERK OF COURT**  
 Lake Providence, Louisiana  
**FIDUCIARY FUND - AGENCY FUND**

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

	ADVANCE DEPOSITS FUNDS	REGISTRY OF COURT FUND
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	\$ 85,326	\$34,798
ADDITIONS		
Deposits		
Sums and successions	127,389	380
Miscellaneous	<u>      75</u>	<u>      -</u>
Total additions	128,184	380
REDUCTIONS:		
Clerk's costs - Local	80,584	-
Sentiments to litigants	30,562	914
Attorney, custator, and notarial fees	994	-
Warrants, appraisers, keepers, etc.	936	-
Sheriff's fees	16,772	-
Other reductions - by order of court	<u>13,417</u>	<u>      -</u>
Total reductions	<u>132,865</u>	<u>914</u>
UNSETTLED DEPOSITS AT END OF YEAR	<u>\$ 80,645</u>	<u>\$34,264</u>



**EAST CARROLL PARISH CLERK OF COURT**  
Lake Providence, Louisiana

**SUPPLEMENTAL INFORMATION SCHEDULE**  
For the Year Ended June 30, 1986

**FIDUCIARY FUND TYPE - AGENCY**

**ADVANCE DEPOSIT FUND**

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, is used to account for advance deposits on suits filed by litigants. The advances are refundable to the litigant after all costs have been paid.

**REGISTRY OF COURT FUND**

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, is used to account 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.

**EAST CARROLL PARISH CLERK OF COURT**  
Lake Providence, Louisiana

**Notes to the Financial Statements**  
**For the Year Ended June 30, 1996**

**11. EXCESS FUND BALANCE**

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term 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 in office. At June 30, 1996, \$1,943.00 is due the parish treasurer as this is the last year of the clerk's term in office.

**12. SUBSEQUENT EVENTS**

There were no events that occurred after the close of the fiscal year and before the issuance of this report that materially affects the Clerk of Court.

**EAST CARROLL PARISH CLERK OF COURT**  
Lake Providence, Louisiana

**Notes to the Financial Statements**  
**For the Year Ended June 30, 1995**

The "pension benefit obligation" is a standardized disclosure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate 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 PSEBs and employers. The System does not make separate measurements of assets and pension benefit obligations for individual employers. The pension benefit obligation at June 30, 1995, for the System as a whole, determined through actuarial valuation performed as of that date, was \$166,769,940. The System's net assets available for benefits on that date were \$89,262,889, leaving an unfunded pension benefit obligation of \$77,506,691. The pension benefit obligation is presented as of June 30, 1995, because the June 30, 1996, information is not available.

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 East Carroll Parish Clerk of Court does not guarantee the benefits granted by the System.

**EAST CARROLL PARISH CLERK OF COURT**  
Lake Providence, Louisiana

**Notes to the Financial Statements**  
**For the Year Ended June 30, 1996**

All regular employees earning at least \$100 per month and 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 4 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 benefits accrued to their date of termination. The System also provides death and disability benefits.

Benefits are established by state statute.

Contributions to the System include one-fourth of one per cent of the taxes shown to be collectible by the tax rolls of each parish. State statute requires covered employees to contribute a percentage of their salaries to the System. As provided by Louisiana Revised Statute 11:163, the employer's contribution, as determined by actuarial valuation and are subject to change each year based on the results of the results of the valuation for the prior year. For the current year state statute required the employee to contribute 8.25% of their salary to the System and required the employers to contribute 11.50% of each employee's salary as an employer match. The total actuarially required contribution for the year ended June 30, 1995, is 19.75% of the total payroll of all covered members.

For the East Carroll Parish Clerk, the statutorily required contribution for the year ended June 30, 1996, was \$28,483.90, which consisted of \$16,585.36 as the employer contribution and \$11,898.54 from covered employees. The actuarially required contribution by the East Carroll Parish Clerk and employees for the year ended June 30, 1996, is \$25,454.63, which represents .803409 per cent of the total actuarially required contribution of all participating employers. The actual contribution made to the System by the East Carroll Parish Clerk was \$28,483.90 which consisted of \$11,898.54 as the employer contribution and \$16,585.36 as the employee contribution.

**EAST CARROLL PARISH CLERK OF COURT**  
Lafayette, Louisiana

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

**1. FUND EQUITY**

**Reserves**

Reserves represent those portions of fund equity not appropriate for expenditure or legally segregated for a specific future use.

**Designated Fund Balances**

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

**J. TOTAL COLUMNS ON THE BALANCE SHEET - OVERVIEW**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**2. RECEIVABLES**

The breakdown of the General Receivables at June 30, 1996, as shown on Statement A, is as follows:

Cancellations	\$ 40
Cert. Copies	28
Notary	21
Court Attendance	120
Mortgage Certificates	394
Photo Copies	117
Recordings	<u>585</u>
Total	<u>\$1,125</u>

**3. CHANGES IN GENERAL FIXED ASSETS**

There were no changes in the fixed assets for the year ended June 30, 1996.

**4. PENSION PLAN**

Substantially all employees are members of the Clerks of Court Retirement and Relief Fund, a multiple-employer public employee retirement system (PERS), controlled and administered by a separate board of trustees. The total payroll for employees of the East Carroll Parish Clerk of Court covered by the System for the year ended June 30, 1996 was \$144,222.26; the East Carroll Parish Clerk's total payroll was \$146,071.68.

**EAST CARROLL PARISH CLERK OF COURT**  
**Lake Providence, Louisiana**

**Notes to the Financial Statements**  
**For the Year Ended June 30, 1996**

**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 general purpose financial statements have been prepared on the modified accrual basis of accounting. The Governmental Fund uses the following practices in recording revenues and expenditures:

**Revenues**

Recording, cancellations, court attendance, criminal cost, et cetera, are recorded in the year in which they are earned.

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

Substantially all other revenues are recorded when received.

**Expenditures**

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

Fixed assets used in government fund type operations (general fixed assets) are accounted for in the general fixed assets group, rather than in the General Fund. General fixed assets provided by the parish police jury are not recorded within the general fixed assets account group. Fixed assets are valued at historical cost. No depreciation has been provided on general fixed assets.

**E. BUDGETARY PRACTICES**

The clerk of court has the following budgetary practices:

The annual budget is adopted using the prior years revenues and expenditures as a guide. The budget is reviewed and adjusted every six months for extraordinary revenues or expenses. The budget presented in Statement C is shown on the annual basis of accounting.

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

**EAST CARROLL PARISH CLERK OF COURT**  
Lake Providence, Louisiana

**Notes to the Financial Statements**  
**For the Year Ended June 30, 1996**

**5. CAPITAL LEASES**

The clerk of court records items under capital leases as an asset and an obligation in the accompanying financial statements. The clerk of court had no such operating leases for the year ended June 30, 1996.

**6. CHANGES IN GENERAL LONG-TERM OBLIGATIONS**

The following is a summary of the long-term obligations transactions during the year.

There was only one long-term obligation as of June 30, 1996 which was for uncompensated absences in the amount of \$8,733.28.

**7. LITIGATION AND CLAIMS**

At June 30, 1996, the clerk of court was not a defendant in any litigation seeking damages.

**8. EXPENSES OF THE CLERK PAID BY THE PARISH POLICE JURY**

Certain operation expenditures of the clerk's office are paid by the parish police jury. The expenditures are summarized as follows:

The Police Jury paid the electric bills for the clerk's office, and provided office space.

**9. RELATED PARTY TRANSACTIONS**

There were no related party transactions to disclose as required by FASB 57.

**10. CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund asseted deposits follows:

	Unsettled Deposits at Beginning of Year	Additions	Reductions	Unsettled Deposits at End of Year
Agency funds:				
Advance Deposit Fund	\$ 85,326	\$128,194	\$132,865	\$ 80,655
Registry of Court Fund	14,708	360	514	14,554
Total	<u>\$100,034</u>	<u>\$128,554</u>	<u>\$133,379</u>	<u>\$ 94,899</u>

**EAST CARROLL PARISH CLERK OF COURT**  
Lake Providence, Louisiana

*Notes to the Financial Statements*  
*For the Year Ended June 30, 1996*

**F. CASH AND CASH EQUIVALENTS AND INVESTMENTS**

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

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.

**G. COMPENSATED ABSENCES**

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

Employees accrue 10 days annual leave each year and 12 days sick leave each year. There is no limit on the accumulation of annual leave, but a 30 day limit on sick leave. Upon retirement or death, employees are paid for all unused annual and sick leave.

At June 30, 1996, employees of the clerk of court had accumulated and vested \$8,715.28 of employer leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, none is recorded as an obligation of the General Fund and \$8,715.28 is recorded within the general long-term obligations account group.

The cost of current leave privileges, computed in accordance with the previous codification, totaled none. Of this amount, none has been recorded as current year expenditures of the General Fund and all transferred to the general long-term obligations account group as an obligation not requiring current resources.

**H. 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.