

ASCENSION PARISH CLERK OF COURT

NOTES TO FINANCIAL STATEMENTS

4. **Defined Benefit Pension Plan (continued)**

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 Clerk of Court Retirement and Relief Fund, 31745 Hickerson Avenue, Suite B1, Baton Rouge, Louisiana 70818, or by calling (504) 293-1142.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Ascension Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 13.90 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 Ascension Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 13:303, 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 Ascension Parish Clerk of Court's contributions to the System for the years ending June 30, 1998 and 1999 were \$62,896 and \$73,866, respectively, equal to the required contributions for each year.

5. **Excess Fund Balance**

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 1998, there was an amount due the parish treasurer as this was not the last year of the clerk's four-year term of office, and no determination of the amount that will be due, if any, can be made at this time.

6. **Expenditures of the Clerk of Court Paid by the Parish Police Jury**

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

ASCENSION PARISH CLERK OF COURT

NOTES TO FINANCIAL STATEMENTS

3. Changes in General Fixed Assets

A summary of changes in general fixed assets is as follows:

	Balance July 1, 1995	Additions	Deletions	Balance June 30, 1996
Furniture and equipment	\$ 218,500	\$ 69,237	\$ 4,148	\$ 283,589
Automobile	18,250	18,731	(18,500)	18,481
Building improvements	148,728	-	-	148,728
Totals	\$ 385,478	\$ 87,968	\$ 22,648	\$ 450,800

3. Cash

Cash includes amounts in demand deposits and interest-bearing demand deposits. Under state law, the clerk of court may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

The carrying amount of the Clerk's deposits at June 30, 1996 was \$2,687,790 and the bank balance was \$2,643,835. Of the bank balances, \$418,311 was covered by federal depository insurance, \$1,998,527 was covered by collateral held by the pledging bank's agent but not in the Clerk's name and \$227,297 was uncollateralized. The uncollateralized deposits are in violation of Louisiana Revised Statutes.

4. Defined Benefits Pension Plan

Plan Description

Substantially all employees of the Ascension Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost-sharing, multiple-employer defined benefits 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 a percent of the final-average salary for each year of credited service, not to exceed 180 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joint 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 and assessed by state statute.

ASCENSION PARISH CLERK OF COURT

NOTES TO FINANCIAL STATEMENTS

I. Summary of Significant Accounting Policies (continued)

F. Budgets and Budgetary Accounting

The Clerk follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to June 15, the Clerk completes and submits for public inspection an operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing those expenditures.
2. Formal budgetary integration is employed as a management control device during the year for the General Fund.
3. The budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP).
4. Budgetary amounts are as originally adopted, or as amended by the Clerk. Individual amendments were not material in relation to the original appropriations which were amended.
5. All annual appropriations lapse at fiscal year end.

G. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed.

H. Accumulated Unpaid Vacation and Sick Pay

Vacant or unaccrued vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vacant or unaccrued vacation leave that are not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group. No expenditure is reported for these amounts.

I. Total Columns on Combined Statements - Overview

Total columns on the Combined Statements - Overview are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

ASCENSION PARISH CLERK OF COURT

NOTES TO FINANCIAL STATEMENTS

I. Summary of Significant Accounting Policies (continued)

C. Fixed Assets and Long-Term Liabilities (continued)

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. No depreciation has been provided on general fixed assets.

All fixed assets are valued at historical cost.

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the governmental funds.

The two account groups are not "funds." They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to end use accounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term accounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

D. Basis of Accounting

Basis of accounting refers to which revenues and expenditures or expenses 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 modified accrual basis of accounting is used by the governmental fund type and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due.

These revenues susceptible to accrual are court cost, interest revenue and charges for services.

ASCENSION PARISH CLERK OF COURT

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

A. Reporting Entity

GASB Statement 34 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Clerk is considered a primary government, since it is a special purpose government that has a separately elected governing official, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 34, fiscally independent means that the Clerk may, without the approval or consent of another governmental entity, determine or modify its own budget, and set rates or charges. The Clerk also has no component units.

B. Fund Accounting

The accounts of the Clerk are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two general fund types and one broad fund category as follows:

General Fund - The General Fund is the general operating fund of the Clerk. It is used to account for all financial resources except those required to be accounted for in other funds.

Fiduciary Funds - Agency Funds are used to account for assets held by the Clerk as an agent for individuals, private organizations, other governments, and/or other funds. Agency Funds are established to ensure assets equal liabilities and do not involve measurement of results of operations.

C. Fixed Assets and Long-Term Liabilities

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its management focus. The governmental and agency funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing used) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

ASCENSION PARISH CLERK OF COURT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 1996

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
REVENUES			
Marriage Licenses	\$ 10,000	\$ 18,200	\$ 8,200
Charges for services:			
Court room and fees	146,500	177,000	(30,500)
Recordings	470,000	473,182	3,182
Copies	100,000	101,503	1,503
Seals	705,000	706,083	1,083
Interest and Other	<u>31,500</u>	<u>69,280</u>	<u>37,780</u>
Total Revenues	<u>1,503,000</u>	<u>1,795,248</u>	<u>292,248</u>
EXPENDITURES			
Current:			
General government:			
Personal services and benefits	1,085,293	996,115	7,177
Operating	288,285	315,467	(27,182)
Capital outlay	<u>140,000</u>	<u>141,648</u>	<u>(1,648)</u>
Total Expenditures	<u>1,513,578</u>	<u>1,453,230</u>	<u>60,348</u>
Excess of Revenues over (under) expenditures	189,422	342,018	152,596
Fund Balance, July 1, 1995	<u>656,000</u>	<u>656,000</u>	<u> </u>
Fund Balance, June 30, 1996	<u>\$ 845,422</u>	<u>\$ 998,018</u>	<u>\$ 152,596</u>

The accompanying notes are an integral part of this statement.



ASCENSION PARISH CLERK OF COURT
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

JUNE 30, 1996

	Governmental		Fiduciary		Account Groups		Totals
	Fund Type		Fund Type		General	General	Monies
	General Fund	Agency Fund	Assets	Liab.	Fixed Assets	Long-Term Inv.	Only
ASSETS							
Cash	\$ 171,710	\$ 1,716,000	\$ -	\$ -	\$ -	\$ -	\$ 1,887,710
Certificates of Deposit	500,000	800,000	-	-	-	-	1,300,000
Accounts Receivable	61,348	40,879	-	-	-	-	102,227
Due from other funds	212,448	-	-	-	-	-	212,448
Furniture and Equipment	-	-	432,669	-	-	-	432,669
Amount to be provided for adjustment of compensated absences	-	-	-	-	-	21,086	21,086
Total Assets	\$ 945,506	\$ 2,556,879	\$ 432,669	\$ -	\$ 21,086	\$ -	\$ 3,977,040
LIABILITIES AND FUND EQUITY							
Liabilities:							
Accounts Payable	\$ 8,242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,242
Due to other funds	-	212,448	-	-	-	-	212,448
Compensated Absences	-	-	-	-	21,086	-	21,086
Unsettled Deposits	-	1,894,452	-	-	-	-	1,894,452
Total Liabilities	\$ 8,242	\$ 2,096,890	\$ -	\$ -	\$ 21,086	\$ -	\$ 2,046,218
Fund Equity:							
Invest. in Gen. Fixed Assets	-	-	432,669	-	-	-	432,669
Fund Balance:							
Unreserved, undesignated	892,291	-	-	-	-	-	892,291
Total Fund Equity	\$ 892,291	\$ -	\$ 432,669	\$ -	\$ -	\$ -	\$ 1,324,960
Total Liabilities and Fund Equity	\$ 945,535	\$ 2,096,890	\$ 432,669	\$ -	\$ 21,086	\$ -	\$ 3,477,180

The accompanying notes are an integral part of this statement.



We considered these instances of noncompliance in forming our opinion on whether Assessor Parish Clerk of Court's 1996 general-purpose financial statements are presented fairly, in all material respects, in conformity with generally accepted accounting principles, and this report does not affect our report dated August 21, 1996, on these general-purpose financial statements.

This report is intended for the information of the management. However, this report is a matter of public record and its distribution is not limited.

Proffitt, Bennett & Matthews

Donaldsonville, Louisiana
August 21, 1996



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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH LAWS AND REGULATIONS

Honorable Kenneth A. Boudreau
Assessor Parish Clerk of Court
Donaldsonville, Louisiana

We have audited the general purpose financial statements of the Assessor Parish Clerk of Court as of and for the year ended June 30, 1996 and have issued our report thereon dated August 21, 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 financial statements are free of material misstatement.

Compliance with laws and regulations applicable to the Assessor Parish Clerk of Court is the responsibility of management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Clerk's compliance with certain provisions of laws and regulations. However, the objective of our audit of the general purpose 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 test disclosed the following instances of noncompliance that are required to be reported here in under Government Auditing Standards.

Condition:	Louisiana Revised Statute 39:1231 requires that local depositing authorities require security for their deposits. At June 30, 1996, the Clerk's deposits were not collateralized at two financial institutions in the amount of \$227,297.
Cause:	The financial institutions were being purchased by larger banks and the deposits were not collateralized. Also, no one from the Clerk's office was monitoring the deposits.
Recommendation:	The Clerk should appoint someone to monitor the collateral pledged to his deposits.
Management's response:	We concur with the recommendation and are moving our deposits to other institutions.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters relating to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Condition:	The segregation of duties is inadequate to provide effective internal control.
Cause:	This condition is due to size of the accounting staff.
Recommendation:	No action is recommended.
Management's response:	We concur with the recommendation.

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 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.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we noted the following matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above. These conditions were considered in determining the nature, timing, and extent of the procedures to be performed in our audit of the financial statements of Assessor Parish Clerk of Court for the year ended June 30, 1996. We think the lack of segregation of duties is a material weakness.

This report is intended for the information of the management. However, this report is a matter of public record and its distribution is not limited.

Paul Williams & Matthews

Donaldsonville, Louisiana
August 31, 1996



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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL

Honorable Kenneth A. Bourque
Ascension Parish Clerk of Court
Denatchaouille, Louisiana

We have audited the general purpose financial statements of the Ascension Parish Clerk of Court as of and for the year ended June 30, 1996 and have issued our report thereon dated August 23, 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 general purpose financial statements are free of material misstatement.

The management of the Ascension Parish Clerk of Court is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, reliance 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, properties of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the Ascension Parish Clerk of Court 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 opinions on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.



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INDEPENDENT AUDITORS' REPORT

Honorable Kenneth A. Bourgeois
Acadian Parish Clerk of Court
Donaldsonville, Louisiana

We have audited the accompanying general purpose financial statements of the Acadian Parish Clerk of Court, as of June 30, 1996 and for the year then ended. These general purpose financial statements are the responsibility of the Acadian Parish Clerk of Court's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

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

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Acadian 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.

In accordance with Governmental Auditing Standards, we have also issued reports dated August 21, 1996 on our consideration of Acadian Parish Clerk of Court's internal control structure and on its compliance with laws and regulations.

Postlethwaite & Netterville

Donaldsonville, Louisiana
August 21, 1996

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ASCENSION PARISH CLERK OF COURT
STATE OF LOUISIANA
JUNE 30, 1998
FINANCIAL STATEMENTS



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ASCENSION PARISH CLERK OF COURT
STATE OF LOUISIANA
JUNE 30, 1996
FINANCIAL STATEMENTS

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.

Release Date 07/12/96 J



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