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CLERK OF COURT

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WASHINGTON PARISH CLERK OF COURT
Franklin, Louisiana

General Purpose Financial Statements
and Independent Auditor's Reports
As of and for the Two Years Ended June 30, 1980
With Supplemental Information Schedules

Under provisions of state law, this report is a public document. A copy of this report has been made available to the public, as provided, equally and without charge, to all interested parties. This report is available for public inspection at the Parish Registrar's Office and may also be seen, upon application, at the office of the parish clerk of court.

Witness My Hand and Seal this 11th day of January, 1980.

ROBERT A. NEILSON
Clerk of Court, Washington Parish

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana

General Purpose Financial Statements and Independent Auditor's
Report as of and for the Two Years Ended June 30, 1998
with Supplemental Information Schedules

C O N T E N T S

	Statement	Page No.
Independent Auditor's Report		1
General Purpose Financial Statements:		
combined Balance Sheet - All Fund Types and Account Groups	A	3
governmental Funds:		
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - governmental Fund Type - General Fund for the year ended June 30, 1998	B	5
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - Governmental Fund Type - General Fund for the year ended June 30, 1997	C	7
Notes to the Financial Statements		9
	Schedule	Page No.
Supplemental Information Schedules:		
fiduciary Funds - Agency Funds		20
Combining Balance Sheet, June 30, 1998	1	21
Combining Balance Sheet, June 30, 1997	2	22

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
Contents (Continued)

C O N T E N T S (CONT'D)

	<u>Schedule</u>	<u>Page No.</u>
Schedule of Changes in Unsettled Deposits for the year ended June 30, 1996	3	23
Schedule of Changes in Unsettled Deposits for the year ended June 30, 1997	4	24
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards		25
Corrective Action Plan for Current Year Audit Findings		27
Summary Schedule of Prior Audit Findings		33

ROBERT A. NEILSON

REGISTERED PUBLIC ACCOUNTANT

ROBERT A. NEILSON

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1984-1985

MEMBER, SOCIETY OF CHARTERED ACCOUNTANTS
MEMBER, SOCIETY OF PUBLIC ACCOUNTANTS
MEMBER, INSTITUTE OF ACCOUNTING

INDEPENDENT AUDITOR'S REPORT

Honorable Johnny D. Crain
Washington Parish Clerk of Court
Franklinton, Louisiana

I have audited the accompanying general purpose financial statements of the Washington Parish Clerk of Court, a component unit of the Washington Parish Police Jury, as of and for the two years ended June 30, 1988, as listed in the table of contents. These general purpose financial statements are the responsibility of the Washington Parish Clerk of Court management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Washington Parish Clerk of Court as of June 30, 1988, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued my report dated October 29, 1988 on my consideration of the Washington Parish Clerk of Court's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants.

My audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplemental information schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Washington Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Robert A. Neilson

Certified Public Accountant

Opalune, Louisiana
October 20, 1966

Statement A

FOODANT GROUPS		
GENERAL FIXED ASSETS	GENERAL LONG-TERM DELEGATIONS	TOTAL (MEMORANDUM ONLY)
\$ -	\$ -	\$1,278,825.46
-	-	12,078.58
-	-	14,813.81
287,758.29	-	287,758.29
-	19,822.33	19,822.33
<u>287,758.29</u>	<u>19,822.33</u>	<u>\$1,608,528.13</u>
\$ -	\$ -	\$ 8,098.54
-	-	14,813.81
-	12,282.88	12,282.88
-	23,170.64	23,170.64
-	-	5,413.15
-	-	948,098.49
-	19,822.33	1,004,372.99
287,758.29	-	287,758.29
-	-	138,389.80
<u>287,758.29</u>	<u>-</u>	<u>426,148.14</u>
<u>287,758.29</u>	<u>19,822.33</u>	<u>\$1,608,528.13</u>

Statement 2

WARRINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures and Charges
in Fund Balance - Budget (GAAP Basis) and Actual
For the Year Ended June 30, 1998

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Licenses and permits:			
Marriage	\$ 12,000.00	\$ 13,332.50	\$ 1,332.50
Fees, charges and commissions for services:			
Notarial fees	700.00	515.00	(185.00)
Recordings	182,000.00	288,925.00	106,925.00
Elections	50,000.00	49,248.50	(751.47)
Cancellations	10,000.00	29,098.50	19,098.50
Mortgage certificates	43,800.00	43,230.00	(570.00)
Certified copies	30,000.00	52,840.13	22,840.13
Court attendance	3,000.00	3,440.00	440.00
Criminal costs	100,000.00	98,702.13	(1,297.87)
Civil suits	200,000.00	408,836.10	208,836.10
Miscellaneous	10,800.00	17,476.61	6,676.61
Use of money and property:			
Interest earnings	<u>14,800.00</u>	<u>15,214.51</u>	<u>414.51</u>
Total revenues	<u>840,800.00</u>	<u>1,061,139.85</u>	<u>220,339.85</u>
EXPENDITURES			
General government:			
Administration	334,000.00	343,088.79	(9,088.79)
Recordings and filings	129,980.00	129,933.26	(46.74)
Mortgage certificates	87,000.00	100,350.00	13,350.00
Criminal and civil	260,700.00	288,888.42	(28,188.42)

(Continued)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget (GAAP Basis) and Actual
For the Year Ended June 30, 1998

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
EXPENDITURES (CONT'D)			
General government: (cont'd)			
Elections	\$ 17,800.00	\$ 1,999.00	\$ 15,801.00
Suits and successions	<u>69,400.00</u>	<u>70,104.00</u>	(704.00)
Total expenditures	<u>872,000.00</u>	<u>938,953.17</u>	(66,953.17)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	101,184.70	101,184.70
OTHER FINANCING SOURCES			
Capital Financing	<u> -</u>	<u>14,703.25</u>	<u>14,703.25</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	-	115,887.95	115,887.95
FUND BALANCE AT BEGINNING OF YEAR	<u>208,501.80</u>	<u>208,501.80</u>	<u> -</u>
FUND BALANCE AT END OF YEAR	<u>\$208,501.80</u>	<u>\$324,389.85</u>	<u>\$115,887.95</u>

(Concluded)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget (GRAP Basis) and Actual
For the Year Ended June 30, 1997

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Licenses and permits:			
Marriage	\$ 12,000.00	\$ 12,058.58	\$ 58.58
Fees, charges and commissions for services:			
Notarial fees	550.00	710.00	(160.00)
Recordings	220,000.00	234,220.85	14,220.85
Elections	45,000.00	54,395.48	9,395.48
Cancellations	10,500.00	10,652.00	152.00
Mortgage certificates certified copies	40,000.00	38,887.50	(1,112.50)
Court attendance	3,000.00	3,893.48	893.48
Criminal costs	100,000.00	97,490.11	(2,509.89)
Civil suits	410,000.00	410,610.00	610.00
Miscellaneous income	10,000.00	13,400.93	(3,400.07)
Use of money and property:			
Interest earnings	12,500.00	13,193.45	693.45
Total revenues	<u>850,550.00</u>	<u>857,455.36</u>	<u>6,905.36</u>
EXPENDITURES			
General government:			
Administration	298,100.00	345,084.44	(46,984.44)
Recordings and filings	187,900.00	153,743.91	34,156.09
Mortgage certificates	112,700.00	118,522.72	(5,822.72)
Criminal and civil	175,000.00	183,442.40	(8,442.40)

(continued)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget (GAAP Basis) and Actual
For the Year Ended June 30, 1997

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<u>EXPENDITURES (CONT'D)</u>			
General government: (cont'd)			
Elections	\$ 13,500.00	\$ 8,388.34	\$ 4,111.66
Suits and successions	<u>188,800.00</u>	<u>188,308.26</u>	<u>4,491.74</u>
Total expenditures	<u>202,300.00</u>	<u>196,696.60</u>	<u>5,603.40</u>
<u>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</u>	-	(3,084.00)	(3,084.00)
<u>OTHER FINANCING SOURCES</u>			
Capital Financing	<u> -</u>	<u>28,089.82</u>	<u>28,089.82</u>
<u>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</u>	-	25,005.82	25,005.82
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>175,498.88</u>	<u>175,498.00</u>	<u> -</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$175,498.88</u>	<u>\$200,503.82</u>	<u>\$ 25,005.82</u>

(Concluded)

The accompanying notes are an integral part of this statement.

WASHINGTON PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements
As of and for the Two Years Ended June 30, 1990

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1874, 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.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the Washington 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 Washington Parish Police Jury is the financial reporting entity for Washington Parish. The financial reporting entity consists of (a) the primary government (Washington Parish Police Jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 established criteria for determining which component units should be considered part of the Washington 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:

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
Notes to the Financial Statements (continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

- (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.
- (3) Organizations for which the reporting entity's 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 provides significant financial support, the clerk of court was determined to be a component unit of the Washington 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.

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
Notes to the Financial Statements (continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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, Registry of Court, and Civil Jury Agency Funds account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

D. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying component unit financial statements have been prepared on the modified accrual basis of accounting. The governmental fund uses the following practices in recording revenues and expenditures.

REVENUES

Fees for certified copies, cancellations, mortgage certifications, recording legal documents, and criminal costs are recorded in the year they are earned. Substantially all other revenues are recorded when received.

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
Notes to the Financial Statements (continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Expenditures

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

Major expenditures included salaries and related benefits, office supplies and capital outlay.

E. BUDGET PRACTICES

The proposed budgets for the years ended June 30, 1998 and 1997 were made available for public inspection at the clerk's office on June 11, 1997 and June 12, 1996, respectively. For 1998 and 1997, the proposed budgets, prepared on the modified accrual basis of accounting, were published in the official journal 14 days prior to the public budget hearing. The budget hearings were held at the clerk's office on June 11, 1997 and June 12, 1996, for 1998 and 1997 respectively. The budget is legally adopted and amended, as necessary, by the clerk. Any appropriations contained in the budget lapse at year end.

Formal budget integration (within the accounting records) is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

F. CASH

Cash includes amounts in demand deposits, interest bearing demand deposits, money market accounts and time deposits. Under state law, the Washington Parish 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 or any other state of the United States, or under the laws of the United States.

G. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. General fixed assets provided by the parish police jury are not recorded within the general fixed asset account group.

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
Notes to the Financial Statements (continued)

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Assets under capital leases are recorded at the present value of the minimum lease payments at the inception of the lease. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

E. COMPENSATED ABSENCES

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

Employees receive annual vacation days on July 1 of each year, depending upon length of service. A maximum of 10 days of unused vacation leave may be carried over into a new fiscal year. Upon termination, employees are paid for up to 5 days of unused vacation time.

Earned but unused vacation leave is accrued as a liability because (1) the employee's rights to receive compensation are attributable to services already rendered and (2) it is probable that the clerk will compensate the employee for the vacation leave through paid time off or some other means, such as cash payments at termination or retirement.

Employees receive up to 10 days of sick leave on July 1 of each year. A maximum of 20 days of unused sick leave may be carried over into a new year. Upon termination, employees are not paid for any unused sick days.

Earned but unused sick leave has not been accrued as a liability because no payments will be made at termination of employment.

3. 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.

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
Notes to the Financial Statements (continued)

7. TOTAL COLUMN ON STATEMENTS

The total column on the combined 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 in conformity with generally accepted accounting principles, neither is such data comparable to a consolidation.

8. CASE

At June 30, 1998, the Washington Parish Clerk of Court has cash (book balances) totaling \$1,278,435.46 as follows:

Checking accounts	\$ 428,187.42
Interest bearing demand deposits	328,878.77
Time deposits	<u>521,369.27</u>
Total	\$1,278,435.46

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance and 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. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 1998 the clerk has \$1,363,845.02 in deposits (collected bank balances). These deposits are secured by \$874,800.72 of Federal deposit insurance, and \$489,044.30 of pledged securities held by the custodial bank in the name of the fiscal agent bank. (CASE Category 3). There is a \$50,000 time deposit not secured by federal deposit insurance or the pledge of securities and is a violation of state law.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of CASE Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

WASHINGTON PARISH CLERK OF COURT
 Franklinton, Louisiana
 Notes to the Financial Statements (continued)

3. RECEIVABLES

The General Fund receivables of \$12,070.54 at June 30, 1998, consists of various fees and charges for services rendered.

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Equipment Under Capital Leases	Improvements & Equipment	Furniture & Equipment	Total
Balance July 1, 1996	\$20,482.92	\$18,876.47	\$120,898.44	\$260,257.83
Additions- P/W 4/30/97	28,088.82	-	22,328.94	50,417.76
Reductions- T/W 4/30/97	(20,410.88)	-	(1,594.99)	(22,005.87)
Additions- P/W 4/30/98	-	4,486.69	72,572.00	77,058.69
Reductions- T/W 4/30/98	-	-	(184.08)	(184.08)
Balance June 30, 1998	<u>\$28,160.86</u>	<u>\$23,378.76</u>	<u>\$269,112.36</u>	<u>\$520,651.98</u>

5. PENSION PLAN

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

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 50 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
Notes to the Financial Statements (continued)

5. PENSION PLAN (continued)

Retirement and Relief Fund, 11748 Belknap Avenue, Suite B1,
Baton Rouge, Louisiana 70814, or by calling (225)383-1142.

Funding Policy. Plan members are required by state statute to contribute 8.35 percent of their annual covered salary and the Washington Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.03 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Washington Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employee 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 Washington Parish Clerk of Court's contributions to the System for the years ending June 30, 1988, 1997, and 1998, were \$43,946.83, \$46,372.93, and \$44,828.28, respectively, equal to the required contributions for each year.

6. OTHER POSTEMPLOYMENT BENEFITS

Under the provisions of Louisiana Revised Statute 11:763, the clerk is authorized to contract separately or through the insurance committee that administers the clerk's insurance fund to obtain various insurance coverages for the clerk, employees of the clerk, and their dependents. The clerk or any employee that retires under the clerk's court retirement program may elect to continue insurance coverage. The Washington Parish clerk of court provides 100 percent of the cost of health and life insurance for its regular active employees and 25 percent of the cost of elective dependent coverage. The clerk provides 104 of the cost of health and life insurance for retired employees and 384 of the cost of elective dependent coverage. Retired employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. The total employer contributions are recognized as expenditures monthly as premium payments are made by the clerk to the Louisiana Clerks of Court Association. Post employer's benefits for three retired employees cost \$4,437.84 and \$4,981.92 for the years ended June 30, 1988 and 1997, respectively. There were no changes in benefit provisions during the two years ended June 30, 1998.

WASHINGTON PARISH CLERK OF COURT
 Franklinton, Louisiana
 Notes to the Financial Statements (continued)

7. COMPENSATED ASSISTANCES

At June 30, 1998, employees of the clerk of court have accumulated and vested \$0,431.15 of employee leave benefits, computed in accordance with OASD codification section 003. This amount is recorded as an obligation of the General Fund since the total liability can be reasonably expected to be paid from current resources.

8. LEASES

The clerk of court records items under capital leases as an asset and an obligation in the accompanying financial statements. Capital lease obligations for equipment totaled \$23,179.64 at June 30, 1998.

The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments, as of June 30, 1998:

Fiscal Year	Total
1998 - 1999	\$ 12,445.04
1999 - 2000	11,636.88
2000 - 2001	<u>8,142.60</u>
Total minimum lease payments	32,224.52
Less: amount representing interest	<u>7,052.88</u>
Present value of net minimum lease payments	<u>\$ 25,171.64</u>

9. NOTE PAYABLE

The clerk has a note dated March 11, 1998, payable to a company in 24 monthly installments of \$729.62 including interest at 9.75%. This note is secured by a Mercury Grand Marquis.

Maturities of this note are as follows:

Fiscal Year	
1998 - 1999	\$ 7,351.68
1999 - 2000	<u>4,881.93</u>
	<u>\$12,233.61</u>

WASHINGTON PARISH CLERK OF COURT
 Franklinton, Louisiana
 Notes to the Financial Statements (continued)

10. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund unaffiliated deposits follows:

	Agency Funds			
	Civil Jury Fund	Advance Deposit Fund	Registry of Court Fund	Total
Unaffiliated Deposits at Beginning of Year	\$ 1,566.80	\$447,531.15	\$487,238.29	\$ 936,336.24
Additions - 7/8 6/30/97	19,616.74	625,393.16	157,854.00	602,863.90
Reductions - 7/8 6/30/97	(19,616.74)	(688,262.17)	(174,998.32)	(882,877.23)
Additions - 7/8 6/30/98	18,674.38	732,499.61	383,297.73	1,234,471.72
Reductions - 7/8 6/30/98	(18,674.38)	(455,315.48)	(203,211.38)	(776,901.24)
Unaffiliated Deposits at End of Year	<u>\$ 1,652.32</u>	<u>\$439,652.81</u>	<u>\$699,381.32</u>	<u>\$ 1,150,686.45</u>

11. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

A summary of changes in general long-term obligations follows:

	Note Payable	Capital Leases	Total
Long-term obligations payable at July 1, 1996	\$ -	\$ 17,498.20	\$ 17,498.20
Additions - 7/8 6/30/97	-	28,089.82	28,089.82
Reductions - 7/8 6/30/97	-	(32,888.34)	(32,888.34)
Additions - 7/8 6/30/98	14,703.26	-	14,703.26
Reductions - 7/8 6/30/98	(4,468.26)	(1,931.84)	(6,400.10)
Long-term obligations payable at June 30, 1998	<u>\$ 10,235.00</u>	<u>\$ 26,156.86</u>	<u>\$ 36,391.86</u>

12. EXCESS FUND BALANCE

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

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
Notes to the Financial Statements (continued)

13. 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. Also, the clerk's office is located in the Washington Parish Courthouse. The upkeep and maintenance of the courthouse is paid by the Washington Parish Police Jury.

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Two Years Ended June 30, 1988

FIDUCIARY FUNDS - AGENCY FUNDS

ADVANCE DEPOSIT FUND

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

REGISTRY OF COURT FUND

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:875, accounts for funds that have been ordered by the court to be held until judgement has been rendered in court litigation. Withdrawal of the funds can be made only upon order of the court.

CIVIL JURY FUND

The Civil Jury Fund was established by the judges of the 8th district. This fund is used to accumulate advance civil court jury costs. Jurors are paid only after verification of court attendance from minute clerk records.

WASHINGTON PARISH CLERK OF COURT
 Franklinton, Louisiana
 FIDUCIARY FUNDS - ASSET FUNDS

Combining Balance Sheet, June 30, 1998

	CIVIL JURY	ADVANCE DEPOSIT	REGISTRY OF COURT	TOTAL
ASSETS				
Cash	\$ 1,662.92	\$419,218.54	\$294,381.49	\$625,262.95
Due from Salary Fund	-	34,833.32	-	34,833.32
TOTAL ASSETS	<u>\$ 1,662.92</u>	<u>\$454,052.86</u>	<u>\$294,381.49</u>	<u>\$660,097.27</u>
LIABILITIES				
Unsettled Deposits	\$ 1,662.92	\$454,052.86	\$294,381.49	\$660,097.27
TOTAL LIABILITIES	<u>\$ 1,662.92</u>	<u>\$454,052.86</u>	<u>\$294,381.49</u>	<u>\$660,097.27</u>

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS

Combining Balance Sheet, June 30, 1997

	CIVIL JURY	ADVANCE DEPOSIT	REGISTER OF COURT	TOTAL
ASSETS				
Cash	\$ 1,662.82	\$186,872.12	\$324,285.07	\$512,819.91
TOTAL ASSETS	<u>\$ 1,662.82</u>	<u>\$186,872.12</u>	<u>\$324,285.07</u>	<u>\$512,819.91</u>
LIABILITIES				
Unsettled deposits	\$ 1,662.82	\$186,872.12	\$324,285.07	\$512,819.91
TOTAL LIABILITIES	<u>\$ 1,662.82</u>	<u>\$186,872.12</u>	<u>\$324,285.07</u>	<u>\$512,819.91</u>

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
FIDUCIARY FUNDS - ASSET FUNDS

Schedule of Changes in Unsettled Deposits
For the Year Ended June 30, 1958

	CIVIL JURY	ADVANCE DEPOSIT	RECEIPTRY OF COURT	TOTAL
UNSETTLED DEPOSITS BY DEPOSITION OF YEAR	\$ 1,460.00	108,892.00	1304,395.00	2712,800.00
DEDUCTIONS				
Fees, Successions and interest earned on investments transfers	-	723,489.41	283,397.72	1,004,787.13
	<u>28,424.36</u>	<u>128,424.36</u>	<u>-</u>	<u>-</u>
Total Deductions	<u>28,424.36</u>	<u>128,424.36</u>	<u>283,397.72</u>	<u>1,004,787.13</u>
DEDUCTIONS				
Clock's Cost (transferred to General Fund)	8,841.80	477,781.70	209.38	486,832.88
Booklet's Cost	6,890.00	88,494.13	-	95,384.13
Stenogr. Service and salary fees	-	1,800.04	-	1,800.04
Witnesses, Interpre- ters, etc.	-	1,800.41	-	1,800.41
Stenographers fees Jury's Cost	5,433.66	35,319.79	-	40,753.45
Fees transferred to Judicial Expense Fund	-	31,441.00	-	31,441.00
Fees transferred to Judges'	-	32,314.80	-	32,314.80
Police Jury	-	23,840.75	-	23,840.75
Refunds-settlements	<u>-</u>	<u>-</u>	<u>102,000.00</u>	<u>102,000.00</u>
Total Deductions	<u>28,424.36</u>	<u>628,849.12</u>	<u>102,000.00</u>	<u>759,273.48</u>
UNSETTLED DEPOSITS BY END OF YEAR	\$ 1,435.64	458,462.68	1202,385.28	1662,300.00

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana
FINANCIAL STATE - AGENCY FUNDS

Schedule of Changes in Unsettled Deposits
for the Year ended June 30, 1997

	CIVIL JURY	ADVANCE DEPOSIT	RECIPIENTS OF COURT	TOTAL
<u>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</u>	\$ 1,442.42	\$247,431.33	\$487,208.28	\$636,082.03
ADDITIONS				
Sales, Successions and interest earned on investments	-	425,283.34	12,284.00	437,567.34
Transfers	<u>18,628.78</u>	<u>(18,628.34)</u>	-	-
Total Additions	<u>18,628.78</u>	<u>406,655.00</u>	<u>12,284.00</u>	<u>437,567.78</u>
DEDUCTIONS				
Clerk's Cost				
(Allocated to General Fund)	3,862.44	423,353.81	-	427,216.25
Sherriff's Cost	6,375.80	24,787.82	-	31,163.62
Expenses to Litigants	-	482.08	-	482.08
Interary, executor and notary fees	283.20	8,851.43	-	9,134.63
Witnesses, lawyers, appraisers, etc.	-	1,825.84	-	1,825.84
Photography fees	-	29,276.82	-	29,276.82
Jury fees	5,774.43	-	-	5,774.43
Fees transferred to Judicial Expense Fund	-	21,468.00	-	21,468.00
Fees transferred to Judges' Compensation Fund	-	21,418.80	-	21,418.80
Police Jury	236.87	23,845.28	-	24,082.15
Refunds-unclaimed	-	-	<u>114,258.22</u>	<u>114,258.22</u>
Total Deductions	<u>15,612.34</u>	<u>498,629.42</u>	<u>114,258.22</u>	<u>608,500.08</u>
<u>UNSETTLED DEPOSITS AT END OF YEAR</u>	\$ 1,462.82	\$206,632.12	\$372,950.06	\$581,044.80

ROBERT A. NELSON
CERTIFIED PUBLIC ACCOUNTANT, L.L.C.

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REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Johnny B. Drain
Washington Parish Clerk of Court
Franklinton, Louisiana

I have audited the general purpose financial statements of the Washington Parish Clerk of Court as of and for the two years ended June 30, 1998, and have issued my report thereon dated October 29, 1998. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Washington Parish Clerk of Court's general purpose financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my test disclosed instances of noncompliance that are required to be reported under Government Auditing Standards which are described in the accompanying corrective action plan for current year audit findings as items 88-2, 98-1 and 98-1.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Washington Parish Clerk of Court's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, I noted a certain matter involving the internal control over financial reporting and its operation that I consider to be a reportable condition. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgement, could adversely

affect the Washington Parish Clerk of Court's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements. Reportable conditions are described in the accompanying schedule of corrective action plan for current year audit findings as item 98-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in accounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, the reportable condition described above is considered to be a material weakness. I also noted other matters involving the internal control over financial reporting that has been included in the corrective action plan for current year audit findings.

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

Robert A. Macko

Certified Public Accountant

Monroe, Louisiana
October 28, 2008

WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana

Corrective Action Plan for Current Year Audit Findings
For the Two Years Ended June 30, 1998

Ref. No.	Description of Finding	Corrective Action Planned	Name of Contact Person	Anticipated Completion Date
44-1	Inadequate representation of business - The size of the Washington Parish Clerk of Court operations and the limited staff prohibits an adequate representation of duties and other functions of an adequate system of financial controls.	There is no corrective action planned. We have the personnel to achieve an adequate representation of duties and to implement an adequate system of financial control which can be cost beneficial.	Joseph M. Smith Naples Plaque Jesse Bishop	None
44-2	Amending the Budget-The general fund budget was not timely amended for the years ended June 30, 1996 and 1997. Actual expenditures exceeded budgeted expenditures by more than five percent at the end of each year. L.R.B. 231209 and L.R.B. 231208 require that the budget be amended with total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, with a fund, are exceeding the total budgeted expenditures and other uses by five percent or more.	The Washington Parish Clerk of Court has an assigned CPA who performs the monthly accounting including preparation of financial statements with budget comparisons for the general fund. The clerk relies on the external CPA for advice as to when the budget should be amended and the difficulties in preparing the amended budget. Even though the budget was amended once in each of the years ended June 30, 1996 and 1997, actual expenditures exceeded budgeted expenditures by more than five percent at year end. The Clerk plans to have monthly meetings with assigned and budgeted revenues and expenditures to that any budget amendments can be timely prepared.	Johnny D. Grain Naples Parish	December 31, 1998

**WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana**

**Corrective Action Plan for Current Year Audit Findings
For the Two Years Ended June 30, 1998**

Ref. No.	Description of Finding	Corrective Action Planned	Name of District Clerk	Anticipated Completion Date
10-3	Deposits not insured as required - As June 30, 1998, there was a \$50,000 unsecured and unassured time deposit in a credit union. L.S.R.S. 10:2281 states that the amount of the deposits shall not be liable to any extent or amount of the amount of unsecured funds as against the credit of such depositing authority, except that portions of the deposits insured by any governmental agency insuring bank deposits which is organized under the laws of the United States.	The Clerk plans to withdraw the \$50,000 time deposit from the credit union and place it in a financial institution where it will be insured and/or collateralized.	JERRY B. COAKS District Clerk	December 31, 1999
10-4	During the year ended June 30, 1998 the Washington Parish Clerk of Court incurred debt to purchase an automobile without approval of the State Bond Commission.	The Clerk called on L.S.R.S. 10:176 which states that each of the clerks of the district courts is hereby authorized to purchase, out of any moneys in his salary fund, or otherwise for the use of his office, after having first obtained the consent of the governing authority of the parish. Since there was a surplus in the salary fund at the time of the vehicle purchase, the Clerk did not think approval of the State Bond Commission was required. The Clerk plans to consult legal counsel for a resolution to this finding.	JERRY B. COAKS District Clerk	March 31, 1999

**WASHINGTON PARTNERS CLERK OF COURT
Franklin, Louisiana**

**Corrective Action Plan for Current Year Audit Findings
For the Two Years Ended June 30, 1990**

Ref. No.	Description of Finding	Corrective Action Planned	Name of Officer Involved	Anticipated Completion Date
44-1	Advance Deposit Fund - The ending balance on the monthly computer "Balance Sheet" report and the reconciled monthly bank statement do not agree. Although a detailed reconciliation in these cases shows there are no identified differences between the two balances.	The software vendor has told management that there is a "glitch" in the computer program, which produces the monthly computer balance sheet report, and they are attempting to fix it.	DONALD D. CRAIN System Manager Asset Manager	The software vendor is not currently able to provide a date by which the problem will be fixed.
44-2	Advance Deposit Fund - The computer system cannot produce a report of all open notes showing out, money, carry, activity, and cash balance at the end of the year.	There is no corrective action planned. The software vendor, who calls and maintains the software for the Washington Partners of four and approximately fifty-five other clerks of court in Louisiana, has no plans to change the program so that this report can be produced. Detailed information can be obtained for each individual unit, however. In order to produce a report of all open notes, each unit number would have to be processed into the computer system. Producing the report in this manner would not be cost beneficial.	Johnny D. Crain System Manager Business Director	There is no anticipated completion date.

**WASHINGTON PARISH CLERK OF COURT
Franklinton, Louisiana**

**Summary Schedule of Prior Audit Findings
For the Two Years Ended June 30, 1998**

No.	Fiscal Year Ending 6/30/1998	Description of Finding	Preceding Action Taken	Planned Corrective Action/Status Expected Action Taken	Additional Explanation
94-1	June 30, 1998	Segregation of Assets	None	No. Segregation action is planned	It would not be cost effective to have the additional personnel needed to achieve an adequate segregation of assets.
94-1	June 30, 1998	Budget Requirements	Yes	Budgets are included in budget packages. An analysis is conducted and set at year end before and there is certification in comparison of all items necessary to complete the budget.	
94-2	June 30, 1998	Filing Field Invoices	Yes	Field invoices are now filed electronically by month end.	
94-4	June 30, 1998	Accounts Receivable and Classification of Receivables	Yes	Receivables are classified as non billable, credited directly to the general ledger through a journal. Receipts are now being properly classified.	

**MARRINGTON PARISH CLERK OF COURT
Franklinton, Louisiana**

**Summary Schedule of Prior Audit Findings
For the Two Years Ended June 30, 1998**

Ref. No.	Fiscal Year Finding Identified	Description of Finding	Executive Action Taken	Planned Corrective Action/Status	Additional Comments
90-5	June 30, 1998	Classification of Expenditures	Yes	Expenditures are now being properly classified.	
90-6	June 30, 1998	Monthly Review of General Ledger Reports	Yes	Monthly reports prepared by the external CPA are now being reviewed by the appropriate parish personnel.	
90-7	June 30, 1998	Investment of Excess Cash	Yes	Management is doing a better job of cash management.	
90-8	June 30, 1998	Inventory Status	None	Management plans to have the appropriate personnel investigate and investigate status and appropriate action.	
90-9	June 30, 1998	Advance Deposit Fund	Partially	A revised reconciliation of the monthly reports "Include Asset" to the reconciled cash balance is being done each month. However, under 449 shall constitute all the same. Because, the two balances.	The software vendor has told management that there is a "glitch" in the computer program, which produces the monthly computer "Include Asset" report, and they are planning to fix it.

**WASHINGTON PARISH CLERK OF COURT
Franklin, Louisiana**

**Summary Schedule of Prior Audit Findings
For the Two Years Ended June 30, 1998**

Ref. No.	Final Year Ending Monthly Reported	Description of Finding	Character of Action Taken	Financial Corrective Action Reported Corrective Action Taken	Statistical Registration	
88-18	June 30, 1998	Advance Deposit Fund	Partially	<p>Deleted</p> <p>Information can be obtained for each invoice. However, in order to receive a report of all such bills, each bill entry would have to be reviewed again. Receiving the report in 1998 would not be sufficient.</p>	<p>The computer system will not produce a report. All bill entry bills showing bill number, name, address and unit balance at the end of the year. The address number has not with the necessary changes to the program to allow the system to produce the report.</p>	
88-19	June 30, 1998	General Fund	Yes	<p>A necessary level of capital expenditures has been maintained.</p> <p>All fixed assets are included on the fixed asset schedule.</p> <p>The cost of fixed assets are included and costs necessary to bring the asset to the location in working condition.</p> <p>All fixed assets are kept in log books.</p> <p>Capital expenditures are not being properly classified.</p>		