

SEC. 1042 (b)(1)(B)

**OFFICIAL  
FILE COPY**  
**DO NOT READ OUT**

These records  
derive from the  
FBI and are  
not to be  
used in any  
other way.

**CLERK OF COURT,  
ST CHARLES PARISH, LOUISIANA**

*Financial Report,  
Internal Control and Compliance Report*

*For the year ended  
June 30, 1999*

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the elected, or appointed, judge and other designated 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 DEC 31 1999



CLERK OF COMPT. ST.  
CHARLES PARISH, LOUISIANA

Financial Report,  
Internal Control and Compliance Report

June 30, 1999

**TABLE OF CONTENTS**

	<b>PAGE</b>
<b><u>FINANCIAL SECTION:</u></b>	
Independent Auditor's Report	1
<b>General-Purpose Financial Statements:</b>	
Combined Balance Sheet - All Fund Types and Account Groups	3
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - Governmental Fund Type	4
Notes to Financial Statements	5
<b><u>SUPPLEMENTARY INFORMATION:</u></b>	
<b>Combining Individual Fund Statements:</b>	
Agency Funds: Combining Balance Sheet	10
Combining Schedule of Changes in Unsettled Deposits	19
Year 2000 Disclosure	20
<b><u>INTERNAL CONTROL AND COMPLIANCE SECTION:</u></b>	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of General-Purpose Financial Statements Performed in Accordance with Government Auditing Standards	21
Summary Schedule of Findings and Questioned Costs	22

## *FINANCIAL SECTION*



---

# STAGNI & COMPANY, LLC

---

## INDEPENDENT AUDITOR'S REPORT

Honorable Charles J. Oubre, Jr.  
Clerk of Court, St. Charles Parish, Louisiana

We have audited the accompanying general-purpose financial statements of the Clerk of Court, St. Charles Parish, Louisiana as of and for the year ended June 30, 1999, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Clerk of Court, St. Charles Parish, Louisiana'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 the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 Clerk of Court, St. Charles Parish, Louisiana as of June 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated September 16, 1999 on our examination of the Clerk of Court, St. Charles Parish, Louisiana's internal control over financial reporting, and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Honorable Charles J. Oubre, Jr.  
Clerk of Court, St. Charles Parish, Louisiana  
Page 2

Our audit was conducted for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The supplemental information 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 Clerk of Court, St. Charles Parish, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general-purpose financial statements taken as a whole.

*Stacy & Company*

Thibodaux, LA  
September 15, 1999



**CURRY OF COSTIT**  
**JR. CHARLES MARCEL LOUISIANA**

Condensed Balance Sheet - All Fund Types and Asset Classes  
 June 30, 1999

	Balance Sheet Fund Type	FOUNDED Fund Type	Account Group Fund Balance	1999 Information ONLY
	General	Other	Long-Term (20)	
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Receivables	\$ 88,779	\$ 2,211,045		\$ 1,441,008
Interest receivables	4,144			37,203
Accounts receivable (not insured)	4,374			4,644
Due	2,884	286		2,884
Due	65			333
Due from other funds			\$ 441,571	and 174
Prepaid, accrued, and equipment				52,576
Amount to be provided by other funds				1,159,211
Prepaid long term deposits				2,000,000
<b>Total assets</b>	<u>\$ 103,131</u>	<u>\$ 2,433,340</u>	<u>\$ 483,571</u>	<u>\$ 3,996,311</u>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities</b>				
Accounts payable	\$ 8,490			\$ 4,400
Accrued interest	8,881			25,752
Compensated absences				44,000
Capital lease obligations			\$ 15,641	44,000
Deferred deposits		\$ 2,100,440		2,794,400
Due to general fund		243		200
Total liabilities	<u>\$ 17,654</u>	<u>\$ 2,100,883</u>	<u>\$ 15,641</u>	<u>\$ 2,812,752</u>
<b>Fund Equity</b>				
Investment in general fund assets			\$ 483,571	441,779
Fund Balance:				
Unassigned - unexpended	\$ 85,637		\$ 667,714	\$ 644,880
Assigned - unexpended	\$ 100,000		\$ 667,714	\$ 2,349,872
Total fund equity	<u>\$ 185,637</u>	<u>\$ 2,100,883</u>	<u>\$ 1,335,428</u>	<u>\$ 2,994,752</u>

See Notes to Financial Statements

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

**Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
Governmental Fund Type  
For the year ended June 30, 2016**

	First Budget	Actual	Variance Expense (Advantage)
<b>Revenues</b>			
State and executive transferred			
Executive Finance Control Fund	\$ 116,100	\$ 101,000	\$ (15,100)
Bondings	1,010,000	1,010,000	0.000
General funds	100,000	100,000	0.000
Contributions	100,170	100,000	(1,170)
Interest received	10,111	10,000	(1,111)
Miscellaneous receipts	10,000	10,000	0.000
Court collections	10,000	10,000	0.000
Contributions	10,170	10,000	(1,170)
Miscellaneous	1,000	1,000	0.000
Operations	(1,000)	(1,000)	0.000
Miscellaneous	10,000	10,000	(0.000)
Total revenues	<u>1,367,351</u>	<u>1,367,000</u>	<u>(351)</u>
<b>Expenditures</b>			
<b>Governmental government</b>			
Salaries and benefits			
Court of Court	10,000	10,000	-
Expenses	100,100	100,000	100
Other	1,000	1,111	(111)
Office supplies and supplies	100,000	100,000	(0.000)
Association fees	1,000	1,000	-
Insurance premiums	10,000	10,000	(0.000)
Miscellaneous	10,100	10,000	100
Uniform commercial code	1,000	1,000	(0.000)
Telephone	10,000	10,000	(0.000)
Travel and transportation	1,000	1,000	0.000
Utility expenditures	1,000	1,000	0.000
Other's equipment	10,000	10,000	(0.000)
Other's service expenditures	1,000	1,000	-
Advertising, maintenance and operation	1,000	1,000	0.000
Professional services	10,000	10,000	(0.000)
Printing forms	1,000	1,000	(0.000)
Printing expenditures	1,000	1,000	(0.000)
Telephone expenditures	1,000,100	1,000,000	100,000
Capital outlay	100,000	100,000	(0.000)
Total expenditures	<u>1,274,700</u>	<u>1,274,700</u>	<u>(0.000)</u>
Excess (deficiency) of revenues			
Over expenditures	100,000	100,000	0.000
<b>Other Financing Sources (Used)</b>			
Capital item proceeds			
	10,100	10,100	-
<b>Net Change (Decrease) in Fund Balance</b>			
	100,000	100,000	0.000
<b>FUND BALANCE</b>			
Beginning of year	<u>1,000,000</u>	<u>1,000,000</u>	<u>0.000</u>
End of year	<u>1,100,000</u>	<u>1,100,000</u>	<u>0.000</u>

See Notes to Financial Statements

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

*Notes to Financial Statements*

**INTRODUCTION**

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Clerk of Court serves as 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.

**Note 1**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A.**      **Basis of Presentation**

The financial statements of the Clerk of Court, St. Charles Parish, Louisiana have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**B.**      **Reporting Entity**

The GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Since, the Clerk of Court, St. Charles Parish, Louisiana (Clerk of Court) is an independently elected official, and is legally separate and fiscally independent, the Clerk of Court is a separate governmental reporting entity. There are no material financial transactions between the St. Charles Parish Council (the Council) and the Clerk of Court where the Council provides office space and utilities for the Clerk of Court.



**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 1**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**B. Reporting Entity, Continued**

Financial accountability is determined by applying criteria established by the GASB as listed below:

- Financial benefit or burden
- Appointment of a voting majority
- Imposition of a bill
- Fiscally dependent

The above identified transactions between the Clerk of Court and the Parish Council are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability.

The other three criteria of financial accountability do not pertain to the Clerk of Court when applying them as a means of identifying potential component units of the St. Charles Parish Council.

The Clerk of Court includes all funds, account groups and activities or costs, that are within the oversight responsibility of the Clerk of Court. Other local governmental units over which the Clerk of Court exercises no oversight responsibility are excluded from the accompanying financial statements. These units are considered separate reporting entities and issue financial statements separate from those of the parish Clerk of Court.

**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 and activities.

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 1** SUMMARY OF SIGNIFICANT ACCOUNTING PRACTICES, Continued

**C. Fund Accounting, Continued**

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

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

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk of Court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

Agency Funds

The Advance Deposit and Registry of Court Agency Funds account for assets held in 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 refers to the timing of the measurements made, regardless of the measurement focus applied. The governmental fund is 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:

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 1**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**Revenues**

Fees for certified copies, recording legal documents, marriage licenses, and commissions for services are recorded in the year they are earned. Interest income on time deposits is recorded when the time deposits have matured and the income is available.

In Registry of the Court Fund, certificates of deposits can be closed by the Clerk of Court before the maturity date without being penalized. The Clerk's office has an agreement with Citicorp National Bank that allows the office to receive the full amount deposited and the year to date interest on any of Registry of the Court Fund's certificates of deposits on or before the day of maturity.

All other revenues are recorded when received.

**Expenses**

Compensated absences are recognized as expenditures when leave is actually taken or when employees (or their heirs) are paid for accrued leave upon retirement or death, while the cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

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

**I.      Budgetary Practices**

The Clerk of Court annually adopts a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget and public hearings on the budget. Any

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Part I**      **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

**E.      Budgetary Practices, Continued**

amendments to the budget are published in the Clerk of Court's official journal. Budgetary integration is employed as a management tool.

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting is not utilized in the books of the Clerk of Court.

**F.      Cash and Cash Equivalents**

Cash includes amounts in demand deposits and cash on hand. Cash equivalents include time deposits. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

**G.      Fixed Assets**

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the General Fixed Asset Account Group. General fixed assets provided by the parish council to the Clerk of Court are recorded within the General Fixed Asset Account Group of the Clerk of Court. All purchased fixed assets are valued at historical cost.

Fixed assets provided (considered donated) by the council are valued at their estimated fair value on the date received. No depreciation has been provided on general fixed assets.

**H.      Compensated Absence**

Employees of the Clerk of Court's office are granted from 8 to 15 days of vacation leave each calendar year, depending on their length of service.

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

*Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued*

ii. *Compensated Absences, Continued*

Vacation leave must be taken in the year it is granted. In addition, employees are granted from 10 to 15 days of sick leave each calendar year, depending on their length of service. At resignation or retirement, employees receive one day's pay for every two days of sick leave earned.

The cost of leave privileges, computed in accordance with GASB Codification Section 686, is recognized as a current-year expenditure in the General Fund when leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the General Long-Term Debt Account Group.

i. *Long-Term Debt*

Long-term debt expected to be financed from the General Fund are reported in the General Long-Term Debt Account Group.

3. *Total Column on Combined Balance Sheet*

The total column on the combined balance sheet is captioned Memorandum Only (overview) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 2 CASH AND CASH EQUIVALENTS**

At June 30, 1999, the Clerk of Court has cash and cash equivalents as follows:

	Balances	
	Book	Bank
Interest bearing demand deposits	\$ 477,211	\$ 515,525
Non-interest bearing demand deposits	21,296	79,666
Time deposits	2,650,054	2,849,885
Cash on hand	500	
<b>Total deposits</b>	<b>\$ 3,411,065</b>	<b>\$ 3,578,076</b>
Federal deposit insurance		\$ 349,856
Market value of pledged securities		\$ 3,399,477

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 or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must, at all times, equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging, fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Even though the pledged securities are the provisions of GASB 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 of the Clerk of Court that the fiscal agent has failed to pay deposited fund upon demand.

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 3**      **RECEIVABLES**

The accounts receivables of \$37,263 at June 30, 1999 consists of amounts due from attorneys for recording court fees and expenses related to cases in progress and also from abstractors, for certified copies.

**Note 4**      **CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	Furniture & Fixtures	Equipment	Total
Balance July 1, 1998	\$208,506	\$387,210	\$ 595,716
Additions	50,438	61,429	111,867
Deletions	10,008	55,359	65,368
Balance June 30, 1999	\$248,936	\$393,280	\$642,216

**Note 5**      **COMPENSATION ARRANGES**

At June 30, 1999, employees of the Clerk of Court have accumulated and vested \$25,003 of employee leave benefits which was computed in accordance with GASB Codification Section 090. The current portion \$9,561 is reported in the general fund and the long-term portion, \$15,441 is reported in the general long-term debt account group for the year ending June 30, 1999.

**Note 6**      **CAPITAL LEASES**

The Clerk of Court, St. Charles Parish, Louisiana entered into lease agreements for financing the acquisition of a copy machine, telephonic system and voice mail system. These lease agreements qualify as capital leases for accounting purposes (title transfer at the end of the lease term), and therefore have been recorded at the present value of the future minimum lease payments as of the date of their inception. The copy machine was recorded in the general fixed asset account group at its entire cost of \$28,410; however, a down-payment of \$12,990 was

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 6 CAPITAL LEASES, Continued**

included in the capital outlay expenditure line item in the general fund and the remaining \$15,420, which was financed, was recorded as general long-term debt in the general long-term debt account group. The telephonic and voice mail systems were capitalized in the general fixed asset account group at their combined cost of \$32,715; the combined total (\$32,715) was also recorded in the general long-term debt account group.

A schedule of future minimum lease payments, under these capital leases and the present value of the net minimum lease payments are to be applied as follows:

Year ending June 30,	Copy Machine	Telephone and Voice Mail Systems	Total General Long-Term Debt
1989	\$2,686	\$8,670	\$11,356
1990	3,666	7,277	10,943
1991	3,666	7,277	10,943
1992	2,844	7,277	10,121
1993		7,277	7,277
1994-2000		7,884	7,884
<b>Total minimum lease payments</b>	<b>13,042</b>	<b>43,682</b>	<b>\$56,724</b>
<b>Less Amount representing interest</b>	<b>1,827</b>	<b>18,947</b>	<b>20,774</b>
<b>Present value of minimum lease payments</b>	<b>\$11,215</b>	<b>\$24,735</b>	<b>\$35,950</b>

The amount of principal paid in 1990 on the capital lease was \$2,551 in the general fund.



**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 7**      **CHANGES IN GENERAL LONG-TERM DEBT**

General long-term debt transactions for the year ending June 30, 1999 are summarized below:

	Compensated Allowance	Capital Lease	Total
Long-term debt payable at June 30, 1998	\$ 12,800	\$ 14,582	\$ 27,382
Additions	2,704	32,705	35,409
Deductions		2,732	2,732
Long-term debt payable at June 30, 1999	\$ 15,504	\$ 44,555	\$ 60,059

**Note 8**      **POST-RETIREMENT BENEFITS**

The Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age while working for the Clerk of Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the Clerk of Court. For the year ending June 30, 1999, the cost of the benefits for three retirees totaled \$1,288.

**Note 9**      **EMPLOYEE RETIREMENT SYSTEM**

Substantially all employees of the Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. Contributions of participating clerks are pooled within the System to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notice to Financial Statements

**Note #           EMPLOYEE RETIREMENT SYSTEM, Continued**

All regular employees earning a minimum of \$ 500 per month and who are under the age of 60 at the time of original employment are eligible to participate in the system. Employees who retire on or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life equal to three percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or jointed months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Brickhouse Avenue, Suite B1, Baton Rouge, Louisiana, 70816, or by calling (504) 383-1162.

**Funding Policy.** Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate. The actuarially determined rate was 10 percent of annual covered payroll for the year ending June 30, 1999. Contributions to the System also include one-half 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 Clerk of Court are established as provided by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results to final accrued benefits, with contribution rates approved by the Louisiana Legislature. The Clerk's total covered payroll was \$665,927 for the year ending June 30, 1999. The Clerk of Court's contribution for the years ending June 30, 1997, 1998, 1999 were \$29,889 (11% of covered payroll), \$66,188 (10% of covered payroll), and \$66,568 (10% of covered payroll) respectively which were equal to the required contributions for each year.

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 10**     **LITIGATION**

There is no litigation pending against the Clerk of Court's office as of June 30, 1999 that is required to be disclosed in accordance with Statement of Financial Accounting Standards No. 5.

**Note 11**     **EXPENDITURES ON THE CLERK OF COURT PAID BY THE PARISH COUNCIL**

The Clerk of Court's office is located in the parish courthouse. The expenditures for maintenance and operation of the parish courthouse are paid by the St. Charles Parish Council and are not included in the accompanying financial statements. The amount of these expenditures paid by the Parish Council is indeterminate.

**Note 12**     **INTERFUND TRANSFERS**

The balances due to/from General Fund and Advance Deposit Fund are as follows:

	June 30, 1999
General Fund	
Due from other funds	\$ 255
Advance Deposit	
Due to general fund	\$ 255

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Notes to Financial Statements

**Note 13 RISK MANAGEMENT**

**GENERAL LIABILITY INSURANCE**

The Clerk of Court is exposed to various risks of loss related to, but not limited to, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court purchases commercial insurance policies for any and all claims relating to the above types of risks.

The Clerk's payment of the deductible is the only liability associated with these insurance policies. There has been no significant reductions in insurance coverage in the prior year. The amount of settlements have not exceeded insurance coverage for each of the past three fiscal years.

**HEALTH INSURANCE**

The Clerk of Court provides health and life insurance to employees through the Louisiana Clerk of Court Association. Under this insurance program, the Clerk pays initial premiums based on the level of the employee's participation and has no further liabilities on any claims.

**Note 14 EXPENDITURES - EXCESS OF ACTUAL OVER BUDGETED**

The Governmental Fund Type - General Fund had actual expenditures \$1,169,715 over budgeted expenditures \$1,054,781 allowing an unfavorable variance of \$4,954 for the year ended June 30, 1998.

***SUPPLEMENTAL INFORMATION***

### AGENCY FUNDS

Agency Funds are used to account for assets held by the Clerk of Court as an agent for individuals, private organizations, other governments, and/or other funds.

#### 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 litigants 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 judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Agency Funds  
Combining Balance Sheet  
June 30, 1999

	<u>Advance Deposit Fund</u>	<u>Registry of the Court Fund</u>	<u>Total</u>
<b>Assets</b>			
Cash and cash equivalents	\$ 518,491	\$ 2,272,654	\$ 2,791,145
Due from suits	<u>555</u>	<u>          </u>	<u>555</u>
Total assets	<u>\$ 518,947</u>	<u>\$ 2,272,654</u>	<u>\$ 2,791,601</u>
<b>Liabilities</b>			
Due to general fund	\$ 555		\$ 555
Due to officers	<u>518,392</u>	<u>2,272,099</u>	<u>2,790,491</u>
Total liabilities	<u>\$ 518,947</u>	<u>\$ 2,272,099</u>	<u>\$ 2,791,046</u>

**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

Agency Funds  
Combining Schedule of Changes in Unsettled Deposits  
For the Year ended June 30, 1999

	<u>Advance Deposit</u>	<u>Registry</u>	<u>Total</u>
Unsettled Deposits at July 1, 1998	\$ 470,858	\$ 325,487	\$ 1,211,945
<b>Additions:</b>			
Deposits:			
Bills and Successions	\$76,888		\$76,888
Adjudgments		5,355,080	5,355,080
Interest earned on investments		49,177	49,177
<b>Total additions</b>	<u>\$76,888</u>	<u>5,355,080</u>	<u>\$ 5,411,305</u>
<b>Total</b>	<u>1,221,379</u>	<u>5,680,368</u>	<u>7,262,622</u>
<b>Reductions:</b>			
Clerk's credits (transferred to General Fund)	206,080		206,080
Settlements to litigants	55,180	3,688,805	3,743,985
Judges supplemental compensation	45,324		
Attorney, paralegal, and notary fees	870		870
Witnesses, jury, appraisals, and juries'	62,081		62,081
Stenographer's fees	23,580		23,580
Sheriff's fees	62,834		62,834
Other reductions	6,589		6,589
<b>Total reductions</b>	<u>1,803,524</u>	<u>3,688,805</u>	<u>4,492,400</u>
Unsettled deposits at June 30, 1999	<u>\$ 510,502</u>	<u>\$ 2,217,864</u>	<u>\$ 2,760,446</u>



**CLERK OF COURT  
ST. CHARLES PARISH, LOUISIANA**

**Year 2000 Disclosure**

**For the year ended June 30, 1999**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999.

The Clerk of Court, St. Charles Parish, Louisiana has completed an inventory of computer systems and other electronic equipment that may be affected by the Year 2000 issue and that is necessary to conducting operations and has identified such systems as follows:

- The payroll, accounts payable, advanced cost and general ledger systems have been completed and are being implemented.
- The other electronic equipment have also been completed and tested.

The Clerk of Court, St. Charles Parish, Louisiana intends to make available the necessary resources to achieve compliance of the Year 2000 issue.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the Clerk of Court, St. Charles Parish, Louisiana is or will be Year 2000 ready, that the Clerk of Court, St. Charles Parish, Louisiana's remediation efforts will be successful in whole or in part, or that parties with whom the Clerk of Court does business will be Year 2000 ready.

*INTERNAL CONTROL  
AND  
COMPLIANCE SECTION*



## REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF GENERAL-PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT ACCOUNTING STANDARDS

Honorable Charles J. Dubre, Jr.  
Clerk of Court, St Charles Parish, Louisiana

We have audited the general-purpose financial statements of the Clerk of Court, St Charles Parish, Louisiana, as of and for the year ended June 30, 1999 and have issued our report thereon dated September 16, 1999. We conducted our 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 Clerk of Court, St Charles Parish, Louisiana's financial statements are free of material misstatement, we 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 these provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Clerk of Court, St Charles Parish, Louisiana's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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 amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

To the Clerk of Court, St Charles Parish, Louisiana  
Page 2

This report is intended for the information of management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Stager & Company*

Thibodaux, Louisiana  
September 16, 1999



**CLERK OF COURT,  
ST. CHARLES PARISH, LOUISIANA**  
Summary Schedule of Findings and Quantified Costs  
For the Year Ended June 30, 1999

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general-purpose financial statements of the Clerk of Court, St. Charles Parish, Louisiana.
2. No reportable conditions relating to the audit of the financial statements are reported in the Report on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements in Accordance with Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of the Clerk of Court, St. Charles Parish, Louisiana were disclosed during the audit.
4. A management letter was not issued in connection with the audit of the financial statements.

- B.** There were no findings relating to the financial statements that are required to be reported in accordance with GAGAS.