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**POINTE COUPE PARISH CLERK OF COURT
NEW ROADS, LOUISIANA**

Annual Financial Statement

As of and for the Two Years Ended June 30, 1958

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, audit and other appropriate public officials. This report is available for public inspection at the State Budget Office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date: JUNE 7 1959

W. Kathleen Beard
CERTIFIED PUBLIC ACCOUNTANT

Polara Cooper Parish Clerk of Court
New Roads, Louisiana

Table of Contents

	Statement	Page Number
INDEPENDENT AUDITOR'S REPORT		1
GENERAL PURPOSE FINANCIAL STATEMENTS		
Combined Balance Sheet - All Fund types and Account Groups	A	2
Governmental Funds: Statements of Revenues, Expenditures, and Changes in Fund Balance - General Fund (GAAP Basis)	B	3 - 5
Statements of Revenues, Expenditures and Changes in Fund Balance Budget and Actual - General Fund (Cash Basis)	C	6 - 7
Notes to the Financial Statements		8 - 17
SUPPLEMENTAL INFORMATION	Schedules	Page Number
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING (BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDIT STANDARDS)		18 - 19
Fiduciary Funds - Agency Funds: Combining Balance Sheet	1	20
Schedule of Changes in Unsettled Deposits	2	21
Schedule of Findings	3	22 - 23
Schedule of Prior Year Findings	4	24

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INDEPENDENT AUDITOR'S REPORT

Mr. J. G. Olinde, Clerk
Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

I have audited the accompanying general purpose financial statements of the Pointe Coupee Parish Clerk of Court as of June 30, 1998, and for the two years then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Pointe Coupee 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. These 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 in the first paragraph present fairly, in all material respects, the financial position of the Pointe Coupee Parish Clerk of Court, as of June 30, 1998, 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 a report dated December 23, 1998 on my consideration of Pointe Coupee Parish Clerk of Court's internal control and on its compliance with laws and regulations.

My audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying financial information listed as "Schedules" in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements taken as a whole. Such information has been subjected to the auditing procedures applied in the audit of the financial statements, and in my opinion, is fairly stated in all material respects in relation to such statements taken as a whole.



W. Kathleen Beard
Certified Public Accountant
December 23, 1998

General Purpose Financial Statements

Poudre Cooper Parish Clerk of Court
New Books, Limited
Combined Balance Sheet
All Fund Types and Account Groups
June 30, 1998

Statement A

(With Comparative Totals for June 30, 1997)

	Governmental	Fiduciary	Account	Total Miscellaneous Only	
	Funds	Funds	Groups	1998	1997
	General	Agency	General		
	Fund	Fund	Fixed Assets		
ASSETS					
Cash	\$688,826	\$1,216,779	\$0	\$1,894,988	\$2,298,383
Accounts receivable	4,685	0	0	4,685	21,650
Due from Arkansas Dep't of Public Safety	150,985	0	0	150,985	157,917
Office equipment	0	0	114,747	114,747	189,388
Vehicles	0	0	15,938	15,938	15,919
Security deposit	500	0	0	500	500
Amount to be provided for retirement of capital lease	2,292	0	0	2,292	0,438
TOTAL ASSETS	\$947,273	\$1,235,779	\$130,685	\$2,183,713	\$2,684,686
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts payable	\$0,577	\$0	\$0	\$0,577	\$9,273
Payroll tax liabilities	4,931	0	0	4,931	0
Accrued salaries payable	18,528	0	0	18,528	0,435
Capital lease payable	2,292	0	0	2,292	0,438
Due to General Fund	0	180,985	0	180,985	99,750
Due to Poudre Cooper Parish	182,542	0	0	182,542	192,542
Unclassified Deposits	0	1,084,804	0	1,084,814	1,089,579
Total Liabilities	203,970	1,235,779	0	1,638,148	2,081,577
Fund Equity:					
Investment in General Fixed Assets	0	0	130,685	130,685	175,304
Fund balances - unrestricted/undesignated	\$14,301	0	0	\$14,301	488,404
Total Fund Equity	\$14,301	0	130,685	144,986	663,708
TOTAL LIABILITIES AND FUND EQUITY	\$947,273	\$1,235,779	\$130,685	\$2,183,713	\$2,684,686

The accompanying notes are an integral part of these financial statements.

Public Cause Parish Clerk of Court
New Roads, Louisiana

Statement B

Statements of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds - District Fund
Years ended June 30, 1995 and June 30, 1997

1995 1997

Revenues

Fees, charges and commissions for services:

Recordings	2191,748	2251,533
Cancellations	8,902	8,181
Mortgage certificates	18,200	12,550
Marriage licenses	1,700	3,184
Certified copies	57,852	15,911
Court suits	369,804	161,881
Court attendance	2,799	2,498
Criminal costs	7,170	9,818
Recording	84,888	121,212
Court clerk's qualifying fees	0	503
Clerks' compensation fund	11,325	11,360
Use of money and property - interest earned	18,172	7,585
Miscellaneous:		
Miscellaneous revenues	87	0
Total Revenues	712,900	612,026

(Continued)

The accompanying notes are an integral part of these financial statements.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana

Statement B

Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds - General Fund
Years ended June 30, 1998 and June 30, 1997

	1998	1997
Expenditures		
General government:		
Current -		
Salaries - Clerk	94,826	94,523
Clerk's allowances	8,612	3,652
Salaries - Deputy clerks	235,897	222,896
Wages of not a help	16,826	13,875
Payroll taxes	1,091	498
Employer's group insurance	42,686	40,373
Employer's retirement expense	26,899	27,829
Indefinite	17,158	16,802
Miscellaneous expense	8,445	10,880
Binders	2,922	0
Book binding and repairs	2,532	9,820
Insurance & bond	8,254	7,355
Auto rent	5,749	5,731
Auto expense	736	958
Machine rent	8,871	5,088
Equipment maintenance	2,872	2,589
Telephone	2,734	3,309
Office expense - supplies and postage	14,282	13,043
Rent - storage	880	880
Association dues	1,487	1,341
Professional fees	4,288	8,271
Travel and conventions	2,304	1,511
Clerk's compensation fund	3,623	6,810
Charter mileage mileage	8,727	6,780
Candidate qualifying fees	99	0
Miscellaneous	51	123
Capital outlay	5,551	8,353
Debt service -		
Principal	1,344	814
Interest	318	350
Maintenance & supplies	848	490
	-----	-----
Total Expenditures	488,805	488,579
	-----	-----
Fund Balance - Invt (under) Expenditures	213,888	127,448

Public Couple Parish Clerk of Court
New Roads, Louisiana
Statements of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds - General Fund
Years ended June 30, 1996 and June 30, 1997

(Continued)

	1996	1997
Other Financing Sources (uses):		
Capital Lease	0	4,818
	213,880	120,498
Excess Revenues and other financing sources over (under) Expenditures and other financing uses		
Fund Balance, Beginning	400,484	273,608
Fund Balance, Ending	\$614,364	\$494,106

The accompanying notes are an integral part of these financial statements.

Pierce County Public Clerk of Court
New Roads, Louisiana
Statements of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual - Cash Basis - General Fund
Years ended June 30, 1988 and June 30, 1987

	Year ended June 30, 1988		
	Revised Annual Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Proceedings	100,000	\$108,367	\$8,367
Concessions	4,000	5,522	1,522
Mortgage certificates	3,000	18,198	1,598
Mortgage licenses	3,500	3,815	315
Courtroom copies	18,000	17,850	(150)
Court fees	250,000	276,461	26,461
Court attendance	2,000	2,818	(818)
Criminal fees	7,000	7,248	248
Renting	80,000	84,195	4,195
Candidate qualifying fees	0	0	0
Interest earned	80,000	80,172	172
Clerk's compensation fund	11,325	11,325	0
Miscellaneous revenues	500	91	(409)
Total Revenues	688,320	738,183	49,863
Expenditures			
Current:			
Salaries and related benefits	320,125	321,691	1,566
Group insurance and retirement contributions	75,000	74,982	1,818
Recording costs	28,000	24,280	3,720
Insurance	12,680	8,145	4,535
Equipment rental and lease payments	8,000	18,010	(10,010)
Office supplies and expense	22,180	28,418	1,682
All other	21,180	28,984	(8,794)
Capital outlays	18,000	5,443	4,557
Debt service	4,000	3,857	143
Total Expenditures	524,320	585,806	16,528
Excess Revenues over (under) Expenditures	175,000	202,377	27,377
Fund Balance, Beginning	485,000	485,701	701
Fund Balance, Ending	\$660,000	\$688,078	\$28,078

The accompanying notes are an integral part of these financial statements.

Statement D

Year ended June 30, 2007

Revised Annual Budget	Actual	Variance
		Favorable (Unfavorable)
278,000	\$272,500	\$5,500
2,000	8,100	(6,100)
12,000	12,400	-400
4,000	4,000	0
18,000	17,448	(552)
208,000	198,748	(9,252)
2,000	2,424	(424)
18,000	8,500	(9,500)
128,000	127,810	(190)
0	800	800
2,000	2,345	(345)
0	11,550	11,550
500	0	(500)
<u>602,000</u>	<u>608,728</u>	<u>6,728</u>
288,000	288,400	400
72,000	70,000	(2,000)
28,000	32,288	4,288
8,000	7,878	(1,122)
0	0	0
32,000	31,718	(282)
28,000	24,188	(3,812)
6,000	4,181	(1,819)
1,000	1,218	(218)
<u>478,000</u>	<u>473,800</u>	<u>4,200</u>
<u>958,728</u>	<u>944,790</u>	<u>13,938</u>
<u>208,287</u>	<u>272,000</u>	<u>63,713</u>
<u>\$704,015</u>	<u>\$408,701</u>	<u>\$295,314</u>

**Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998**

Introduction

As provided by Article V, Section 28 of the Louisiana Constitution of 1874, the clerk of court acts as the ex officio treasury public; the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The clerk of court is elected for a four-year term.

I. Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying financial statements of the Pointe Coupee Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental funds. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. In June of 1996, the GASB issued a codification of governmental accounting and financial reporting standards. This codification is recognized as generally accepting accounting principles for state and local governments.

B. Reporting Entity

As the governing authority of the parish, for reporting purposes, the Pointe Coupee Parish Police Jury is the financial reporting entity for Pointe Coupee Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Pointe Coupee Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and (a) the ability of the police jury to impose its will on that organization, and/or (b) the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are financially dependent on the police jury.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

1. Summary of Significant Accounting Policies (Continued)

B. Reporting Entity (Continued)

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury does not finance any of the activities of the clerk of court, although allowed to do so by Louisiana law, the clerk of court is financially independent of the parish police jury and, therefore, was determined not to be a component unit of the Pointe Coupee Parish Police Jury. The accompanying financial statements present information only on the funds maintained by the clerk of court. As an independently-elected parish official, the clerk of court is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds.

C. Fund Accounting

The clerk of court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

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

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

Polina Cooper Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

I. Summary of Significant Accounting Policies (Continued)

C. Fund Accounting (Continued)

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

D. Basis of Accounting

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

Revenues are recognized when they are earned; they include fees for recording, cancellations, mortgage certificates, certified copies, photo copies, and clerk's costs associated with civil suits.

Expenditures are reported using the modified accrual basis of accounting, whereby they are recognized in the accounting period in which the fund liability is incurred, if measurable and include salaries, office supplies, capital outlays and other operating expenditures.

E. Budget Practices

The budgets for the 1997-98 and 1996-97 fiscal years were made available for public inspection at the clerk's office on week days, prior to the budget hearing which was held at the clerk's office on June 27, 1997 and June 28, 1996, respectively. The proposed budget was prepared on the cash basis of accounting, was published in the official journal 7 days before the public hearing. The budget is legally adopted and amended, as necessary, by the clerk. All appropriations lapse at year end.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

2. Summary of Significant Accounting Policies (Continued)

F. Circumstances

Circumstance accounting is not employed by the Clerk.

G. Cash and Cash Equivalents and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and fixed investments with original maturities of 90 days or less. Under state law, the clerk of court may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

H. Fixed Assets

Fixed assets are recorded as expenditures at the time purchased and the related assets are capitalized in the general fixed assets account group. General fixed assets provided by the parish police jury are recorded with the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost. Interest has not been capitalized.

I. Compensated Absence

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

All full-time employees earn ten days of vacation each year after one year of continuous service, which non-cumulative. Employees are not compensated for accrued vacation time upon termination of employment.

All full-time employees earn ten days of sick leave each year, also non-cumulative. Employees are not compensated for accrued sick leave upon termination of employment.

J. Total Columns on Statements

Total columns on the statements are captioned Memorandum Only to indicate that they are prepared only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

Police Couper Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

3. Cash and Cash Equivalents

At June 30, 1998, the clerk of court has cash and cash equivalents (bank balances) totaling \$1,894,608 as follows:

Interest-bearing, demand deposits	\$ 1,163,943
Money market accounts	705,065
Time deposits (90 days)	25,000

	\$ 1,894,008

These deposits are stated at cost, which approximates market. Under state law, these deposits, or 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.

At June 30, 1998 the clerk has \$1,934,040 in deposits (bank balances). These deposits are secured from risk by \$853,499 of federal deposit insurance and \$1,206,370 of pledged securities held by the custodial bank in the name of the fiscal agent bank (CASH Category 3). Of the bank balances, \$164,321 was not secured by deposit collateral or federal deposit insurance.

At June 30, 1998 the clerk holds no investments.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

3. Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	Balance 7/1/96	Additions	Deletions	Balance 6/30/97
Office Equipment	\$ 64,833	\$ 8,151	\$ 0	\$ 109,186
Vehicles	15,918	0	0	15,918
	<u>\$ 116,951</u>	<u>\$ 8,151</u>	<u>\$ 0</u>	<u>\$ 125,104</u>

	Balance 7/1/97	Additions	Deletions	Balance 6/30/98
Office Equipment	\$ 109,186	\$ 3,561	\$ 0	\$ 118,747
Vehicles	15,918	0	0	15,918
	<u>\$ 125,104</u>	<u>\$ 3,561</u>	<u>\$ 0</u>	<u>\$ 130,665</u>

4. Pension Plans

Plan Description Substantially all employees of the Pointe Coupee Parish 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 (PFRSS), controlled and 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 per cent of their final-average salary for each year credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or 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 benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

4. 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 Clerks of Court Retirement and Relief Fund, 11745 Derickson Avenue, Suite 111, Baton Rouge, Louisiana 70816, or by calling (504)293-1862.

Funding Policy Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Pointe Coupee Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.90 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 Pointe Coupee Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:183, 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 Pointe Coupee Parish Clerk of Court's contributions to the System for the years ending June 30, 1998, 1997 and 1996 were \$28,895, \$27,820, and \$24,400, respectively, equal to the required contributions for each year.

5. Other Post Employment 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 the 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 by the clerk of court. The clerk of court recoups the cost of providing these benefits (the clerk's portion of premiums) as an expenditure when the monthly premiums are due, which for 1998 and 1997 was \$ 3,684 and \$4,311, respectively.

6. Compensated Absences

At June 30, 1998, no liability for compensated absences has been recorded since unused leave is noncumulative.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

7. Leases

The clerk of court records items under capital leases as an asset and an obligation in the accompanying financial statements. The following is a schedule of future minimum lease payments under capital leases, together with present value of net minimum lease payments as of June 30, 1998:

Fiscal Year	Equipment
1998-99	\$ 1,258
1999-2000	982
	\$ 2,240

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

On July 3, 1996, the clerk entered into an agreement to lease an automobile which calls for monthly payments of \$477.13 for a term of 4 years. The lease may be terminated at any time, however, early termination may result in additional charges. A purchase option is available at the scheduled lease end, the option price is \$10,774, plus official fees. The clerk does not intend to exercise this option.

The minimum annual commitments under noncancelable operating leases are as follows:

Fiscal year:	Yehicles
1998-99	\$ 5,726
1999-2000	5,726

Palme Couper Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

8. Changes in Agency Fund Balances

	Unaudited Deposits .. 5/1/98	Additions	Reductions	Unaudited Deposits .. 6/30/98
Agency Funds:				
Advance Deposit \$ 678,588	\$ 678,588	\$ 501,858	\$ 501,858	\$ 641,037
Registry of Court 1,097,333	97,284	97,886	97,886	1,097,333
Total	\$ 1,675,921	\$ 794,994	\$ 629,644	\$ 1,818,390

	Unaudited Deposits .. 7/1/97	Additions	Reductions	Unaudited Deposits .. 6/30/98
Agency Funds:				
Advance Deposit \$ 641,037	\$ 641,037	\$ 1,261,241	\$ 1,261,339	\$ 640,939
Registry of Court 1,097,333	67,819	67,819	67,819	616,839
Total	\$ 1,818,390	\$ 1,348,881	\$ 1,331,292	\$ 1,255,779

9. Litigation

At June 30, 1998, there is no pending litigation against the clerk of court.

10. Expenditures of the Clerk of Court Paid by the Parish Police Jury

Louisiana R.S. 13:284 provides that upon request of the Clerk, the police jury shall provide him with all necessary office furniture, equipment, and records and books. During the current year and the preceding four years, the Clerk has not requested that the police jury purchase any office furniture, equipment, and records and books for his office. All necessary office expenses purchased during this time, and during the years ending June 30, 1998 and June 30, 1999 were paid by the Clerk's Salary Fund.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Notes to the Financial Statements
June 30, 1998

11. Excess Fund Balance

Louisiana Revised Statute 13:383 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. As June 30, 1996, \$87,741 was due the parish treasurer for the amount that the General Fund's fund balance exceeded one-half of the revenues of the clerk's last year of his four-year term of office. Additionally, \$54,884 is due for disposition of the General Fund's fund balance as June 30, 1992. As of June 30, 1998, neither amounts had been paid, consequently an obligation of \$142,625 has been reported in these financial statements.

Supplemental Information

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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 ACCOUNTING STANDARDS**

Mr. J. C. Glinski
Pointe Coupee Parish Clerk of Court
New Road, Louisiana

I have audited the general purpose financial statements of the Pointe Coupee Parish Clerk of Court, as of and for the two years ended June 30, 1998, and have issued my report thereon dated December 23, 1998. I have 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 Pointe Coupee 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 these provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 1998-1 and 1998-2.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Pointe Coupee 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 certain matters involving the internal control over financial reporting and its operations that I consider to be reportable conditions. 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 judgment, could adversely affect the Pointe Coupee 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 Findings as item D-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 over financial reporting 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 conditions described above, I consider item D-1 to be material weaknesses.

This report is intended for the information of the Pointe Coupee Parish Clerk of Court and the State of Louisiana. However, this report in a matter of public record and its distribution is not limited.



W. Kathleen Hord
Certified Public Accountant
December 23, 1998

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
For the years ending June 30, 1998 and June 30, 1997

FIDUCIARY FUNDS - AGENCY FUNDS

ADVANCE DEPOSIT FUNDS

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 litigant after all costs have been paid.

REGISTRY IN COURT FUND

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds that have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawal of the funds can be made only upon order of the court.

Palmdale Douglas Parish Clerk of Court
 New Roads, Louisiana
 Courthouse, Ballston Street
 Fiduciary Fund Types - Agency Funds
 June 30, 1998
 (With Comparative Totals For June 30, 1997)

Schedule I

	Advance Deposit (Fund)	Registry of Court Fund	Total 1998	Total 1997
ASSETS				
Cash	\$916,829	\$616,859	\$1,256,779	\$1,856,190
TOTAL ASSETS	\$916,829	\$616,859	\$1,256,779	\$1,856,190
LIABILITIES				
Due to General Fund	\$190,980	\$0	\$190,980	\$197,672
Uncollected Deposits	487,655	616,859	1,094,814	1,660,578
TOTAL LIABILITIES	\$678,635	\$616,859	\$1,295,494	\$1,858,250

Pointe Coupee Parish Clerk of Court

October 2

New Road, Louisiana

Schedule of Changes in Unsettled Deposits

Fiduciary Fund Types - Agency Funds

For the years ending June 30, 1995 and June 30, 1997

	Year ending June 30, 1995			Year ending June 30, 1997		
	Advance	Registry of	Total	Advance	Registry of	Total
	Deposit	Court		Deposit	Court	
	Fund	Fund		Fund	Fund	
Unsettled Deposits, Beginning of Year	\$241,627	\$1,187,352	\$1,428,979	\$248,088	\$1,187,352	\$1,435,440
Additions:						
State and Disbursements	528,080	0	528,080	423,114	0	423,114
Concurrent	10,000	3,308	13,308	345,951	56,478	402,429
Excise	0	0	0	3,080	0	3,080
Clerk's fees	0	0	0	0	0	0
Interest earned	27,552	28,715	56,267	22,523	48,778	71,301
Transfers in - Registry of Court	716,889	33,824	750,713	0	0	0
Total Additions	1,282,511	62,347	1,344,858	694,677	49,256	743,933
Productions:						
Appraisal fees	1,733	0	1,733	1,285	0	1,285
Clerk's fees	378,125	0	378,125	398,210	0	398,210
Court reporter fees	5,489	0	5,489	18,841	0	18,841
Filing fees	18,243	0	18,243	13,911	0	13,911
Filing fees - 18th Judicial	11,795	0	11,795	11,715	0	11,715
Jury commission	18,449	0	18,449	3,587	0	3,587
Jury costs	5,680	0	5,680	680	0	680
Local sheriff's costs	45,290	0	45,290	31,034	0	31,034
Other sheriff's costs	28,889	0	28,889	21,587	0	21,587
Refunds	55,945	0	55,945	51,735	0	51,735
Representative fees	1,384	0	1,384	1,073	0	1,073
Transcription fees	733	0	733	314	0	314
Witness fees	2,918	0	2,918	336	0	336
Miscellaneous	5,383	0	5,383	10	18	28
Transfers out - Registry of Court	35,624	647,624	683,248	188,940	67,788	256,728
Refunds to litigants	703,788	0	703,788	0	0	0
Total Productions	1,203,389	647,624	1,851,013	631,858	67,806	699,664
Unsettled Deposits, End of Year	\$218,823	\$116,886	\$335,709	\$841,837	\$1,197,155	\$1,938,992

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Schedule of Findings
For the two years ending June 30, 1998

Schedule 3

I have audited the financial statements of the Pointe Coupee Parish Clerk of Court as of and for the two years ended June 30, 1998, and have issued my report thereon dated December 23, 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. My audit of the financial statements as of June 30, 1998 resulted in an unqualified opinion.

Section I. Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control -

Material Weaknesses Yes No

Reportable Conditions Yes No

Compliance -

Compliance Material to Financial Statements Yes No

Section II. Financial Statement Findings

Compliance -

1998-1 Finding: Louisiana RS 13:789 requires that every four years (on the close of 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 term of office. At June 30, 1993, the amount due the parish treasurer for disposition of the Clerk's Salary Fund was \$94,801, as of June 30, 1996 this amount had not been paid. An additional \$87,341 was due the parish treasurer, for disposition of the Clerk's Salary Fund at June 30, 1998 bringing the total due to \$182,142, which, as of June 30, 1998, had not been paid.

Recommendation: Because the clerk has not requested financial assistance from the police jury provided for by Louisiana RS 13:784 since 1988, and due to lack of interest by the police jury in collecting the amount owed for disposition of the Clerk's Salary Fund, it is my recommendation that the clerk and parish officials seek out a settlement that is mutually agreeable and, if forgiveness, or reduction of the amount owed is decided upon, that action be evidenced by approval by parish officials in official meeting of the parish police jury.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Schedule of Findings
For the two years ending June 30, 1998

Schedule 3 (Continued)

Section II. Financial Statement Findings (Continued)

Management's Response: The Clerk did not pay the Police Jury of the Parish of Pointe Coupee the above mentioned surpluses because the Police Jury was not paying any of the mandatory expenses and mandatory capital outlays of his office since 1995, and the Clerk's position has been that the amounts of said surpluses were less than the amounts due the Clerk's office for each of the four (4) years in question, 1988-92 and 1992-96. However, the Clerk is willing to meet and discuss this matter with the Police Jury to reach a fair and equitable settlement in this matter, so it can be resolved at the end of the present term of office, which is June 30, 2000. And, also to agree upon and establish a policy of financial responsibility between the Clerk and Police Jury for future years to eliminate this problem in the future.

- 1998-2 **Finding:** Adequate deposit collateral was not maintained in accordance with RS 39:1221 at one of the three financial institutions used by the Clerk.

Recommendation: All local depositing authorities must secure adequate deposit collateral to secured deposits in accordance with state law, if this cannot be guaranteed, deposits in excess of federal depository insurance should be moved to another institution.

Management's Response: The financial institution in question has increased the amount of securities pledged as collateral to an amount sufficient to cover the clerk's deposits. Additionally, the clerk has notified all financial institutions in writing that in the future, deposit collateral must be reviewed for adequacy every three months and the clerk's office must be notified in writing of the amount and nature of securities pledged as deposit collateral.

Internal Control -

- 1998-3 **Finding:** No policies and procedures exist to monitor deposit collateral pledged by financial institutions for compliance with requirements of RS 39:1221.

Recommendation: All local depositing authorities must secure adequate deposit collateral to secured deposits in accordance with state law, further they must review adequacy of pledged securities on a ongoing basis throughout the year. If this cannot be guaranteed, deposits in excess of federal depository insurance should be moved to another institution.

Management's Response: The clerk has notified all financial institutions in writing that in the future, deposit collateral must be reviewed for adequacy every three months and the clerk's office must be notified in writing of the amount and nature of securities pledged as deposit collateral.

Pointe Coupee Parish Clerk of Court
New Roads, Louisiana
Schedule of Prior Year Findings
For the Two Years Ending June 30, 1998

Schedule 4

Section I. Internal Control and Compliance Material to the Financial Statements

- 1996 - 1. At June 30, 1997, the amount due to the parish treasurer for disbursement of the clerk's salary fund of \$94,841 remained unpaid as of June 30, 1996. It was recommended that appropriate action be taken to resolve the matter. The matter remains unresolved as of June 30, 1998 and is addressed in current year findings.