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JEFFERSON PARISH CLERK OF COURT

Gretna, Louisiana

GENERAL-PURPOSE FINANCIAL STATEMENTS

June 30, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date FEB 17 1999

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

General-Purpose Financial Statements
As of and for the Year Ended June 30, 1998
With Supplemental Information Schedules

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UZEE, BUTLER, ARCENEUX & BOWES

CERTIFIED PUBLIC ACCOUNTANTS
2067 PAXTON STREET
HARVEY, LOUISIANA 70058

(504) 347-0441
FAX (504) 347-0467

DOUGLAS L. UZEE, CPA
(1926 - 1988)
JAMES L. BUTLER, CPA
N. PAUL ARCENEUX, CPA
PATRICK J. BOWES, CPA

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

HONORABLE JON A. GEGENHEIMER
JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

We have audited the accompanying general-purpose financial statements of the Jefferson Parish Clerk of Court, as of and for the year ended June 30, 1998, as listed in the foregoing table of contents. These financial statements are the responsibility of the Jefferson Parish Clerk of Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards and the standards for 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 financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Jefferson Parish Clerk of Court has not reconciled the individual deposit balances in the advance deposit agency funds with their cash balances at June 30, 1998. Therefore, we were unable to verify the unsettled deposit balances due to others at June 30, 1998, in the advance deposit agency funds, totaling \$17,366,894.81. The effects on the financial statements of not reconciling the individual deposit balances cannot be reasonably determined.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the clerk of court reconciled the individual deposit balances in the advance deposit agency funds as described above, the general-purpose financial statements referred to in the first paragraph above

present fairly, in all material respects, the financial position of the Jefferson Parish Clerk of Court at June 30, 1998, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The accompanying supplemental information listed as schedules in the table of contents is presented for the purpose of additional analysis and is not a required part of the general-purpose financial statements. The information in these schedules has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the clerk of court reconciled the deposit balances due to others in the advance deposit agency funds, is fairly stated in all material respects in relation to the general-purpose financial statements taken as a whole.

In accordance with **Government Auditing Standards**, we have also issued a report dated December 23, 1998 on our consideration of Jefferson Parish Clerk of Court's internal control and a report dated December 23, 1998 on its compliance with laws and regulations.

Uzee, Butler, Arceneux & Bowes

Harvey, Louisiana
December 23, 1998

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana
Combined Balance Sheet
ALL FUND TYPES AND ACCOUNT GROUPS
June 30, 1998

	Governmental Fund Type General Fund	Fiduciary Fund Type Agency Funds	Account Groups		Total (Memorandum Only)
			General Fixed Assets	General Long-Term Obligations	
ASSETS AND OTHER DEBITS					
Assets:					
Cash and cash equivalents	\$2,888,354.17	\$20,063,812.43	\$ -0-	\$ -0-	\$22,952,166.60
Investments	-0-	6,521,449.90	-0-	-0-	6,521,449.90
Securities deposited with clerk of court	-0-	916,775.79	-0-	-0-	916,775.79
Receivables	285,732.68	58,314.36	-0-	-0-	344,047.04
Other assets	49,479.00	-0-	-0-	-0-	49,479.00
Due from other funds	653,664.04	-0-	-0-	-0-	653,664.04
Fixed assets	-0-	-0-	1,892,813.73	-0-	1,892,813.73
Other debits:					
Amount to be provided for retirement of general long-term obligations	-0-	-0-	-0-	798,421.41	798,421.41
Total assets and other debits	\$3,877,229.89	\$27,560,352.48	\$ 1,892,813.73	\$ 798,421.41	\$34,128,817.51
LIABILITIES, EQUITY AND OTHER CREDITS					
Liabilities:					
Accounts payable	\$ 241,372.91	\$ -0-	\$ -0-	\$ -0-	\$ 241,372.91
Due to other funds	-0-	653,664.04	-0-	-0-	653,664.04
Unsettled deposits	-0-	26,329,373.44	-0-	-0-	26,329,373.44
Accrued payroll	178,173.38	-0-	-0-	-0-	178,173.38
Compensated absences payable	-0-	-0-	-0-	792,015.43	792,015.43
Lease purchase payable	-0-	-0-	-0-	6,405.98	6,405.98
Payroll deductions payable	43,666.07	-0-	-0-	-0-	43,666.07
Other liabilities	1,681.42	577,315.00	-0-	-0-	578,996.42
Total liabilities	464,893.78	27,560,352.48	-0-	798,421.41	28,823,667.67
Equity and other credits:					
Investment in general fixed assets	-0-	-0-	1,892,813.73	-0-	1,892,813.73
Fund balance - unreserved, undesignated	3,412,336.11	-0-	-0-	-0-	3,412,336.11
Total equity and other credits	3,412,336.11	-0-	1,892,813.73	-0-	5,305,149.84
Total liabilities, equity, and other credits	\$3,877,229.89	\$27,560,352.48	\$ 1,892,813.73	\$ 798,421.41	\$34,128,817.51

The accompanying notes are an integral part of this statement.

STATEMENT A

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended June 30, 1998

REVENUES

Marriage licenses and permits	\$ 120,304.80
Charges for services:	
Court costs, fees, and charges	1,029,956.82
Fees for:	
Recording legal documents	3,328,645.70
Certified copies of documents	480,655.11
Fees transferred from advance deposit funds	3,979,837.96
Miscellaneous	41,211.02
Interest	1,148,145.94
Miscellaneous	163,999.52
Intergovernmental	<u>100,000.00</u>
Total revenues	<u>10,392,756.87</u>

EXPENDITURES

Current:	
General government:	
Personal services and related benefits	7,750,753.10
Operating services	660,109.10
Materials and supplies	358,598.66
Travel and other charges	39,000.46
Capital outlay	127,066.11
Intergovernmental	<u>190,650.37</u>
Total expenditures	<u>9,126,177.80</u>

EXCESS OF REVENUES OVER EXPENDITURES 1,266,579.07

OTHER FINANCING USES

Debt service:	
Principal	74,364.13
Interest	<u>2,423.03</u>
Total other financing uses	<u>76,787.16</u>

EXCESS OF REVENUES OVER EXPENDITURES AND OTHER USES 1,189,791.91

FUND BALANCE AT BEGINNING OF YEAR 2,222,544.20

FUND BALANCE AT END OF YEAR \$ 3,412,336.11

The accompanying notes are an integral part of this statement.

STATEMENT B

JEFFERSON PARISH CLERK OF COURT
Gretna, 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)
<u>REVENUES</u>			
Marriage licenses and permits	\$ 116,424.00	\$ 120,304.80	\$ 3,880.80
Charges for services:			
Court costs, fees, and charges	899,411.68	1,029,956.82	130,545.14
Fees for:			
Recording legal documents	3,192,682.20	3,328,645.70	135,963.50
Certified copies of documents	427,607.20	480,655.11	53,047.91
Fees transferred from advanced deposit funds	3,818,083.56	3,979,837.96	161,754.40
Miscellaneous	22,940.66	41,211.02	18,270.36
Interest	1,057,840.29	1,148,145.94	90,305.65
Miscellaneous	144,363.96	163,999.52	19,635.56
Intergovernmental	-0-	100,000.00	100,000.00
Total revenues	9,679,353.55	10,392,756.87	713,403.32
<u>EXPENDITURES</u>			
Current:			
General government:			
Personal services and related benefits	7,748,642.54	7,750,753.10	(2,110.56)
Operating services	672,871.48	660,109.10	12,762.38
Materials and supplies	364,631.14	358,598.66	6,032.48
Travel and other charges	21,212.02	39,000.46	(17,788.44)
Capital outlay	16,275.05	127,066.11	(110,791.06)
Intergovernmental	183,123.69	190,650.37	(7,526.68)
Total expenditures	9,006,755.92	9,126,177.80	(119,421.88)
<u>EXCESS OF REVENUES OVER EXPENDITURES</u>	672,597.63	1,266,579.07	593,981.44
<u>OTHER FINANCING USES</u>			
Debt service:			
Principal	74,364.13	74,364.13	-0-
Interest	2,423.03	2,423.03	-0-
Total other financing uses	76,787.16	76,787.16	-0-
<u>EXCESS OF REVENUES OVER EXPENDITURES AND OTHER USES</u>	595,810.47	1,189,791.91	593,981.44
<u>FUND BALANCE</u>			
AT BEGINNING OF YEAR	2,222,544.20	2,222,544.20	-0-
<u>FUND BALANCE AT END OF YEAR</u>	\$2,818,354.67	\$ 3,412,336.11	\$ 593,981.44

The accompanying notes are an integral part of this statement.

STATEMENT C

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements
AS of and for the Year Ended June 30, 1998

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court serves as the ex-officio notary public, the recorder of conveyances, mortgages, and other acts, and has other duties and powers provided by law. The clerk of court is elected for a four-year term.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the Jefferson 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

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the clerk of court includes all funds, account groups, activities, et cetera, for which the clerk of court is financially accountable. As a legally separate fiscally independent 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. The Clerk of Court has the right to sue and be sued in its own name and the right to buy sell, lease and mortgage property in its own name. Other than certain operating expenditures of the clerk's office that are paid or provided by the parish council as required by Louisiana law, the clerk of court is fiscally independent. Accordingly, the clerk of court is a separate governmental reporting entity. Certain units of local government over which the clerk of court exercises no financial accountability, such as the parish council, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the parish clerk of court.

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

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 governmental 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 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 Deferred Compensation 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 accompanying general-purpose financial statements have been prepared on the modified accrual basis of accounting. The General Fund uses the following practices in recording revenues and expenditures:

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

D. BASIS OF ACCOUNTING - continued

Revenues

Revenues are recorded in the year they are earned to the extent available to fund current year obligations. Interest income on investments is recorded when the investments have matured and the income is available.

Expenditures

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

E. BUDGET PRACTICES

The proposed budget for the 1998 fiscal year was made available for public inspection at the clerk's office on June 11, 1997. The proposed budget, prepared on the modified-accrual basis of accounting, was published in the official journal ten days prior to the public hearing. The budget hearing was held at the clerk's office on June 24, 1997. The budget is legally adopted and amended, as necessary, by the clerk.

Formal budget integration (within the accounting records) is not employed as a management control device. The adopted operating budget of expenditures operates as an appropriation and amounts are available for expenditure only to the extent included within the budget. All appropriations lapse at year end. Budget amounts included in the accompanying financial statements are as adopted on June 24, 1997, or as amended on June 4, 1998. Outstanding encumbrances which are not canceled are included as part of the next years budget.

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

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

F. CASH AND CASH EQUIVALENTS AND INVESTMENTS - continued

Under state law, the clerk of court may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost which approximates market, except for investments in the Deferred Compensation Agency Fund, which are reported at market.

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 council are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are presented at historical cost.

H. COMPENSATED ABSENCES

Employees of the clerk of court's office earn vacation leave at the rate of 10 to 20 working days per year depending upon the length of service. Vacation leave must be taken in the year following the year earned and cannot be carried over to successive years. Exceptions are made to allow a carry over of vacation until September 1st with a supervisor's permission. Also, no accumulated leave from prior administrations is allowed to be carried forward.

In lieu of sick leave, employees of the clerk of court's office earn 8.75 hours per month of service as personal leave. An employee may accumulate up to forty five days personal leave and may carry over personal leave into succeeding service years.

The cost of leave privileges, computed in accordance with GASB Statement No. 16, 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 obligations account group.

I. 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.

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

J. TOTAL COLUMN ON THE COMBINED BALANCE SHEET

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. Interfund eliminations have not been made in the aggregation of this data.

2. SECURITIES DEPOSITED WITH CLERK OF COURT

Securities deposited with the clerk of court, stated at \$916,775.79 represent securities (principally stocks and bonds) which the courts have ordered to be held by the clerk of court until judgment has been rendered in court litigation. The carrying value of these securities is the amount assigned by the court. These securities are held in the clerk of court's vault and may only be released to litigants upon order of the court.

3. CASH AND CASH EQUIVALENTS AND INVESTMENTS

At June 30, 1998, the clerk of court had cash and cash equivalents and investments (book balances) totaling \$29,473,616.50 as follows:

Petty cash and on hand	\$ 5,621.03
Demand deposits	22,946,545.57
Time deposits (maturity over 90 days)	6,334,397.06
Investments - deferred compensation agency fund	<u>187,052.84</u>
Total	<u>\$29,473,616.50</u>

These deposits are stated at cost, which approximates market, except for investments in the Deferred Compensation Agency Fund, which are reported at 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. At June 30, 1998 the clerk had \$29,502,033.12 in deposits (collected bank balances). These deposits are secured from risk by \$210,453.21 of federal deposit insurance and \$29,038,152.06 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). The remaining balance of \$253,427.85 is not secured by the pledge of securities and is a violation of state law.

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

3. CASH AND CASH EQUIVALENTS AND INVESTMENTS - continued

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the clerk of court or its agent in the clerk of court's name.
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the clerk of court's name.
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the clerk of court's name.

Even though the deposits covered by pledged securities are considered uncollateralized (Category 3) under 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 by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Balance July 1, 1997</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 1998</u>
Equipment	\$ <u>1,765,747.62</u>	\$ <u>127,066.11</u>	\$ <u>-0-</u>	\$ <u>1,892,813.73</u>

5. RECEIVABLES

The receivables of \$344,047.04 at June 30, 1998 are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Agency Funds</u>	<u>Total</u>
Customer accounts receivable	\$ 62,278.43	\$58,314.36	\$120,592.79
Criminal fees	59,184.25	-0-	59,184.25
Court attendance	59,020.00	-0-	59,020.00
Intergovernmental	<u>105,250.00</u>	<u>-0-</u>	<u>105,250.00</u>
 Total	 <u>\$285,732.68</u>	 <u>\$58,314.36</u>	 <u>\$344,047.04</u>

An allowance for doubtful receivables is not required because all receivables are considered collectible.

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

6. PENSION PLAN

Substantially all employees of the Jefferson 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 (PERS), controlled and administered by a separate board of trustees.

All regular employees averaging more than twenty hours per week 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 of credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the 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 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (504)293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Jefferson Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.00 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Jefferson Parish Clerk of Court are established and may be amended 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 of the valuation for the prior fiscal year. The Jefferson Parish Clerk of Court's contribution to the System for the years ending June 30, 1998, 1997 and 1996, were \$554,706.92, \$564,814.13 and \$578,909.53 respectfully, equal to the required contributions for each year.

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

7. HEALTH CARE AND LIFE INSURANCE BENEFITS

In accordance with the Employee Handbook, the Jefferson Parish Clerk of Court provides certain health care and life insurance benefits for its active and retired employees. Since July 1, 1988 those benefits for active employees and similar benefits for retirees are provided through an insurance company whose monthly premiums are paid jointly by the employee, retiree and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's portion of premiums) as an expenditure when the monthly premiums are due. Retirees are eligible for these benefits if they retire from the Jefferson Parish Clerk of Court with at least twelve years of service. The Clerk pays more than 50% of the retirees premium for these benefits. During the current year, the net expenditure to the clerk of court for post retirement insurance coverage was approximately \$58,000.00 for 45 retirees.

8. OPERATING LEASE

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

Year Ending <u>June 30,</u>	
1999	5,790.60
2000	4,342.95

Lease expenditures for the year ended June 30, 1998 were \$5,790.60.

9. CAPITAL LEASE

The Clerk of Court entered into various lease agreements as lessee for financing the acquisition of computer and other equipment with a carrying value of \$901,308.91. The sole remaining lease agreement qualifies as a capital lease for financial reporting purposes under the criteria of Statement of Financial Accounting Standards No. 13 and therefore was recorded at the present value of the future minimum lease payments as of the date of inception. The following is a schedule of the future minimum lease payments under this capital lease, and the present value of the net minimum lease payments at June 30, 1998.

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

9. CAPITAL LEASE - continued

Year ending <u>June 30,</u> 1999	\$ 6,648.00
Less amount representing interest	<u>242.02</u>
Present value of future minimum lease payments	<u>\$ 6,405.98</u>

10. YEAR 2000 COMPLIANCE

The clerk of court has committed \$600,000.00 to upgrade computer hardware and software in an effort to strengthen the system of internal control over advance deposit funds. This commitment includes complete replacement of the civil docket software with a package that is year 2000-compliant. Design of the new system was begun during the fiscal year ended June 30, 1998 and is scheduled to be in place by June 30, 1999.

11. CHANGES IN AGENCY FUND UNSETTLED DEPOSITS

A summary of changes in agency fund unsettled deposits follows:

	<u>Unsettled Deposits at Beginning of Year</u>	<u>Additions</u>	<u>Reductions</u>	<u>Unsettled Deposits at End of Year</u>
Agency funds:				
Advance Deposit Funds-				
District Courts	\$14,624,146.97	\$ 7,565,859.66	\$ 6,505,031.51	\$15,684,975.12
First Parish Court	938,311.89	890,955.58	851,053.65	978,213.82
Second Parish Court	607,354.13	648,512.47	552,160.73	703,705.87
Registry of Court Fund	<u>6,903,642.04</u>	<u>5,380,148.36</u>	<u>3,321,311.77</u>	<u>8,962,478.63</u>
Total	<u>\$23,073,455.03</u>	<u>\$14,485,476.07</u>	<u>\$11,229,557.66</u>	<u>\$26,329,373.44</u>

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

12. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of changes in the general long-term obligations for the year ended June 30, 1998:

	<u>Balance July 1, 1997</u>	<u>Net Increase (Decrease)</u>	<u>Balance June 30, 1998</u>
Compensated absences	\$ 661,357.10	\$ 130,658.33	\$ 792,015.43
Capital lease	<u>80,770.11</u>	<u>(74,364.13)</u>	<u>6,405.98</u>
	<u>\$ 742,127.21</u>	<u>\$ 56,294.20</u>	<u>\$ 798,421.41</u>

At June 30, 1998, employees of the clerk of court had accumulated \$792,015.43 of employee leave benefits, computed in accordance with GASB Statement No. 16.

13. DUE FROM/TO OTHER FUNDS

Individual fund balances due from/to other funds at June 30, 1998, are as follows:

<u>Fund</u>	<u>Due from Other Funds</u>	<u>Due to Other Funds</u>
General Fund	\$653,664.04	\$ -0-
Agency funds:		
District Courts	-0-	451,159.37
First Parish Court	-0-	49,510.14
Second Parish Court	-0-	32,775.25
Registry of Court	<u>-0-</u>	<u>120,219.28</u>
Total	<u>\$653,664.04</u>	<u>\$653,664.04</u>

14. LITIGATION AND CLAIMS

The clerk of court is a defendant in several lawsuits claiming damages of various amounts. In the estimation of legal advisors of the clerk of court, the ultimate resolution of these suits would not materially affect the financial statements.

Claims and litigation costs of \$180,989.26 were incurred in the current year, which has been recorded as a current-year expenditure in the General Fund.

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

Notes to the Financial Statements - continued
As of and for the Year Ended June 30, 1998

15. EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH
COUNCIL

A portion of the clerk of court's office space is located in the parish courthouse which is owned by the parish council. The parish council provided a portion of utilities and maintenance for the operation of the clerk of court's office. In addition to these items, the parish council paid \$797,550.16 for office supplies, equipment, and fees. These expenditures are not reflected in the accompanying financial statements.

16. 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 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.

17. DEFERRED COMPENSATION PLAN

The Clerk offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the Clerk (without being restricted to the provisions of benefits under the plan), subject only to the claims of the Clerk's general contractors. Participants' rights under the plan are equal to those of general creditors of the clerk in an amount equal to the fair market value of the deferred account for each participant.

It is the opinion of the Clerk's legal counsel that the Clerk has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. The Clerk believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

Investments are managed by PEBSCO. The choice of the investment option is made by the participant.

SUPPLEMENTAL INFORMATION

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

SUPPLEMENTAL INFORMATION SCHEDULE
As of and for the Year Ended June 30, 1998

FIDUCIARY FUND TYPE - AGENCY FUNDS

ADVANCE DEPOSIT FUNDS

The Advance Deposit Funds, as provided by Louisiana Revised Statute 13:842, are 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.

DEFERRED COMPENSATION AGENCY FUND

As explained in note 16 to the financial statements, the Clerk offers employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

JEFFERSON PARISH CLERK OF COURT
 Gretna, Louisiana
 FIDUCIARY FUND TYPE - AGENCY FUNDS
 Combining Balance Sheet, June 30, 1998

	Advance Deposit Funds				Total
	District Court	First Parish Court	Second Parish Court	Registry of Court Fund	
ASSETS					
Cash and cash equivalents	\$11,061,595.12	\$ 526,354.77	\$453,236.45	\$ 8,022,626.09	\$ -0-
Investments	5,320,000.00	575,000.00	300,000.00	139,397.06	187,052.84
Securities deposited with clerk of court	-0-	-0-	-0-	916,775.79	-0-
Receivables	6,947.55	910.00	115.00	50,341.81	-0-
Total asset	\$16,388,542.67	\$1,102,264.77	\$753,351.45	\$ 9,129,140.75	\$187,052.84
					\$27,560,352.48

LIABILITIES					
Due to other funds	\$ 451,159.37	\$ 49,510.14	\$ 32,775.25	\$ 120,219.28	\$ -0-
Unsettled deposits	15,684,975.12	978,213.82	703,705.87	8,962,478.63	-0-
Other liabilities	252,408.18	74,540.81	16,870.33	46,442.84	187,052.84
Total liabilities	\$16,388,542.67	\$1,102,264.77	\$753,351.45	\$ 9,129,140.75	\$187,052.84
					\$27,560,352.48

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS
Schedule of Changes in Unsettled Deposits
For the Year Ended June 30, 1998

	<u>ADVANCE DEPOSIT FUNDS</u>				<u>Total</u>
	<u>District Court</u>	<u>First Parish Court</u>	<u>Second Parish Court</u>	<u>Registry of Court Fund</u>	
<u>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</u>	<u>\$ 14,624,146.97</u>	<u>\$ 938,311.89</u>	<u>\$ 607,354.13</u>	<u>\$ 6,903,642.04</u>	<u>\$23,073,455.03</u>
<u>ADDITIONS</u>					
<u>Deposits:</u>					
Suits and successions	6,966,518.93	864,576.58	627,090.40	-0-	8,458,185.91
Adoptions	20,900.00	-0-	-0-	-0-	20,900.00
Judgments	-0-	-0-	-0-	4,925,152.73	4,925,152.73
Jury additions	-0-	-0-	-0-	297,693.62	297,693.62
Interest earned	578,440.73	26,379.00	21,422.07	157,302.01	783,543.81
Total additions	<u>7,565,859.66</u>	<u>890,955.58</u>	<u>648,512.47</u>	<u>5,380,148.36</u>	<u>14,485,476.07</u>
Total	<u>22,190,006.63</u>	<u>1,829,267.47</u>	<u>1,255,866.60</u>	<u>12,283,790.40</u>	<u>37,558,931.10</u>
<u>REDUCTIONS</u>					
Fees transferred to					
General Fund	3,267,894.99	424,744.78	287,198.19	-0-	3,979,837.96
Settlements to litigants	807,219.93	148,517.63	33,666.95	3,153,409.56	4,142,814.07
Witness, appraisers, keepers, etc.	150,273.60	2,378.75	2,356.50	-0-	155,008.85
Stenographer's fees	117,050.00	28,300.00	24,840.00	-0-	170,190.00
Sheriff's fees	940,826.56	154,722.99	125,084.52	-0-	1,220,634.07
Judicial expense fund	231,158.00	-0-	-0-	-0-	231,158.00
Domestic relation fund	60,474.00	-0-	-0-	-0-	60,474.00
Judges' supplemental compensation fund	240,011.70	43,561.50	39,609.50	-0-	323,182.70
Interest transferred to General Fund	578,440.73	26,379.00	21,422.07	69,586.57	695,828.37
Building Fund	109,102.00	22,449.00	17,983.00	-0-	149,534.00
Commissioner of Insurance	2,580.00	-0-	-0-	-0-	2,580.00
Jury Reductions	-0-	-0-	-0-	98,315.64	98,315.64
Total reductions	<u>6,505,031.51</u>	<u>851,053.65</u>	<u>552,160.73</u>	<u>3,321,311.77</u>	<u>11,229,557.66</u>
<u>UNSETTLED DEPOSITS AT END OF YEAR</u>	<u>\$15,684,975.12</u>	<u>\$ 978,213.82</u>	<u>\$ 703,705.87</u>	<u>\$ 8,962,478.63</u>	<u>\$26,329,373.44</u>

SCHEDULE 2

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Year Ended June 30, 1998

Internal Control and Compliance Material
to the Financial Statements

- Item 1 - Description of Finding - The clerk of court had not reconciled the individual deposit balances of the advance deposit funds, totaling \$16,169,812.99 at June 30, 1997 with their cash balances. The advance deposit funds are agency funds used to account for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid. The funds are held in the advance deposit funds until there is some court or other action making it appropriate for the clerk of court to disburse the funds.

The clerk of court, in his agency capacity, has the responsibility to identify individual deposits balances within the advance deposit fund and to reconcile the total of those balances with the total balance of the funds. The lack of this reconciliation increases the risk that individual balances may be misstated and that the transactions that are based on the balances could be in error.

Corrective action has been partially taken. The task of identifying the individual deposit balances involves a tremendous amount of detailed research of individual case files, portions of which have been completed. Because of the enormity of the task, it is difficult to predict when this work will be 100% completed.

The planned corrective action to be taken, includes, conjunctively, with the task of identifying individual deposit balances, a new computer system is being installed which will facilitate the record keeping and enable us to perform the required reconciliation procedures.

SCHEDULE 3

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS - CONTINUED
For the Year Ended June 30, 1998

Internal Control and Compliance Material
to the Financial Statements

Item 2 - Description of Finding - The clerk of court had not refunded all balances on suits which have been inactive for five or more years. Louisiana Revised Statute 13:842(B) required the clerk of court to refund to litigants any balances for suits that have been inactive for five or more years. These inactive, unclaimed balances only serve to complicate the accounting and reconciliation of the advance deposit funds.

Corrective action has been partially taken. The task of identifying the individual deposit balances which have been inactive for five more years involves a tremendous amount of detailed research of individual case files. Because of the enormity of the task, it is difficult to predict when this work will be 100% completed.

The planned corrective action includes, conjunctively with the task of identifying individual deposit balances, a new computer system is being installed which will facilitate the record keeping and enable us to identify deposit balances which should be refunded.

SCHEDULE 3 - CONTINUED

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana
CORRECTIVE ACTION PLAN FOR
CURRENT YEAR AUDIT FINDINGS
For the Year Ended June 30, 1998

Internal Control and Compliance Material
to the Financial Statements

Item 1 - Description of Finding - The clerk of court has not reconciled the individual deposit balances of the advance deposit funds, totaling \$17,366,894.81 at June 30, 1998 with their cash balances. The advance deposit funds are agency funds used to account for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid. The funds are held in the advance deposit funds until there is some court or other action making it appropriate for the clerk of court to disburse the funds.

The clerk of court, in his agency capacity, has the responsibility to identify individual deposits balances within the advance deposit fund and to reconcile the total of those balances with the total balance of the funds. The lack of this reconciliation increases the risk that individual balances may be misstated and that the transactions that are based on the balances could be in error.

Corrective action has been partially taken. The task of identifying the individual deposit balances involves a tremendous amount of detailed research of individual case files, portions of which have been completed. Because of the enormity of the task, it is difficult to predict when this work will be 100% completed.

The planned corrective action to be taken, includes, conjunctively, with the task of identifying individual deposit balances, a new computer system is being installed which will facilitate the record keeping and enable us to perform the required reconciliation procedures.

Contact person - Jon A. Gegenheimer, Clerk of Court

Anticipated Completion Date - June 30, 1999 to complete installation of the new computer system.

SCHEDULE 4

JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana
CORRECTIVE ACTION PLAN FOR
CURRENT YEAR AUDIT FINDINGS - CONTINUED
For the Year Ended June 30, 1998

Internal Control and Compliance Material
to the Financial Statements

Item 2 - Description of Finding - The clerk of court has not refunded all balances on suits which have been inactive for five or more years. Louisiana Revised Statute 13:842(B) required the clerk of court to refund to litigants any balances for suits that have been inactive for five or more years. These inactive, unclaimed balances only serve to complicate the accounting and reconciliation of the advance deposit funds.

Corrective action has been partially taken. The task of identifying the individual deposit balances which have been inactive for five more years involves a tremendous amount of detailed research of individual case files. Because of the enormity of the task, it is difficult to predict when this work will be 100% completed.

The planned corrective action includes, conjunctively with the task of identifying individual deposit balances, a new computer system is being installed which will facilitate the record keeping and enable us to identify deposit balances which should be refunded.

Contact person - Jon A. Gegenheimer, Clerk of Court

Anticipated Completion Date - June 30, 1999 to complete installation of the new computer system.

Item 3 - Description of Finding - The collateral to secure bank deposits was deficient by an amount of \$253,427.85 as of June 30, 1998 explained in Note 3 of the financial statements. State law requires that all deposits be collateralized.

The clerk of court should monitor the fiscal agents compliance with its agreement and responsibility to adequately collateralize bank deposits.

The planned corrective action includes us having discussed the deficiency with the fiscal agent, have been assured that it will not recur, and will monitor compliance in the future.

Contact person - Jon A. Gegenheimer, Clerk of Court

Anticipated Completion Date - Adequate collateral is currently in place.

INTERNAL CONTROL AND COMPLIANCE

UZEE, BUTLER, ARCENEUX & BOWES

CERTIFIED PUBLIC ACCOUNTANTS
2067 PAXTON STREET
HARVEY, LOUISIANA 70058

(504) 347-0441
FAX (504) 347-0467

DOUGLAS L. UZEE, CPA
(1926 - 1988)
JAMES L. BUTLER, CPA
N. PAUL ARCENEUX, CPA
PATRICK J. BOWES, CPA

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
BASED ON AN AUDIT OF THE GENERAL-PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

HONORABLE JON A. GEGENHEIMER
JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

We have audited the general-purpose financial statements of the Jefferson Parish Clerk of Court as of and for the year ended June 30, 1998, and have issued our report thereon dated December 23, 1998, which report contained an opinion qualified for the effects of not reconciling the individual balances in the advance deposit funds.

We conducted our audit in accordance with generally accepted auditing standards and the standards for 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 general-purpose financial statements are free of material misstatement.

The management of the Jefferson Parish Clerk of Court is responsible for establishing and maintaining internal controls. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of internal control policies and procedures. The objectives of internal controls are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general-purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in internal controls, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the controls to future periods is subject to the risk that procedures may become

inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general-purpose financial statements of Jefferson Parish Clerk of Court, for the year ended June 30, 1998, we obtained an understanding of the internal controls. With respect to the internal controls we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general-purpose financial statements and not to provide an opinion on the internal controls. Accordingly, we do not express such an opinion.

We noted the following matter involving the internal controls and its operation that we consider to be a reportable condition under standards established by the American Institute of Certified Public Accountants. This same matter was included in our reports on the audit of the general-purpose financial statements for the years ended June 30, 1995, 1996 and 1997. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal controls that, in our judgement, could adversely affect the entity's ability to record, process, summarize and report financial data consistent with the assertions of management in the general-purpose financial statements.

Condition - The clerk of court has not reconciled the individual deposit balances of the advance deposit funds, totaling \$17,366,894.81 at June 30, 1998 with their cash balances. The advance deposit funds are agency funds used to account for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid. The funds are held in the advance deposit funds until there is some court or other action making it appropriate for the clerk of court to disburse the funds.

The clerk of court, in his agency capacity, has the responsibility to identify individual deposit balances within the advance deposit funds and to reconcile the total of those balances with the total balance of the funds. The lack of this reconciliation increases the risk that individual balances may be misstated and that the transactions that are based on the balances could be in error.

Management's Response: - The task of identifying the individual deposit balances involves a tremendous amount of detailed research of individual case files, portions of which have been completed. Because of the enormity of the task, it is not possible to predict when this work will be completed. Conjointly with the task of identifying individual deposit balances, a new computer system is being installed which will facilitate the record keeping and enable us to perform the required reconciliation procedures.

A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the 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.

Our consideration of the internal controls would not necessarily disclose all matters in the internal controls that might be reportable conditions and accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe the reportable condition described above is a material weakness. This condition was considered in determining the nature, timing and extent of the procedures to be performed in our audit of the general-purpose financial statements of Jefferson Parish Clerk of Court as of and for the year ended June 30, 1998.

This report is intended for the information of the management of the Jefferson Parish Clerk of Court and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report, which, upon acceptance by the Clerk of Court, is a matter of public record.

Uzee, Butler, Arceneux & Bowes
Harvey, Louisiana
December 23, 1998

UZEE, BUTLER, ARCENEUX & BOWES

CERTIFIED PUBLIC ACCOUNTANTS
2067 PAXTON STREET
HARVEY, LOUISIANA 70058

(504) 347-0441
FAX (504) 347-0467

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
BASED ON AN AUDIT OF THE GENERAL-PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

HONORABLE JON A. GEGENHEIMER
JEFFERSON PARISH CLERK OF COURT
Gretna, Louisiana

We have audited the general-purpose financial statements of the Jefferson Parish Clerk of Court as of and for the year ended June 30, 1998, and have issued our report thereon dated December 23, 1998, which report contained an opinion qualified for the effects of not reconciling the individual balances in the advance deposit funds.

We conducted our audit in accordance with generally accepted auditing standards and the standards for 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.

Compliance with laws, regulations, contracts and grants applicable to the Jefferson Parish Clerk of Court is the responsibility of the Jefferson Parish Clerk of Court's management. As part of obtaining reasonable assurance about whether the general-purpose financial statements are free of material misstatement, we performed tests of the Jefferson Parish Clerk of Court's compliance with certain provisions of laws, regulations, contracts and grants. However, the objective of our audit of the general-purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed the following instances of noncompliance that are required to be reported herein under **Government Auditing Standards** and which are material to the general-purpose financial statements.

Finding - The Clerk of Court has not refunded all balances on suits which have been inactive for five or more years. Louisiana Revised Statute 13:842(B) requires the Clerk of Court to refund to litigants any balances for suits that have

been inactive for five or more years. These inactive, unclaimed balances only serve to complicate the accounting and reconciliation of the advance deposit funds.

The Clerk of Court should identify inactive suit balances, by years, and refund the older balances to the litigants as required by statute.

Management's Response - The task of identifying the individual deposit balances which have been inactive for five or more years involves a tremendous amount of detailed research of individual case files. Because of the enormity of the task, it is not possible to predict when this work will be completed. Conjunctively with the task of identifying individual deposit balances, a new computer system is being installed which will facilitate the record keeping and enable us to identify deposit balances which should be refunded.

The finding of noncompliance described above was also included in our report dated December 17, 1997 on our audit of the general-purpose financial statements for the year ended June 30, 1997.

Finding - Collateral to secure bank deposits was deficient by an amount of \$253,427.85 as of June 30, 1998. As explained in Note 3 of the financial statements, state law requires that all deposits be collateralized.

The clerk of court should monitor the fiscal agents's compliance with its agreement and responsibility to adequately collateralize bank deposits.

Management's Response: Our fiscal agency agreement requires the bank to collateralize all deposits in accordance with Louisiana statutes. We have discussed the deficiency with the fiscal agent, have been assured that it will not recur, and will monitor compliance in the future.

We considered these instances of noncompliance in forming our opinion on whether the June 30, 1998 general-purpose financial statements are presented fairly, in all material respect, in conformity with generally accepted accounting principles, and this report does not affect our report dated December 23, 1998 on those general-purpose financial statements.

This report is intended for the information of the management of the Jefferson Parish Clerk of Court and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report, which, upon acceptance by the Clerk of Court, is a matter of public record.

Uzee, Butler, Arceneux & Bowes

Harvey, Louisiana
December 23, 1998