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**JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana**

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Two Years Ended
June 30, 1999
With Supplemental Information Schedules**

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 2-2-00

**VERNON R
COON**

CERTIFIED PUBLIC ACCOUNTANT

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana

General Purpose Financial Statements
As of and for the Year Ended
June 30, 1999
With Supplemental Information Schedules

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Independent Auditor's Report

HONORABLE ANN WALSWORTH
JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana

I have audited the general purpose financial statements of the Jackson Parish Clerk of Court, a component unit of the Jackson Parish Police Jury, as of June 30, 1999, and for the two years then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Jackson Parish Clerk of Court's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

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

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Jackson Parish Clerk of Court as of June 30, 1999, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Jackson Parish Clerk of Court. Such information, except for the schedule on the year 2000 issue which is marked unaudited, has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

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HONORABLE ANN WALSWORTH
JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
Independent Auditor's Report,
June 30, 1999

The year 2000 supplementary information on page 23 is supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the Year 2000 supplementary information. However, I did not audit the information and do not express an opinion on it. In addition, I do not provide assurance that the Jackson Parish Clerk of Court is or will be year 2000 compliant, that the Jackson Parish Clerk of Court's remediation efforts will be successful in whole or in part, or that parties with which the Jackson Parish Clerk of Court does business are or will become year 2000 compliant.

In accordance with *Government Auditing Standards*, I have also issued report a dated December 29, 1999, on the Jackson Parish Clerk of Court's compliance with laws, regulations, and contracts, and my consideration of the agency's internal control.



West Monroe, Louisiana
December 29, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

JACKSON PARISH CLERK OF COURT
 Jonesboro, Louisiana
 ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1999

	GOVERNMENTALFUND TYPE.....	SPECIAL REVENUE- COURT REPORTER FUND	FIDUCIARY FUND TYPE - AGENCY FUNDS	...ACCOUNT GROUPS... GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	TOTAL (MEMORANDUM ONLY)
ASSETS AND OTHER DEBITS						
Cash and cash equivalents	\$218,597	\$3,946	\$388,918			\$611,461
Receivables	10,293					10,293
Due from Advance Deposit Fund	89,300			\$188,008		89,300
Office furnishings and equipment						188,008
Amount to be provided for retirement of general long-term obligations					\$2,241	2,241
TOTAL ASSETS AND OTHER DEBITS	<u>\$318,190</u>	<u>\$3,946</u>	<u>\$388,918</u>	<u>\$188,008</u>	<u>\$2,241</u>	<u>\$901,303</u>
LIABILITIES AND FUND EQUITY						
Liabilities:						
Accounts payable	\$4,519					\$4,519
Payroll deductions payable	512					512
Due to General Fund			\$89,300			89,300
Unsettled deposits due to others	553		299,618			300,171
Compensated absences payable					\$2,241	2,241
Total Liabilities	<u>5,584</u>	<u>NONE</u>	<u>388,918</u>	<u>NONE</u>	<u>2,241</u>	<u>396,743</u>
Fund Equity:						
Investment in general fixed assets				\$188,008		188,008
Fund balance - unreserved - undesignated	312,606	\$3,946				316,552
Total Fund Equity	<u>312,606</u>	<u>3,946</u>	<u>NONE</u>	<u>188,008</u>	<u>NONE</u>	<u>504,560</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$318,190</u>	<u>\$3,946</u>	<u>\$388,918</u>	<u>\$188,008</u>	<u>\$2,241</u>	<u>\$901,303</u>

The accompanying notes are an integral part of this statement.

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL AND
COURT REPORTER SPECIAL REVENUE FUND

Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended June 30, 1999

GENERAL FUND.....			COURT REPORTER ...SPECIAL REVENUE FUND...		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES						
Licenses and permits - marriage	\$3,500	\$3,775	\$275			
Intergovernmental revenues						
Federal grant	34,000	34,306	306			
State funds - clerks supplemental compensation	11,000	11,825	825			
Fees, charges, and commissions for services:						
Court costs, fees, and charges	119,000	124,053	5,053			
Fees for recording legal documents	100,000	113,255	13,255			
Fees for certified copies of documents	20,000	23,231	3,231			
Other fees, charges, etc.	17,800	54,447	36,647	\$12,000	\$11,753	(\$247)
Use of money and property - interest earnings	13,300	19,135	5,835			
Miscellaneous	49,000	11,760	(37,240)			
Total revenues	<u>367,600</u>	<u>395,787</u>	<u>28,187</u>	<u>12,000</u>	<u>11,753</u>	<u>(247)</u>
EXPENDITURES						
General government - judicial:						
Current:						
Personal services and related benefits	212,400	215,209	(2,809)	9,700	9,610	90
Operating services	30,600	57,499	(26,899)			
Materials and supplies	5,000	9,625	(4,625)			
Travel and other charges	28,116	30,904	(2,788)	1,200	1,074	126
Capital outlay	55,500	48,108	7,392			
Total expenditures	<u>331,616</u>	<u>361,345</u>	<u>(29,729)</u>	<u>10,900</u>	<u>10,684</u>	<u>216</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	35,984	34,442	(1,542)	1,100	1,069	(31)
FUND BALANCE AT BEGINNING OF YEAR		<u>278,164</u>	<u>278,164</u>		<u>2,877</u>	<u>2,877</u>
FUND BALANCE AT END OF YEAR	<u>\$33,590</u>	<u>\$312,606</u>	<u>\$276,622</u>	<u>\$1,100</u>	<u>\$3,946</u>	<u>\$2,846</u>

The accompanying notes are an integral part of this statement.

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL AND
COURT REPORTER SPECIAL REVENUE FUND

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

GENERAL FUND.....			COURT REPORTER ...SPECIAL REVENUE FUND...		
	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES						
Licenses and permits - marriage	\$3,500	\$3,525	\$25			
Intergovernmental revenue - state funds - clerks supplemental compensation	11,000	11,325	325			
Fees, charges, and commissions for services:						
Court costs, fees, and charges	120,400	121,797	1,397			
Fees for recording legal documents	126,000	142,063	16,063			
Fees for certified copies of documents	29,000	26,779	(2,221)			
Other fees, charges, etc.	14,000	30,206	16,206	\$11,800	\$11,955	\$155
Use of money and property - interest earnings	13,000	14,262	1,262			
Miscellaneous	19,000	8,288	(10,712)			
Total revenues	<u>335,900</u>	<u>358,245</u>	<u>22,345</u>	<u>11,800</u>	<u>11,955</u>	<u>155</u>
EXPENDITURES						
General government - judicial:						
Current:						
Personal services and related benefits	239,900	207,243	32,657	9,600	12,624	(3,024)
Operating services	40,850	41,685	(835)			
Materials and supplies	5,000	22,238	(17,238)			
Travel and other charges	33,516	21,605	11,911	1,180	1,300	(120)
Capital outlay	31,000	5,656	25,344			
Total expenditures	<u>350,266</u>	<u>298,427</u>	<u>51,839</u>	<u>10,780</u>	<u>13,924</u>	<u>(3,144)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(14,366)	59,818	74,184	1,020	(1,969)	(2,989)
FUND BALANCE AT BEGINNING OF YEAR		<u>218,346</u>	<u>218,346</u>		<u>4,846</u>	<u>4,846</u>
FUND BALANCE AT END OF YEAR	<u>(\$14,366)</u>	<u>\$278,164</u>	<u>\$292,530</u>	<u>\$1,020</u>	<u>\$2,877</u>	<u>\$1,857</u>

The accompanying notes are an integral part of this statement.

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana

Notes to the Financial Statements
As of and For the Two Years Ended June 30, 1999

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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 shall have other duties and powers provided by law. The clerk of court is elected for a term of four years.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Jackson Parish Police Jury is the financial reporting entity for Jackson 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 the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes criteria for determining which component units should be considered part of the Jackson 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 fiscally dependent on the police jury.

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
Notes to the Financial Statements (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 maintains and operates the parish courthouse in which the clerk's office is located, the clerk was determined to be a component unit of the Jackson Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the clerk and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term debt) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The clerk of court's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the clerk are described as follows:

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
Notes to the Financial Statements (Continued)

Governmental Fund Type:

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the clerk of court and is used to account 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.

Court Reporter Special Revenue Fund

The Court Reporter Special Revenue Fund, as provided by Louisiana Revised Statute 13:973 accounts for costs imposed by the Second Judicial District Court and is used for the payment of the court reporter.

Fiduciary Fund Type - Agency Funds

The Advance Deposit, Registry of Court, and Judicial Expense agency funds are used to 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.

**C. FIXED ASSETS AND
LONG-TERM OBLIGATIONS**

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the parish police jury are recorded in the general fixed assets account group. Approximately 89 per cent of fixed assets are based on actual historical costs while the remaining 11 per cent are valued at estimated historical costs based on the actual costs of like items. No depreciation has been provided on general fixed assets.

Long-term obligations (compensated absences) expected to be financed from the General Fund are accounted for in the general long-term obligations account group rather than in the General Fund. Long-term obligations are recognized as current expenditures when they are actually paid.

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
Notes to the Financial Statements (Continued)

D. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The clerk of court uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are recorded in the year in which they are earned.

Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Substantially all other revenues are recognized when received by the clerk of court.

Based on the above criteria, recordings, cancellations, court attendance, criminal costs, and charges and commissions for services are treated as susceptible to accrual.

Expenditures

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

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
Notes to the Financial Statements (Continued)

E. BUDGET PRACTICES

A proposed budget, prepared on the modified accrual basis, is published in the official journal at least ten days prior to a public hearing. The public hearing is held at the clerk's office during the month of June for comments from taxpayers. The proposed budget is then legally adopted by the clerk and amended during the year as necessary. Budgets are established and controlled by the clerk at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and all subsequent amendments.

F. CASH AND CASH EQUIVALENTS

Under state law, the clerk may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The clerk may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 1999, the clerk has cash and cash equivalents (book balances) totaling \$611,461 as follows:

Demand deposits	\$378,435
Time deposits	232,876
Petty cash	<u>150</u>
Total	<u>\$611,461</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be fully 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. The 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. Cash and cash equivalents (bank balances) at June 30, 1999, are secured as follows:

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
Notes to the Financial Statements (Continued)

Bank balances	<u>\$662,633</u>
Federal deposit insurance	\$647,492
Pledged securities	<u>726,143</u>
Total	<u>\$1,373,635</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the clerk, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, 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 that the fiscal agent has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the clerk's name.

G. VACATION AND SICK LEAVE

All employees of the clerk of court's office earn from two to three weeks of vacation leave each year, depending on length of service. All employees of the clerk's office earn five days of sick leave annually. Vacation leave must be taken during the year earned. Sick leave may be accumulated up to a maximum of thirty days. Upon termination of employment, employees are paid for accumulated sick leave at their current rate of pay.

At June 30, 1999, employees had accumulated and vested \$2,241 in sick leave benefits, which is included in general long-term obligations in the accompanying financial statements. The cost of leave privileges is recognized as a current year expenditure when leave is actually taken or when employees are paid for accrued sick leave upon separation of employment.

**H. TOTAL COLUMN ON THE
BALANCE SHEET**

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

JACKSON PARISH CLERK OF COURT
 Jonesboro, Louisiana
 Notes to the Financial Statements (Continued)

2. RECEIVABLES

The General Fund receivables of \$10,293 at June 30, 1999, are as follows:

<u>Class of receivables</u>	
Fees, charges, and commissions for services:	
Court costs, fees, and charges	\$3,846
Fees for recording legal documents	4,676
Fees for certified copies of documents	<u>1,771</u>
Total	<u>\$10,293</u>

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment follows:

Balance at July 1, 1997	\$157,800
Additions:	
June 30, 1998	3,458
June 30, 1999	33,781
Deletions:	
June 30, 1998	(671)
June 30, 1999	<u>(6,360)</u>
Balance at June 30, 1999	<u>\$188,008</u>

4. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of long-term obligation transactions (compensatory time) for the year ended June 30, 1999:

Long-term obligations (compensatory time) at July 1, 1997	\$3,731
Additions:	
June 30, 1998	3,284
June 30, 1999	3,667
Deductions:	
June 30, 1998	(4,334)
June 30, 1999	(4,628)
Adjustments	<u>521</u>
Long-term obligations at June 30, 1999	<u>\$2,241</u>

The adjustment for compensated absences is due to salary increases.

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
Notes to the Financial Statements (Continued)

5. PENSION PLAN

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

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

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (504) 293-1162.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Jackson Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11 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 Jackson 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 Jackson Parish Clerk of Court's contributions to the System for the years ending June 30, 1999, 1998, and 1997, were \$16,427, \$15,907, and \$15,490, respectively, equal to the required contributions for each year.

6. POST RETIREMENT BENEFITS

The Jackson Parish Clerk of Court provides certain health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are

JACKSON PARISH CLERK OF COURT
 Jonesboro, Louisiana
 Notes to the Financial Statements (Continued)

paid jointly by the employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's cost of premiums) as an expenditure when the premiums are due, which was \$17,918 for the year ended June 30, 1999 and \$21,261 for the year ended June 30, 1998. Of these amounts, \$2,402 and \$2,386 were for retiree benefits.

7. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to others follows:

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Judicial Expense Fund</u>	<u>Total</u>
Balance at July 1, 1997	\$63,857	\$111,144	\$438	\$175,439
Additions:				
June 30, 1998	269,002	44,168	11,040	324,210
June 30, 1999	239,057	83,645	10,905	333,607
Deletions:				
June 30, 1998	(220,349)	(45,653)	(11,130)	(277,132)
June 30, 1999	<u>(198,142)</u>	<u>(47,579)</u>	<u>(10,785)</u>	<u>(256,506)</u>
Balance at June 30, 1999	<u>\$153,425</u>	<u>\$145,725</u>	<u>\$468</u>	<u>\$299,618</u>

8. LITIGATION AND CLAIMS

The Jackson Parish Clerk of Court is not involved in any litigation at June 30, 1999, nor is she aware of any unasserted claims.

**9. EXPENDITURES OF THE CLERK OF COURT
 PAID BY THE PARISH POLICE JURY**

The Jackson Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Jackson Parish Police Jury.

SUPPLEMENTAL INFORMATION SCHEDULES

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Two Years Ended June 30, 1999

FIDUCIARY FUND TYPE - AGENCY FUNDS

ADVANCE DEPOSIT FUND

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

REGISTRY OF COURT FUND

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

JUDICIAL EXPENSE FUND

The Judicial Expense Fund, as provided by Louisiana Revised Statute 13:996.49, accounts for funds collected on certain civil and criminal proceedings brought before the Second Judicial District Court. The funds are used to pay all or part of the costs incurred for the efficient operation of the court.

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1999

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>JUDICIAL EXPENSE FUND</u>	<u>TOTAL</u>
ASSETS				
Cash and cash equivalents	<u>\$242,653</u>	<u>\$145,725</u>	<u>\$540</u>	<u>\$388,918</u>
LIABILITIES				
Due to General Fund	\$89,228		\$72	\$89,300
Unsettled deposits due to others	<u>153,425</u>	<u>\$145,725</u>	<u>468</u>	<u>299,618</u>
TOTAL LIABILITIES	<u>\$242,653</u>	<u>\$145,725</u>	<u>\$540</u>	<u>\$388,918</u>

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in
Unsettled Deposits Due to Others
For the Year Ended June 30, 1999

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	JUDICIAL EXPENSE FUND	TOTAL
UNSETTLED DEPOSITS AT JUNE 30, 1998	<u>\$112,510</u>	<u>\$109,659</u>	<u>\$348</u>	<u>\$222,517</u>
ADDITIONS				
Deposits - suits and successions	213,857	81,035		294,892
Interest earned on investments		2,610		2,610
Other additions	<u>25,200</u>		<u>10,905</u>	<u>36,105</u>
Total additions	<u>239,057</u>	<u>83,645</u>	<u>10,905</u>	<u>333,607</u>
Total	<u>351,567</u>	<u>193,304</u>	<u>11,253</u>	<u>556,124</u>
REDUCTIONS				
Clerk's costs (transferred to General Fund)	102,653		1,079	103,732
Settlements to litigants	28,914	47,579		76,493
Appraiser, curators, and keepers	3,580			3,580
Stenographer's fees	11,943			11,943
Jackson Parish Sheriff's fees	17,357			17,357
Other sheriff's fees	8,934			8,934
Other fees	1,295			1,295
Other reductions	<u>23,466</u>		<u>9,706</u>	<u>33,172</u>
Total reductions	<u>198,142</u>	<u>47,579</u>	<u>10,785</u>	<u>256,506</u>
UNSETTLED DEPOSITS AT June 30, 1999	<u>\$153,425</u>	<u>\$145,725</u>	<u>\$468</u>	<u>\$299,618</u>

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in
Unsettled Deposits Due to Others
For the Year Ended June 30, 1998

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	JUDICIAL EXPENSE FUND	TOTAL
UNSETTLED DEPOSITS AT JUNE 30, 1997	<u>\$63,857</u>	<u>\$111,144</u>	<u>\$438</u>	<u>\$175,439</u>
ADDITIONS				
Deposits - suits and successions	268,502	41,328		309,830
Interest earned on investments		2,840		2,840
Other additions	500		11,040	11,540
Total additions	<u>269,002</u>	<u>44,168</u>	<u>11,040</u>	<u>324,210</u>
Total	<u>332,859</u>	<u>155,312</u>	<u>11,478</u>	<u>499,649</u>
REDUCTIONS				
Clerk's costs (transferred to General Fund)	101,131	29	1,113	102,273
Settlements to litigants	28,100	45,624		73,724
Appraiser, curators, and keepers	3,415			3,415
Stenographer's fees	11,865			11,865
Jackson Parish Sheriff's fees	21,057			21,057
Other sheriff's fees	10,817			10,817
Other fees	20,281			20,281
Other reductions	23,683		10,017	33,700
Total reductions	<u>220,349</u>	<u>45,653</u>	<u>11,130</u>	<u>277,132</u>
UNSETTLED DEPOSITS AT June 30, 1998	<u>\$112,510</u>	<u>\$109,659</u>	<u>\$348</u>	<u>\$222,517</u>

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULE
As of and For the Two Years Ended June 30, 1999

YEAR 2000 ISSUE (Unaudited)

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The Jackson Parish Clerk of Court has completed an inventory of computer systems that may be affected by the year 2000 issue and that are critical to conducting operations of the clerk's office. The clerk has identified the following system requiring 2000 remediation; a financial reporting system. All testing and validation of this system has been performed.

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

**Independent Auditor's Reports Required
by *Government Auditing Standards***

The following independent auditor's report on compliance and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana

I have audited the general purpose financial statements of the Jackson Parish Clerk of Court, a component unit of the Jackson Parish Police Jury, as of and for the two years ended June 30, 1999 and have issued my report thereon dated December 29, 1999. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Jackson Parish Clerk of Court's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations and contracts, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards*. This finding is presented in the accompanying schedule of findings and questioned costs as item 99-1.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Jackson 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 financial statements and not to provide assurance on the internal control over financial reporting. 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 material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

MEMBER AMERICAN
INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA
CERTIFIED PUBLIC
ACCOUNTANTS

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JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana
Independent Auditor's Report on Compliance
And Internal Control Over Financial Reporting, etc.
June 30, 1999

This report is intended solely for the information and use of the Jackson Parish Clerk of Court and management of the clerk's office and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to be 'V. ...', written in a cursive style.

West Monroe, Louisiana
December 29, 1999

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended June 30, 1999

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of Jackson Parish Clerk of Court.
2. One instance of noncompliance material to the financial statements of Jackson Parish Clerk of Court was disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

99-1 Need to Comply with Local Government Budget Act

Finding: The clerk did not adequately monitor budgets. Louisiana Revised Statute (LRS) 39:1309-1310 requires the clerk to adopt a budget amendment when expenditures to date plus projected expenditures for the remainder of the year exceed estimated annual budgeted expenditures by five per cent or more. For the year June 30, 1999, actual expenditures exceeded budgeted expenditures by \$29,729 or 8.9%. In addition, the clerk budgeted a deficit for the year ended June 30, 1998, which is prohibited by LRS 39:1304(B) and 39:1309.

Recommendation: In the future, the clerk should include beginning fund balance in the budget and amend the budget when actual expenditures exceed estimated expenditures by five per cent or more.

JACKSON PARISH CLERK OF COURT
Jonesboro, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 1999

There were no findings reported in the compilation/attestation for the year ended June 30, 1997.

Ann B. Walsworth

CLERK OF COURT



P.O. BOX 730

PH. 918 259 2424

JACKSON PARISH

JONESBORO, LOUISIANA 71251

Dec. 28, 1999

Legislative Audit Advisory Council
Daniel G. Kyle, Secretary
P O Box 94397
Baton Rouge, La 70804-9397

Jackson Parish Clerk of Court respectfully submits the following corrective action plan for the year ended June 30, 1999.

99-1 Need to Comply with Local Government Budget Act

Recommendation: In the future, the clerk should include beginning fund balance in the budget and amend the budget when actual expenditures exceed estimated expenditures by five percent or more.

I will monitor the budget more closely in the future and a budget amendment will be adopted when actual expenditures to date exceed budgeted by five percent or more. In addition, beginning fund balance will be included in the budget to ensure a deficit is not budgeted.

Respectfully

Ann B. Walsworth
Clerk of Court