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VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Financial Report

Year Ended June 30, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 OCT 13 1999

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Darnall, Sikes & Frederick

(A Corporation of Certified Public Accountants)

INDEPENDENT AUDITOR'S REPORT

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We have audited the accompanying general purpose financial statements of the Vermilion Parish Clerk of Court (Clerk), a component unit of the Vermilion Parish Police Jury, as of June 30, 1999, and for the year ended. These general purpose financial statements are the responsibility of the Clerk. Our responsibility is to express an opinion on these general purpose 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 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. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Vermilion Parish Clerk of Court has not reconciled certain individual suit docket balances in the Advance Deposit Agency Funds at June 30, 1999. Because the Clerk of Court has not reconciled these balances, it was not practical for us to determine the amount of fees, if any, due to litigants from the Advance Deposit Agency Funds or the amount due to the General Fund from the Advance Deposit Agency Funds at June 30, 1999, for fees earned resulting from suit activity. The effects of not reconciling these balances on the financial statements cannot be reasonably determined.

Governmental Accounting Standards Board Technical Bulletin 98-1, Disclosures about Year 2000 Issues, requires disclosure of certain matters regarding the year 2000 issue in order for financial statements to be prepared in conformity with general accepted accounting principles. Such disclosures include:

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- any significant amount of resources committed to make computer systems and other electronic equipment year 2000-compliant;
- a general description of the year 2000 issue, including a description of the stages of work in process or completed as of the end of the reporting period to make computer systems and other electronic equipment critical to conducting operations year 2000-compliant; and
- the additional stages of work necessary for making the computer systems and other electronic equipment year 2000-compliant.

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 suits accounted for in the Advance Deposit Agency Fund and the omission of the information relating to the year 2000 issue, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Vermilion Parish Clerk of Court, as of June 30, 1999, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated August 23, 1999, on our consideration of the Clerk's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws and regulations.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements of the Vermilion Parish Clerk of Court taken as a whole. The supplemental information for the years ended June 30, 1999 and 1998 listed 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 of the Vermilion Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audits of the general purpose financial statements for the years ended June 30, 1999 and 1998, and in our opinion, except for the effects of not reconciling certain individual suit dockets in the Advance Deposit Agency Fund and the omission of the information relating to the year 2000 issue, is fairly stated in all material respects in relation to the respective general purpose financial statements taken as a whole.

Darnall, Sikes & Frederick
A Corporation of Certified Public Accountants

Abbeville, Louisiana
August 23, 1999

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Combined Balance Sheet - All Fund Types and Account Groups
June 30, 1999

	Governmental Fund Type General Fund	Fiduciary Fund Type Agency Fund
ASSETS AND OTHER DEBITS		
Cash and cash equivalents	\$ 411,960	\$ 808,819
Receivables	37,322	-
Investments	-	368,295
Due from others	1,049	-
Due from other funds	-	52,045
Prepaid expenditures	17,697	-
Fixed assets	-	-
Amount to be provided for capital leases	-	-
Total assets and other debits	\$ 468,028	\$1,229,159
LIABILITIES, EQUITY AND OTHER CREDITS		
Liabilities		
Accounts payable	\$ 50,059	\$ -
Payroll taxes payable	3,825	-
Due to other funds	52,045	-
Capital leases payable	-	-
Unsettled balances	-	1,229,159
Total liabilities	105,929	1,229,159
Equity and Other Credits		
Investments in general fixed assets	-	-
Fund Balance -		
Unreserved - undesignated	344,402	-
Reserved - prepaid expenditures	17,697	-
Total equity and other credits	362,099	-
Total liabilities, equity, and other credits	\$ 468,028	\$1,229,159

The accompanying notes constitute an integral part of this statement.

Account Groups		Total (Memorandum Only)
General Fixed Assets	General Long-Term Debt	
\$ -	\$ -	\$ 1,220,779
-	-	37,322
-	-	368,295
-	-	1,049
-	-	52,045
-	-	17,697
705,880	-	705,880
<u>-</u>	<u>3,422</u>	<u>3,422</u>
<u>\$705,880</u>	<u>\$ 3,422</u>	<u>\$ 2,406,489</u>
\$ -	\$ -	\$ 50,059
-	-	3,825
-	-	52,045
-	3,422	3,422
<u>-</u>	<u>-</u>	<u>1,229,159</u>
<u>-</u>	<u>3,422</u>	<u>1,338,510</u>
705,880	-	705,880
-	-	344,402
-	-	17,697
<u>705,880</u>	<u>-</u>	<u>1,067,979</u>
<u>\$705,880</u>	<u>\$ 3,422</u>	<u>\$ 2,406,489</u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund Type –
General Fund
For the Year Ended June 30, 1999

REVENUES	
Fees and services	\$ 1,160,430
Investment earnings	15,816
Miscellaneous	<u>3,027</u>
Total revenues	<u>1,179,273</u>
 EXPENDITURES	
Current -	
Salaries	637,869
Employee benefits	139,311
Insurance	13,763
Operation and maintenance	197,560
Advertising	35
Automobile	10,620
Professional services	54,689
Miscellaneous	45,186
Capital expenditures -	
Capital outlays	71,635
Capital leases	1,241
Debt service -	
Principal	82,708
Interest	<u>4,587</u>
Total expenditures	<u>1,259,204</u>
Excess of expenditures over revenues	<u>(79,931)</u>
 Other financing sources:	
Transfer to non-support fund	(4,620)
Intergovernmental transfers	<u>50,000</u>
Total other financing sources	<u>45,380</u>
Excess expenditures over revenues and other financing sources	(34,551)
Fund balance, beginning	<u>396,650</u>
Fund balance, ending	<u>\$ 362,099</u>

The accompanying notes constitute an integral part of this statement.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

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

	1999		Variance Favorable (Unfavorable)
	Budget	Actual	
REVENUES			
Fees and services	\$ 1,153,210	\$ 1,160,430	\$ 7,220
Investment earnings	15,500	15,816	316
Miscellaneous	<u>12,900</u>	<u>3,027</u>	<u>(9,873)</u>
Total revenues	<u>1,181,610</u>	<u>1,179,273</u>	<u>(2,337)</u>
EXPENDITURES			
Current -			
Salaries	635,700	637,869	(2,169)
Employee benefits	138,350	139,311	(961)
Insurance	12,900	13,763	(863)
Operation and maintenance	188,450	197,560	(9,110)
Advertising	-	35	(35)
Automobile	19,350	10,620	8,730
Professional services	53,650	54,689	(1,039)
Miscellaneous	45,840	45,186	654
Capital expenditures -			
Capital outlays	82,000	71,635	10,365
Capital leases	1,250	1,241	9
Debt service -			
Principal	81,500	82,708	(1,208)
Interest	<u>4,600</u>	<u>4,587</u>	<u>13</u>
Total expenditures	<u>1,263,590</u>	<u>1,259,204</u>	<u>4,386</u>
Excess of expenditures over revenues	<u>(81,980)</u>	<u>(79,931)</u>	<u>2,049</u>
Other financing sources:			
Transfer to non-support fund	-	(4,620)	(4,620)
Intergovernmental transfers	<u>50,000</u>	<u>50,000</u>	<u>-</u>
Total other financing sources	<u>50,000</u>	<u>45,380</u>	<u>(4,620)</u>
Excess of expenditures over revenues and other financing sources	(31,980)	(34,551)	(2,571)
Fund balance, beginning	<u>396,650</u>	<u>396,650</u>	<u>-</u>

The accompanying notes constitute an integral part of this statement.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

INTRODUCTION

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

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying general purpose financial statements of the Vermilion Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units, except as discussed in the independent auditor's report on pages 1-2. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Reporting Entity

As the governing authority of the Parish, for reporting purposes, the Vermilion Parish Police Jury is the financial reporting entity for Vermilion 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 Statement No. 14 established criteria for determining which component units should be considered part of the Vermilion Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

- Appointing a voting majority of an organization's governing body, and
- The ability of the Police Jury to impose its will on that organization and/or
- The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Police Jury.
- Organizations for which the Police Jury does not appoint a voting majority but are fiscally dependent on the Police Jury.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- 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 provides the Clerk of Court with office space and major capital purchases, the Clerk of Court was determined to be a component unit of the Vermilion Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Clerk of Court and do not present information on the Police Jury, the general government services provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

Fund Accounting

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

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

Funds of the Clerk of Court are classified into two categories: governmental (General Fund) and fiduciary (Agency 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 Non-Support 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.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting

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

Revenues

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. All major revenues are susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due.

Budget Practices

The proposed budget for the fiscal year is made available for public inspection at the Clerk's office in June of the preceding year. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal before the public hearing. The budget is legally adopted and amended, as necessary, by the Clerk. All appropriations lapse at year end. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is not employed by the Clerk.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

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.

Investments

Under state law, the Clerk may deposit funds with a fiscal agent 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 United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. In addition, local governments of Louisiana are authorized to invest in the Louisiana Asset Management Pool (LAMP), a nonprofit corporation formed by the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool.

Investments are reported at fair market value as determined by quoted market prices. If quoted market prices are not available, fair value is estimated by determining the fair value of investments possessing similar yield, maturity, repayment and risk characteristics. At June 30, 1999, there were no investments whose fair values were required to be estimated.

Fixed Assets

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. General fixed assets provided by the parish Police Jury are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available. Estimated amounts are immaterial in relation to total fixed assets.

Compensated Absences

Employees of the Clerk's office earn seventeen days of annual leave per calendar year. Employees are allowed to carryover no more than 5 days of annual leave to the following year.

Due to the uncertainty of the actual amounts which will be paid for annual leave, no accruals have been made for such absences.

Long-Term Obligations

Long-term obligations expected to be financed from the General Fund are reported in the general long-term debt account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Bad Debts

Uncollectible amounts due for various fee receivables are recognized as bad debts by direct write-off at the time information becomes available which would indicate the uncollectibility of the particular receivable. Although the specific charge-off method is not in conformity with generally accepted accounting principles (GAAP), no allowance for uncollectible receivables was made due to immateriality.

Total Columns on Statements

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

NOTE 2 CASH AND CASH EQUIVALENTS

At June 30, 1999, the Clerk of Court has cash and cash equivalents (book balances) totaling \$1,220,779 as follows:

	Governmental Fund Type	Fiduciary Fund Type	Total
Cash on hand	\$ 375	\$ -	\$ 375
Demand deposits	23,196	17,918	41,114
Money market accounts and savings accounts	388,389	790,901	1,179,290
Total	\$ 411,960	\$ 808,819	\$ 1,220,779

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 1999, the clerk has \$1,306,351 in deposits (bank balances). These deposits are secured by \$624,790 of federal deposit insurance and \$1,853,791 of pledged securities held by the custodial banks in the name of the fiscal agent bank (GASB Category 3).

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

NOTE 2 CASH AND CASH EQUIVALENTS (CONTINUED)

Even though the 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.

NOTE 3 INVESTMENTS

The Clerk can invest in securities of the United States Government unless the law expressly prohibits such an investment. The carrying amounts and approximate market values of investments are summarized as follows:

	Description	Interest Rate	Market Value / Carrying Amount	Cost
Registry of Court Fund:	Louisiana Asset Management Pool	Various	<u>\$ 368,295</u>	<u>\$ 368,295</u>

NOTE 4 INTERFUND RECEIVABLES AND PAYABLES

	Interfund Receivables	Interfund Payables
General Fund	\$ -	\$ 52,045
Advanced Deposit Fund	<u>52,045</u>	<u>-</u>
	<u>\$ 52,045</u>	<u>\$ 52,045</u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

NOTE 5 CHANGES IN GENERAL FIXED ASSETS

The following is a summary of changes in the General Fixed Assets Account Group for the fiscal year ended June 30, 1999.

	<u>Balance</u> 06/30/1998	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> 06/30/1999
Communication Equipment	\$ 2,384	\$ -	\$ -	\$ 2,384
Computer Equipment	217,343	71,785	-	289,128
Microfilm	178,918	-	11,489	167,429
Office	238,846	8,587	920	246,513
Education Equipment	426	-	-	426
Total	<u>\$ 637,917</u>	<u>\$ 80,372</u>	<u>\$ 12,409</u>	<u>\$ 705,880</u>

Included in the above ending balance at June 30, 1999 are assets acquired through capital leases, as follows:

Capital Leases included in Fixed Asset Listing:

Computer Equipment	\$ 147,242
Microfilm Equipment	60,067
Office Equipment	25,966
	<u>\$ 233,275</u>

NOTE 6 PENSION PLAN

Plan Description. The Vermilion Parish Clerk of Court contributes to the Clerk of Court Retirement and Relief Fund (Retirement System), a cost-sharing multiple employer defined benefit pension plan administered by the Clerk of Court Retirement and Relief Fund, a public corporation created in accordance with the provisions of Louisiana Revised Statute 11:1501 -- 1540 to provide retirement, disability and survivor benefits to members throughout the State of Louisiana. The Clerk of Court Retirement and Relief Fund issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Clerk of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B-1, Baton Rouge, Louisiana 70816.

Funding Policy. Plan members are required to contribute 8.25% of their annual covered salary and the Vermilion Parish Clerk of Court is required to contribute at an actuarially determined rate, currently, 10.0% of annual covered payroll. The contribution requirements of plan members and the Vermilion Parish Clerk of Court are established and may be amended by the Clerk of Court Retirement and Relief Fund. The Vermilion Parish Clerk of Court's contributions to the Retirement System for the years ended June 30, 1999, 1998, and 1997 were \$60,863, \$56,093 and \$62,078, respectively.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

NOTE 7 POST RETIREMENT BENEFITS

The Vermilion Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age while working for the Clerk of Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employees and the Clerk of Court. The Clerk of Court recognizes the cost of providing these benefits (the Clerk's portion of the premiums) as an expenditure when the monthly premiums are due.

NOTE 8 LEASES

The Clerk is obligated under certain leases accounted for as capital leases. The leased assets and related obligations are accounted for in the General Fixed Assets Account Group and the General Long Term Debt Account Group, respectively. Assets under capital leases totaled \$233,275 at June 30, 1999. The following is a schedule of future minimum lease payments under capital leases, together with the net present value of the minimum lease payment as of June 30, 1999.

Year Ending June 30,	
2000	\$ 2,989
2001	748
2002 and thereafter	<u>-</u>
	3,737
Less: Amount representing interest at the incremental borrowing rate of interest	<u>315</u>
Present value of minimum capital lease payments	<u><u>\$ 3,422</u></u>

The Clerk is obligated under certain leases accounted for as operating leases. Operating leases do not give rise to property rights or lease obligations, and the results of the lease agreements are not reflected in the Clerk's account groups.

NOTE 9 LONG-TERM DEBT

The following is a summary of general long-term debt transactions for the year ended June 30, 1999.

Long-Term Debt Payable (capital lease) at June 30, 1998	\$ 86,130
Additional debt acquired	-
Debt retired - General fund	<u>82,708</u>
Long-Term Debt Payable (capital leases) at June 30, 1999	<u><u>\$ 3,422</u></u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Notes to Financial Statements

NOTE 10 CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund unsettled deposits follows:

	Unsettled Deposits at Beginning of Year	Additions	Reductions	Unsettled Deposits at End of Year
Agency Funds:				
Advance Deposit	\$ 317,703	\$ 1,808	\$ -	\$ 319,511
Registry of Court	609,379	285,196	-	894,575
Non Support	-	15,073	-	15,073
Total	<u>\$ 927,082</u>	<u>\$ 302,077</u>	<u>\$ -</u>	<u>\$ 1,229,159</u>

NOTE 11 LITIGATION

There is no litigation pending against the Clerk at June 30, 1999.

NOTE 12 EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH POLICE JURY

Certain operating expenditures of the Clerk's office are paid by the Vermilion Parish Police Jury and are not included in the accompanying financial statements. These expenditures are summarized as follows:

Book binding	\$ 28,454
Supplies - Microfilm	1,298
Supplies	13,968
Maintenance	24,316
	<u>\$ 68,036</u>

NOTE 13 EXCESS FUND BALANCE

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term of office) the Clerk of Court must pay the Parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the Clerk's last year of his term of office. At June 30, 1999, 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.

SUPPLEMENTAL INFORMATION

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

General Fund

To account for resources traditionally associated with governments which are not required to be accounted for in another fund.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

General Fund

Balance Sheet
June 30, 1999

ASSETS

Cash and cash equivalents	\$411,960
Receivables	37,322
Prepaid expenditures	16,200
Due from others	1,049
Deposits	<u>1,497</u>
Total assets	<u>\$468,028</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$ 50,059
Payroll taxes payable	3,825
Due to other funds	<u>52,045</u>
Total liabilities	<u>105,929</u>

FUND BALANCE

Unreserved - Undesignated	344,402
Reserved - prepaid expenditures	<u>17,697</u>
Total fund balance	<u>362,099</u>

Total liabilities and fund balance	<u>\$468,028</u>
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VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

General Fund

Statements of Revenues Expenditures and Changes in Fund Balance –
Budget (GAAP Basis) and Actual
For the Years Ended June 30, 1999 and 1998

	1999		Variance Favorable (Unfavorable)
	Budget	Actual	
REVENUES			
Fees and services	\$ 1,153,210	\$ 1,160,430	\$ 7,220
Investment earnings	15,500	15,816	316
Miscellaneous	<u>12,900</u>	<u>3,027</u>	<u>(9,873)</u>
Total revenues	<u>1,181,610</u>	<u>1,179,273</u>	<u>(2,337)</u>
EXPENDITURES			
Current -			
Salaries	635,700	637,869	(2,169)
Employee benefits	138,350	139,311	(961)
Insurance	12,900	13,763	(863)
Operation and maintenance	188,450	197,560	(9,110)
Advertising	-	35	(35)
Automobile	19,350	10,620	8,730
Professional services	53,650	54,689	(1,039)
Miscellaneous	45,840	45,186	654
Capital expenditures -			
Capital outlays	82,000	71,635	10,365
Capital leases	1,250	1,241	9
Debt service -			
Principal	81,500	82,708	(1,208)
Interest	<u>4,600</u>	<u>4,587</u>	<u>13</u>
Total expenditures	<u>1,263,590</u>	<u>1,259,204</u>	<u>4,386</u>
Excess of expenditures over revenues	<u>(81,980)</u>	<u>(79,931)</u>	<u>2,049</u>
Other financing sources:			
Transfer to non-support fund	-	(4,620)	(4,620)
Intergovernmental transfers	<u>50,000</u>	<u>50,000</u>	<u>-</u>
Total other financing sources	<u>50,000</u>	<u>45,380</u>	<u>(4,620)</u>
Excess of expenditures over revenues and other financing sources	(31,980)	(34,551)	(2,571)
Fund balance, beginning	<u>396,650</u>	<u>396,650</u>	<u>-</u>
Fund balance, ending	<u>\$ 364,670</u>	<u>\$ 362,099</u>	<u>\$ (2,571)</u>

1998		
Budget	Actual	Variance Favorable (Unfavorable)
\$ 1,010,810	\$ 1,075,512	\$ 64,702
13,710	16,172	2,462
<u>12,950</u>	<u>12,675</u>	<u>(275)</u>
<u>1,037,470</u>	<u>1,104,359</u>	<u>66,889</u>
594,475	596,624	(2,149)
120,800	136,353	(15,553)
16,000	13,722	2,278
110,643	135,742	(25,099)
-	30	(30)
12,371	10,383	1,988
12,000	12,607	(607)
28,000	28,762	(762)
18,203	28,737	(10,534)
-	7,346	(7,346)
37,300	35,410	1,890
<u>10,200</u>	<u>11,810</u>	<u>(1,610)</u>
<u>959,992</u>	<u>1,017,526</u>	<u>(57,534)</u>
<u>77,478</u>	<u>86,833</u>	<u>9,355</u>
-	-	-
-	<u>48,500</u>	<u>48,500</u>
-	<u>48,500</u>	<u>48,500</u>
77,478	135,333	57,855
<u>253,971</u>	<u>253,971</u>	<u>-</u>
<u>\$ 331,449</u>	<u>\$ 389,304</u>	<u>\$ 57,855</u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

General Fund

Statements of Revenues - Budget (GAAP Basis) and Actual
For the Years Ended June 30, 1999 and 1998

	1999		Variance Favorable (Unfavorable)
	Budget	Actual	
Fees and Services:			
Administrative fees	\$ 200	\$ 212	\$ 12
Certified copies	83,000	43,642	(39,358)
Clerk fees	423,000	400,284	(22,716)
Clerks supplement	11,825	11,825	-
Court attendance	4,400	10,800	6,400
Criminal costs	16,200	12,892	(3,308)
Criminal/civil certificates	-	4,227	4,227
Direct access credit/UCCS	-	4,294	4,294
Fax fees	4,400	4,799	399
Jury summon fees	23,500	23,126	(374)
Marriage licenses	8,500	6,035	(2,465)
Mortgage certificates	42,000	46,101	4,101
Non-support revenue	-	-	-
Notary bond fees	185	185	-
Passport fees	3,200	3,300	100
Qualifying fees	500	478	(22)
Record/cancel certificates	3,700	3,922	222
Recordings	390,000	400,300	10,300
Registry of the court fees	600	598	(2)
Xerox-copy card fees	<u>138,000</u>	<u>183,410</u>	<u>45,410</u>
Total fees and services	<u>1,153,210</u>	<u>1,160,430</u>	<u>7,220</u>
Investment earnings	<u>15,500</u>	<u>15,816</u>	<u>316</u>
Miscellaneous:			
Other	<u>12,900</u>	<u>3,027</u>	<u>(9,873)</u>
Total revenues	<u>\$1,181,610</u>	<u>\$1,179,273</u>	<u>\$ (2,337)</u>

1998		
Budget	Actual	Variance Favorable (Unfavorable)
\$ 250	\$ 254	\$ 4
37,750	38,107	357
298,000	344,454	46,454
10,800	10,350	(450)
6,800	5,620	(1,180)
13,000	12,705	(295)
-	2,781	2,781
-	610	610
5,100	5,160	60
29,000	31,275	2,275
5,100	5,242	142
44,000	45,355	1,355
-	4,665	4,665
150	175	25
1,800	1,685	(115)
450	370	(80)
2,510	2,608	98
377,500	387,416	9,916
600	459	(141)
<u>178,000</u>	<u>176,221</u>	<u>(1,779)</u>
<u>1,010,810</u>	<u>1,075,512</u>	<u>64,702</u>
<u>13,710</u>	<u>16,172</u>	<u>2,462</u>
<u>12,950</u>	<u>12,675</u>	<u>(275)</u>
<u>\$1,037,470</u>	<u>\$1,104,359</u>	<u>\$ 66,889</u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

General Fund

Statements of Expenditures - Budget (GAAP Basis) and Actual
For the Years Ended June 30, 1999 and 1998

	1999		Variance Favorable (Unfavorable)
	Budget	Actual	
Salaries:			
Clerk of court	\$ 71,700	\$ 73,100	(1,400)
Deputies	538,000	538,155	(155)
Others	<u>26,000</u>	<u>26,614</u>	<u>(614)</u>
Total salaries	<u>635,700</u>	<u>637,869</u>	<u>(2,169)</u>
Employee related benefits:			
Pension fund	61,000	60,863	137
Payroll tax	8,350	8,431	(81)
Hospitalization insurance	<u>69,000</u>	<u>70,017</u>	<u>(1,017)</u>
Total employee benefits	<u>138,350</u>	<u>139,311</u>	<u>(961)</u>
Insurance:			
Deputy liability insurance	120	120	-
Errors and omissions insurance	8,300	8,453	(153)
Fire and casualty insurance	380	400	(20)
Workers' compensation	<u>4,100</u>	<u>4,790</u>	<u>(690)</u>
Total insurance	<u>12,900</u>	<u>13,763</u>	<u>(863)</u>
Operation and maintenance:			
Office -			
Supplies	16,500	16,736	(236)
Printing	42,200	46,980	(4,780)
Postage/box rent	14,000	13,891	109
Maintenance	2,100	2,161	(61)
Clerk's allowance	7,400	7,535	(135)
Rental - microfilm storage	900	942	(42)
Telephone	10,300	10,174	126
Fax phone expenses	2,000	1,874	126
Equipment - maintenance	40,500	40,416	84
Equipment - rental	8,600	8,223	377
Software - maintenance	9,200	9,479	(279)
Supplies - computer	18,700	22,966	(4,266)
Supplies - microfilm	15,000	14,351	649
Supplies - xerox copy card	<u>1,050</u>	<u>1,832</u>	<u>(782)</u>
Total operations and maintenance	<u>188,450</u>	<u>197,560</u>	<u>(9,110)</u>
Advertising:			
General	-	-	-
Public notice	-	35	(35)
Total advertising	<u>-</u>	<u>35</u>	<u>(35)</u>

1998		
Budget	Actual	Variance Favorable (Unfavorable)
\$ 70,175	\$ 72,575	\$ (2,400)
513,000	512,460	540
<u>11,300</u>	<u>11,589</u>	<u>(289)</u>
<u>594,475</u>	<u>596,624</u>	<u>(2,149)</u>
56,000	56,093	(93)
6,800	8,444	(1,644)
<u>58,000</u>	<u>71,816</u>	<u>(13,816)</u>
<u>120,800</u>	<u>136,353</u>	<u>(15,553)</u>
275	274	1
10,800	8,799	2,001
425	349	76
<u>4,500</u>	<u>4,300</u>	<u>200</u>
<u>16,000</u>	<u>13,722</u>	<u>2,278</u>
24,500	27,420	(2,920)
8,200	14,109	(5,909)
15,793	14,091	1,702
6,000	16,427	(10,427)
700	7,018	(6,318)
950	938	12
9,400	9,232	168
1,600	1,476	124
14,000	17,384	(3,384)
10,900	10,364	536
7,700	7,937	(237)
8,700	6,612	2,088
200	467	(267)
<u>2,000</u>	<u>2,267</u>	<u>(267)</u>
<u>110,643</u>	<u>135,742</u>	<u>(25,099)</u>
-	-	-
-	<u>30</u>	<u>(30)</u>
-	<u>30</u>	<u>(30)</u>

(Continued)

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

General Fund

Statements of Expenditures - Budget (GAAP Basis) and Actual (Continued)
For the Years Ended June 30, 1999 and 1998

	1999		Variance Favorable (Unfavorable)
	Budget	Actual	
Automobile:			
Rental	\$ 8,800	\$ 6,727	2,073
Operating and maintenance	8,100	1,438	6,662
Insurance	<u>2,450</u>	<u>2,455</u>	<u>(5)</u>
Total automobile	<u>19,350</u>	<u>10,620</u>	<u>8,730</u>
Professional services:			
Accounting	25,500	27,080	(1,580)
Legal	6,150	6,121	29
Programming	<u>22,000</u>	<u>21,488</u>	<u>512</u>
Total professional services	<u>53,650</u>	<u>54,689</u>	<u>(1,039)</u>
Miscellaneous:			
Association dues	2,300	2,317	(17)
Clerk's supplemental compensation fund	12,500	13,624	(1,124)
Deputy uniforms	15,800	15,453	347
Election costs	2,400	(292)	2,692
Subscriptions	340	321	19
Travel and convention costs	11,200	11,923	(723)
Taxes - other	-	-	-
Other	<u>1,300</u>	<u>1,840</u>	<u>(540)</u>
Total miscellaneous	<u>45,840</u>	<u>45,186</u>	<u>654</u>
Capital expenditures:			
Computer equipment	82,000	71,635	10,365
Office equipment	<u>1,250</u>	<u>1,241</u>	<u>9</u>
Total capital expenditures	<u>83,250</u>	<u>72,876</u>	<u>10,374</u>
Debt service:			
Principal - capital lease	81,500	82,708	(1,208)
Interest - capital lease	<u>4,600</u>	<u>4,587</u>	<u>13</u>
Total debt service	<u>86,100</u>	<u>87,295</u>	<u>(1,195)</u>
Total expenditures	<u>\$ 1,263,590</u>	<u>\$ 1,259,204</u>	<u>\$ 4,386</u>

1998		
Budget	Actual	Variance Favorable (Unfavorable)
\$ 7,500	\$ 7,498	\$ 2
3,046	1,227	1,819
<u>1,825</u>	<u>1,658</u>	<u>167</u>
<u>12,371</u>	<u>10,383</u>	<u>1,988</u>
12,000	12,311	(311)
-	-	-
<u>-</u>	<u>296</u>	<u>(296)</u>
<u>12,000</u>	<u>12,607</u>	<u>(607)</u>
2,100	1,713	387
10,800	11,868	(1,068)
1,600	1,637	(37)
200	-	200
300	284	16
9,000	9,010	(10)
300	85	215
<u>3,700</u>	<u>4,165</u>	<u>(465)</u>
<u>28,000</u>	<u>28,762</u>	<u>(762)</u>
18,203	28,737	(10,534)
-	7,346	(7,346)
<u>18,203</u>	<u>36,083</u>	<u>(17,880)</u>
37,300	35,410	1,890
<u>10,200</u>	<u>11,810</u>	<u>(1,610)</u>
<u>47,500</u>	<u>47,220</u>	<u>280</u>
<u>\$ 959,992</u>	<u>\$ 1,017,526</u>	<u>\$ (57,534)</u>
		(Concluded)

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Agency Funds

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

NON-SUPPORT FUND – The Non-Support Fund as provided by Louisiana Revised Statute 13:848, accounts for collection and disbursements of fees in criminal cases that have been sent by the Department of Social Services.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Agency Funds

Combining Balance Sheet
June 30, 1999

	Advanced Deposit Fund	Registry of the Court Fund	Non Support Fund	Total
ASSETS				
Cash and cash equivalents	\$ 267,466	\$ 526,280	\$ 15,073	\$ 808,819
Investments	-	368,295	-	368,295
Due from other funds	<u>52,045</u>	<u>-</u>	<u>-</u>	<u>52,045</u>
Total assets	<u>\$ 319,511</u>	<u>\$ 894,575</u>	<u>\$ 15,073</u>	<u>\$ 1,229,159</u>
LIABILITIES				
Unsettled balances:				
Civil suits	\$ 196,108	\$ -	\$ -	\$ 196,108
Due to agencies	123,403	-	-	123,403
Registry of the court	-	894,575	-	894,575
Non-support	<u>-</u>	<u>-</u>	<u>15,073</u>	<u>15,073</u>
Total unsettled balances	<u>319,511</u>	<u>894,575</u>	<u>15,073</u>	<u>1,229,159</u>
Total liabilities	<u>\$ 319,511</u>	<u>\$ 894,575</u>	<u>\$ 15,073</u>	<u>\$ 1,229,159</u>

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Agency Funds

Combining Schedule of Collections, Distributions and Unsettled Balances
For the Years Ended June 30, 1999 and 1998

	1999			Total
	Advanced Deposit Fund	Registry of the Court Fund	Non Support Fund	
Collections:				
Deposits in civil suits	\$ 796,813	\$ -	\$ -	\$ 796,813
Deposits in non-support suits	-	-	28,239	28,239
Security bond deposits	29,131	-	-	29,131
Deposits by order of the court	-	692,104	-	692,104
Interest earnings	-	29,579	-	29,579
Total collections	<u>825,944</u>	<u>721,683</u>	<u>28,239</u>	<u>1,575,866</u>
Distributions:				
Payments by order of the court	-	436,487	-	436,487
Refund of deposits	214,073	-	-	214,073
Fees transferred to general fund	382,585	-	16,799	399,384
Sheriff's fees - local	44,140	-	833	44,973
Sheriff's fees - other parishes	45,207	-	154	45,361
Blood test fees -state	252	-	-	252
Other fees	839	-	-	839
Commissioner of insurance - report fee	340	-	-	340
Court reporter fees	543	-	-	543
Attorney fees	2,064	-	-	2,064
Secretary of state fees	6,900	-	-	6,900
Court of appeal fees	2,016	-	-	2,016
Witness fees	3,826	-	-	3,826
Law library fees	6,012	-	-	6,012
Judges support compensation fee	22,601	-	-	22,601
Judicial costs	20,404	-	-	20,404
Payments to police jury	72,324	-	-	72,324
Fees paid to secretary of state	10	-	-	10
Fees paid to general fund	-	-	-	-
Total distributions	<u>824,136</u>	<u>436,487</u>	<u>17,786</u>	<u>1,278,409</u>
	1,808	285,196	10,453	297,457
Other financing sources:				
Transfer from general fund	-	-	4,620	4,620
	1,808	285,196	15,073	302,077
Unsettled balances, beginning	<u>317,703</u>	<u>609,379</u>	<u>-</u>	<u>927,082</u>
Unsettled balances, ending	<u>\$ 319,511</u>	<u>\$ 894,575</u>	<u>\$ 15,073</u>	<u>\$ 1,229,159</u>

1998

Advanced Deposit Fund	Registry of the Court Fund	Non Support Fund	Total
\$ 724,714	\$ -	\$ -	\$ 724,714
-	-	-	-
1,200	-	-	1,200
-	281,860	-	281,860
-	25,228	-	25,228
<u>725,914</u>	<u>307,088</u>	<u>-</u>	<u>1,033,002</u>
-	1,051,125	-	1,051,125
195,837	-	-	195,837
364,052	-	-	364,052
37,090	-	-	37,090
35,276	-	-	35,276
-	-	-	-
-	-	-	-
435	-	-	435
1,449	-	-	1,449
1,556	-	-	1,556
4,775	-	-	4,775
6,098	-	-	6,098
2,969	-	-	2,969
5,670	-	-	5,670
19,915	-	-	19,915
18,580	-	-	18,580
66,979	-	-	66,979
60	-	-	60
-	713	-	713
<u>760,741</u>	<u>1,051,838</u>	<u>-</u>	<u>1,812,579</u>
(34,827)	(744,750)	-	(779,577)
-	-	-	-
(34,827)	(744,750)	-	(779,577)
<u>352,530</u>	<u>1,354,129</u>	<u>-</u>	<u>1,706,659</u>
<u>\$ 317,703</u>	<u>\$ 609,379</u>	<u>\$ -</u>	<u>\$ 927,082</u>

INTERNAL CONTROL AND COMPLIANCE

Independent Auditor's Report on Compliance and
Internal Control over Financial
Reporting Based on an Audit of
Financial Statements Performed in
Accordance with Government Auditing Standards

The Honorable Sammy Theriot
Vermilion Parish Clerk of Court
P.O. Box 790
Abbeville, Louisiana 70511

We have audited the general purpose financial statements of the Vermilion Parish Clerk of Court (the Clerk), a component unit of the Vermilion Parish Police Jury, as of June 30, 1999, and for the year then ended, and have issued our report thereon dated August 23, 1999, which was qualified due to the omission of the year 2000 disclosures that are required by Governmental Accounting Standards Board Technical Bulletin 98-1, Disclosures About Year 2000 Issues and the fact that the suits in the Advance Deposit Agency Fund were not reconciled. We conducted our audit in accordance with generally accepted auditing standards, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Vermilion Parish Clerk of Court's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Clerk's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying schedule of findings and questioned costs as items 99-1 and 99-2.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control structure over financial reporting would not necessarily disclose all matters in the internal control structure 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 conditions described above as 99-1 and 99-2 are material weaknesses.

This report is intended for the information of the Clerk and is not intended to be and should not be used by anyone other than the specified parties.

Dannall, Sikes & Frederick
A Corporation of Certified Public Accountants

Abbeville, Louisiana
August 23, 1999

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Summary Schedule of Prior Year Findings
Year Ended June 30, 1999

- 98-1 Finding: Segregation of Duties
Status: This finding is unresolved. See current year finding 99-1.
- 98-2 Finding: Reconciliation of Individual Suit Dockets Within the Advance Deposit Fund
Status: This finding is unresolved. See current year finding 99-2.
- 98-3 Finding: Budgets
Status: This finding is resolved.
- 98-4 Findings: Donations
Status: This finding is resolved.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

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

Part 1: Summary of Auditor's Results

Financial Statements

Auditor's Report – Financial Statements

A qualified opinion has been issued on Vermilion Parish Clerk of Court (Clerk) financial statements as of and for the year ended June 30, 1999.

Reportable Conditions – Financial Reporting

Two reportable conditions in internal control over financial reporting were disclosed during the audit of the financial statements and are shown as items 99-1 and 99-2 in Part 2 and are considered material weaknesses.

Material Noncompliance – Financial Reporting

There were no instances of material noncompliance noted during the audit.

Federal Awards

This section is not applicable for the year ended June 30, 1999.

Part 2: Findings Relating to an Audit in Accordance with Government Auditing Standards

99-1 Inadequate Segregation of Accounting Functions

Finding:

Due to the small number of accounting personnel, the Clerk did not have adequate segregation of functions within the accounting system.

Recommendation:

Based on the size of the operation and the cost-benefit of additional accounting personnel, it may not be feasible to achieve complete segregation of duties.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Schedule of Findings and Questioned Costs (Continued)
Year Ended June 30, 1999

Part 2: Findings Relating to an Audit in Accordance with Government Auditing Standards
(Continued)

99-2 Reconciling of Individual Suit Dockets Within the Advance Deposit Fund

Finding:

During our audit of the Advance Deposit Fund, we noted that the detailed listing of individual suits did not reconcile to the general ledger balance.

Recommendation:

We recommend the Clerk's office undertake a detailed study of the individual civil suits to ascertain their correct balance.

Part 3: Findings and Questioned Cost Relating to Federal Programs

At June 30, 1999, the Clerk did not meet the requirements to have a single audit in accordance with OMB Circular A-133, therefore this section is not applicable.

VERMILION PARISH CLERK OF COURT
Abbeville, Louisiana

Management's Corrective Action Plan For Current Year Findings
Years Ended June 30, 1999 and 1998

Response to finding:

99-1 Segregation of Duties

Based on the size of the operation and the cost-benefit of additional personnel, it is not feasible to achieve complete segregation of duties.

99-2 Reconciling of Individual Suit Dockets Within the Advance Deposit Fund

The Clerk stated that they are going through the old records to reconcile the Advance Deposit to the general ledger. He stated that he is complying with all applicable laws and regulations to resolve this matter.