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**FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana**

**General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year 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 1-19-00

**VERNON R
COON**
CERTIFIED PUBLIC ACCOUNTANT

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and For the Year Ended June 30, 1999
With Supplemental Information Schedules

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PRACTICE LIMITED TO
GOVERNMENTAL
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AND FINANCIAL REPORTING

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Independent Auditor's Report

HONORABLE FAYE ELKIN
FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana

I have audited the general purpose financial statements of the Franklin Parish Clerk of Court, a component unit of the Franklin Parish Police Jury, as of June 30, 1999, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Franklin 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 Franklin 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.

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 Franklin 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.

HONORABLE FAYE ELKIN
FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana
Independent Auditor's Report,
June 30, 1999

The year 2000 supplementary information on page 20 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 Franklin Parish Clerk of Court is or will be year 2000 compliant, that the Franklin Parish Clerk of Court's remediation efforts will be successful in whole or in part, or that parties with which the Franklin 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 28, 1999, on the Franklin Parish Clerk of Court's compliance with laws, regulations, and contracts, and my consideration of the agency's internal control.

A handwritten signature in black ink, appearing to read 'V. ...', with a long horizontal flourish extending to the right.

West Monroe, Louisiana
December 28, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1999

	GOVERNMENTAL FUND TYPE - GENERAL FUND	FIDUCIARY FUND TYPE - AGENCY FUNDS	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
ASSETS				
Cash and cash equivalents	\$230,774	\$416,432		\$647,206
Receivables	14,684	7,355		22,039
Due from General Fund		24		24
Due from Advance Deposit Fund	280			280
Due from Department of Transportation and Development		1,688		1,688
Security deposit	425			425
Office furnishings and equipment			\$103,736	103,736
TOTAL ASSETS	<u>\$246,163</u>	<u>\$425,499</u>	<u>\$103,736</u>	<u>\$775,398</u>
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts payable	\$6,570	\$6,444		\$13,014
Payroll deductions payable	4,912			4,912
Unsettled deposits due to:				
General Fund		281		281
Non support	24			24
Others		418,774		418,774
Total Liabilities	<u>11,506</u>	<u>425,499</u>	<u>NONE</u>	<u>437,005</u>
Fund Equity:				
Investment in general fixed assets			\$103,736	103,736
Fund balance - unreserved - undesignated	<u>234,657</u>			<u>234,657</u>
Total Fund Equity	<u>234,657</u>	<u>NONE</u>	<u>103,736</u>	<u>338,393</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$246,163</u>	<u>\$425,499</u>	<u>\$103,736</u>	<u>\$775,398</u>

The accompanying notes are an integral part of this statement.

FRANKLIN PARISH CLERK OF COURT
Winnsboro, 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, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Licenses and permits - marriage	\$2,800	\$2,835	\$35
Intergovernmental revenues - state funds - clerks supplemental compensation	11,700	11,825	125
Fees, charges, and commissions for services:			
Court costs, fees, and charges	206,800	215,974	9,174
Fees for recording legal documents	140,000	140,885	885
Fees for certified copies	5,000	5,034	34
Charges for use of photocopier	10,000	10,677	677
Use of money and property - interest earnings	18,000	20,031	2,031
Election reimbursement	2,000	2,017	17
Other revenue	5,000	4,332	(668)
Total revenues	<u>401,300</u>	<u>413,610</u>	<u>12,310</u>
EXPENDITURES			
Current:			
General government - judicial:			
Personal services and related benefits	307,650	298,949	8,701
Operating services	66,000	62,619	3,381
Materials and supplies	8,400	9,023	(623)
Travel and other charges	10,100	9,909	191
Capital outlay	700	327	373
Total expenditures	<u>392,850</u>	<u>380,827</u>	<u>12,023</u>
EXCESS OF REVENUES OVER EXPENDITURES	8,450	32,783	24,333
FUND BALANCE AT BEGINNING OF YEAR	<u>201,874</u>	<u>201,874</u>	
FUND BALANCE AT END OF YEAR	<u><u>\$210,324</u></u>	<u><u>\$234,657</u></u>	<u><u>\$24,333</u></u>

The accompanying notes are an integral part of this statement.

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana

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

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria determining which component units should be considered part of the Franklin Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. 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.

FRANKLIN PARISH CLERK OF COURT
Winnsboro, 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 of court's office is located and provides funds for equipment and furniture of the clerk of court's office, the clerk of court was determined to be a component unit of the Franklin 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 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 obligations) 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:

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana
Notes to the Financial Statements (Continued)

Governmental Fund - 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.

Fiduciary Funds - Agency Funds

The Advance Deposit and Registry of Court 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 DEBT

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 not recorded in the general fixed assets account group. Approximately 61 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 39 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. At June 30, 1999, the clerk had no long-term debt.

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

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana
Notes to the Financial Statements (Continued)

"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, fees, 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.

E. BUDGET PRACTICES

A proposed budget prepared on the modified accrual basis of accounting, 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 statements include the original adopted budget amounts and all subsequent amendments.

FRANKLIN PARISH CLERK OF COURT
 Winnsboro, Louisiana
 Notes to the Financial Statements (Continued)

F. CASH AND CASH EQUIVALENTS

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 principal offices in Louisiana. At June 30, 1999, the clerk of court has cash and cash equivalents (book balances) totaling \$647,206, as follows:

Demand deposits	\$221,812
Time deposits	<u>425,394</u>
Total	<u>\$647,206</u>

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. Cash and cash equivalents (bank balances) at June 30, 1999, are secured as follows:

Bank Balances	<u>\$678,468</u>
Federal deposit insurance	\$413,076
Pledged securities (uncollateralized)	<u>737,309</u>
Total	<u>\$1,150,385</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 of court, 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 of court 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 full-time employees of the clerk of court's office receive 5 to 15 days of non-cumulative vacation leave each year, depending on length of service, and one day of sick

FRANKLIN PARISH CLERK OF COURT
 Winnsboro, Louisiana
 Notes to the Financial Statements (Continued)

leave per month, not to exceed 10 days accumulation at any time. Accumulated sick leave does not carry forward to succeeding years.

H. RISK MANAGEMENT

The clerk of court is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the clerk maintains commercial insurance policies covering; automobile liability, medical payments, uninsured motorist, and collision; workers compensation; and surety bond coverage for all employees. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. In addition to the above policies, the clerk also maintains an errors and omissions claims paid policy with the Louisiana Clerks of Court Risk Management Agency. No claims have been filed on the policy during the past three years nor is the clerk aware of any unfiled claims.

I. TOTAL COLUMN ON BALANCE SHEET

The total column on the balance sheet is captioned "Memorandum Only" to indicate that it is presented only to facilitate financial analysis (overview). 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. RECEIVABLES

The following is a summary of receivables at June 30, 1999:

	<u>General Fund</u>	<u>Non Support</u>
<u>Class of receivables:</u>		
Appropriation from State		\$7,355
Fees, charges, and commissions for services:		
Court costs	\$6,706	
Recordings	3,399	
Certified copies	86	
Court attendance	260	
Criminal fees	<u>4,233</u>	
Total	<u>\$14,684</u>	<u>\$7,355</u>

FRANKLIN PARISH CLERK OF COURT
 Winnsboro, Louisiana
 Notes to the Financial Statements (Continued)

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment for the year ended June 30, 1999 follows:

Balance at July 1, 1998	\$103,978
Additions	4,112
Deletions	<u>(4,354)</u>
Balance at June 30, 1999	<u>\$103,736</u>

Additions to general fixed assets for the year ended June 30, 1999 include donation from the police jury for office equipment totaling \$3,785.

4. PENSION PLAN

Substantially all employees of the Franklin 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 Franklin Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10 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 Franklin Parish Clerk of

FRANKLIN PARISH CLERK OF COURT
 Winnsboro, Louisiana
 Notes to the Financial Statements (Continued)

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 Franklin Parish Clerk of Court's contributions to the System for the years ending June 30, 1999, 1998, and 1997, were \$23,946, \$21,817 and \$21,598, respectively, equal to the required contributions for each year.

5. POST RETIREMENT BENEFITS

The Franklin 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 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 monthly premiums are due, which was \$26,215 for the year ended June 30, 1999. Of that amount, \$2,686 was for retiree benefits.

6. 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>Non Support Fund</u>	<u>Total</u>
Balance at July 1, 1998	\$326,596	\$95,962	\$50	\$422,608
Additions	225,803	25,356	41,197	292,356
Deletions	<u>(217,847)</u>	<u>(41,581)</u>	<u>(36,762)</u>	<u>(296,190)</u>
Balance at June 30, 1999	<u>\$334,552</u>	<u>\$79,737</u>	<u>\$4,485</u>	<u>\$418,774</u>

7. LITIGATION AND CLAIMS

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

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana
Notes to the Financial Statements (Continued)

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

The Franklin 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 Franklin Parish Police Jury.

SUPPLEMENTAL INFORMATION SCHEDULES

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year 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 judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1999

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>NON SUPPORT FUND</u>	<u>TOTAL</u>
ASSETS				
Cash and cash equivalents	\$334,833	\$78,049	\$3,550	\$416,432
Account receivable			7,355	7,355
Due from General Fund			24	24
Due from Department of Transportation and Development		1,688		1,688
TOTAL ASSETS	<u>\$334,833</u>	<u>\$79,737</u>	<u>\$10,929</u>	<u>\$425,499</u>
LIABILITIES				
Accounts payable			\$6,444	\$6,444
Due to:				
General Fund	\$281			281
Others	334,552	\$79,737	4,485	418,774
TOTAL LIABILITIES	<u>\$334,833</u>	<u>\$79,737</u>	<u>\$10,929</u>	<u>\$425,499</u>

FRANKLIN PARISH CLERK OF COURT
Winnsboro, 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	NON SUPPORT FUND	TOTAL
UNSETTLED DEPOSITS AT JUNE 30, 1998	<u>\$326,596</u>	<u>\$95,962</u>	<u>\$50</u>	<u>\$422,608</u>
ADDITIONS				
Suits and successions	217,980	23,401		241,381
Witness deposits	1,823			1,823
Bond deposits	6,000			6,000
Interest earned on investments		1,955		1,955
Appropriations from state			41,197	41,197
Total additions	<u>225,803</u>	<u>25,356</u>	<u>41,197</u>	<u>292,356</u>
Total	<u>552,399</u>	<u>121,318</u>	<u>41,247</u>	<u>714,964</u>
REDUCTIONS				
Clerk's costs (transferred to General Fund)	120,514	50	34,988	155,552
Settlements to litigants	39,715	41,381		81,096
Appraisers, curators, keepers, etc.	2,925			2,925
Sheriff's fees	24,825	150	1,774	26,749
Judges Supplemental Fund	12,688			12,688
Judicial Clerk	11,535			11,535
Other reductions	5,645			5,645
Total reductions	<u>217,847</u>	<u>41,581</u>	<u>36,762</u>	<u>296,190</u>
UNSETTLED DEPOSITS AT June 30, 1999	<u><u>\$334,552</u></u>	<u><u>\$79,737</u></u>	<u><u>\$4,485</u></u>	<u><u>\$418,774</u></u>

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULE
As of and For the Year 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 Franklin 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

FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana

I have audited the general purpose financial statements of the Franklin Parish Clerk of Court, a component unit of the Franklin Parish Police Jury, as of and for the year ended June 30, 1999 and have issued my report thereon dated December 28, 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 Franklin 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Franklin 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.

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FRANKLIN PARISH CLERK OF COURT
Winnsboro, 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 Franklin 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 over a horizontal line.

West Monroe, Louisiana
December 28, 1999

**FRANKLIN PARISH CLERK OF COURT
Winnsboro, 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 Franklin Parish Clerk of Court.
2. No instances of noncompliance material to the financial statements of Franklin Parish Clerk of Court were 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

None

**FRANKLIN PARISH CLERK OF COURT
Winnsboro, Louisiana**

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

There were no audit findings reported in the audit for the year ended June 30, 1998.