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INDEPENDENT AUDITOR'S REPORT

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**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

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**GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998**

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Prepared JAN 13 1999
Release Date _____

**McRight & Associates
Certified Public Accountants
Baton Rouge, Louisiana**

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INDEPENDENT AUDITOR'S REPORT

Honorable Charles Jagneaux
St. Landry Parish Clerk of Court
Opelousas, Louisiana

We have audited the general purpose financial statements of the St. Landry Parish Clerk of Court, Opelousas, Louisiana, a component unit of the St. Landry Parish Police Jury, as of June 30, 1998 and for the two years then 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.

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.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. Landry Parish Clerk of Court, Opelousas, Louisiana, as of June 30, 1998, and the results of its operations for the two years then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of St. Landry Parish

Clerk of Court, Opelousas, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

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

McPherson & Associates

Baton Rouge, Louisiana
December 23, 1998

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS**

June 30, 1998

	GOVERNMENTAL FUNDS GENERAL FUND	FIDUCIARY FUNDS AGENCY FUNDS	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	TOTAL MEMO ONLY
ASSETS					
Cash	297,643	569,222			866,865
Investments, at cost	200,000	1,334,434			1,534,434
Accounts Receivable	16,494				16,494
Assets held in trust		293,684			293,684
Due from other funds		72,363			72,363
Other debits				7,203	7,203
Equipment			443,023		443,023
Total Assets	514,137	2,269,703	443,023	7,203	3,234,066
LIABILITIES AND FUND BALANCES					
Accounts payable	4,640				4,640
Due to other funds	72,363				72,363
Unsettled deposits		2,269,703			2,269,703
Amounts to be provided				7,203	7,203
Total Liabilities	77,003	2,269,703	0	7,203	2,353,909
FUND EQUITY					
Investments in general fixed assets			443,023		443,023
Fund balance Unreserved - Undesigned	437,134				437,134
Total Fund Equity	437,134	0	443,023	0	880,157
Total Liabilities and Fund Equity	514,137	2,269,703	443,023	7,203	3,234,066

The accompanying notes are an integral part of this statement.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE TWO YEARS ENDED JUNE 30, 1998 AND 1997**

	1998	1997
REVENUES		
LICENSES AND PERMITS		
Marriage License	\$18,216	\$20,250
CHARGES FOR SERVICES		
Recording	312,416	299,841
Cancellations	10,888	10,104
Mortgage Certificates	52,367	46,697
Copies	127,256	124,309
Court Attendance	8,935	6,536
Suits & Successions	925,025	475,289
Criminal Fees	292,123	186,058
Election Fees	51,881	50,804
Passports	3,743	3,644
Birth Certificates	5,173	3,448
Police Jury Fees	2,926	2,504
UCC Filing Fees	50,934	46,179
Non-support Fees	11,257	10,046
Inter-Governmental	60,000	115,000
All Other		19,414
	<u>1,914,924</u>	<u>1,399,873</u>
OTHER REVENUES:		
Interest Earnings	38,815	38,903
Clerk Supplemental	12,200	9,900
Miscellaneous	749	472
	<u>51,764</u>	<u>49,275</u>
TOTAL REVENUES	<u>1,984,904</u>	<u>1,469,398</u>

The accompanying notes are an integral part of this statement.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND
FOR THE TWO YEARS ENDED JUNE 30, 1998 AND 1997**

	1998	1997
EXPENDITURES		
Salaries - Clerk	\$67,273	\$61,559
Salaries - Deputies	667,912	663,480
Salaries - Other	125,893	77,675
Insurance Benefits	149,029	173,095
Retirement Benefits	75,288	77,690
Dues, Subscription & Ads	3,085	3,227
Travel	15,100	9,704
Other Insurance	36,203	22,504
Professional Services	129,788	124,256
Office Supplies	92,592	83,001
Postage	21,325	20,687
Election Expense	18,151	23,504
Expense Allowance	7,017	6,023
Marriage License Fees	9,191	9,690
Filing Fees	20,724	19,082
UCC Fees	19,349	17,381
Microfilm		2,433
Parking	2,000	2,443
Birth Certificate	3,769	2,844
Vehicle Rental	6,150	6,709
Equipment Rental	755	2,245
Miscellaneous	591	3,518
Repairs & Maintenance	21,059	27,169
Janitorial	11,563	10,993
Payroll Taxes	12,587	10,306
Uniforms	2,507	15,206
Unemployment Benefits		555
Telephone	31,748	33,964
Professional Development	6,146	8,640
Capital Outlay	151,809	10,392
	<u>1,708,604</u>	<u>1,529,975</u>
 EXCESS REVENUE OVER EXPENDITURES	 276,300	 (60,577)
 FUND BALANCE, BEGINNING	 <u>160,834</u>	 <u>221,411</u>
 FUND BALANCE, ENDING	 <u>437,134</u>	 <u>160,834</u>

The accompanying notes are an integral part of this statement.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND
BUDGET AND ACTUAL (GAAP BASIS)
FOR THE YEARS ENDED JUNE 30, 1998 AND JUNE 30, 1997**

	1998		
	ACTUAL	BUDGET	VARIANCE
REVENUES			
LICENSES AND PERMITS			
Marriage License	\$18,216	\$17,881	\$335
CHARGES FOR SERVICES			
Recording	312,416	311,083	1,333
Cancellations	10,888	10,667	221
Mortgage Certificates	52,367	51,111	1,256
Copies	127,256	128,039	(783)
Court Attendance	8,935	9,049	(114)
Suits & Successions	925,025	932,121	(7,096)
Criminal Fees	292,123	292,000	123
Election Fees	51,881	54,214	(2,333)
Passports	3,743	3,568	175
Birth Certificates	5,173	5,054	119
Police Jury Fees	2,926	2,887	39
UCC Filing Fees	50,934	50,146	788
Non-support Fees	11,257	20,578	(9,321)
Inter-Governmental	60,000	60,000	0
All Other			
	<u>1,914,924</u>	<u>1,930,517</u>	<u>(15,593)</u>
OTHER REVENUES:			
Interest Earnings	38,815	41,698	(2,883)
Clerk Supplemental	12,200	12,245	(45)
Miscellaneous	749		749
	<u>51,764</u>	<u>53,943</u>	<u>(2,179)</u>
TOTAL REVENUES	<u>1,984,904</u>	<u>2,002,341</u>	<u>(17,437)</u>

The accompanying notes are an integral part of this statement.

	1997		
	ACTUAL	BUDGET	VARIANCE
REVENUES			
LICENSES AND PERMITS			
Marriage License	\$20,250	\$19,855	\$395
CHARGES FOR SERVICES			
Recording	299,841	298,903	938
Cancellations	10,104	10,021	83
Mortgage Certificates	46,697	45,765	932
Copies	124,309	124,092	217
Court Attendance	6,536	7,130	(594)
Suits & Successions	475,289	525,464	(50,175)
Crimminal Fees	186,058	178,951	7,107
Election Fees	50,804	55,423	(4,619)
Passports	3,644	3,612	32
Birth Certificates	3,448	3,434	14
Police Jury Fees	2,504	2,469	35
UCC Filing Fees	46,179	45,562	617
Non-support Fees	10,046	10,389	(343)
Inter-Governmental	115,000	125,455	(10,455)
All Other	19,414		19,414
	<u>1,399,873</u>	<u>1,436,670</u>	<u>(36,797)</u>
OTHER REVENUES:			
Interest Earnings	38,903	41,229	(2,326)
Clerk Supplemental	9,900	10,800	(900)
Miscellaneous	472	20,013	(19,541)
	<u>49,275</u>	<u>72,042</u>	<u>(22,767)</u>
TOTAL REVENUES	<u>1,469,398</u>	<u>1,528,567</u>	<u>(59,169)</u>

The accompanying notes are an integral part of this statement.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - GENERAL FUND
BUDGET AND ACTUAL (GAAP BASIS)
FOR THE YEARS ENDED JUNE 30, 1998 AND JUNE 30, 1997**

	1998		
	ACTUAL	BUDGET	VARIANCE
EXPENDITURES			
Salaries - Clerk	\$67,273	\$66,975	\$298
Salaries - Deputies	667,912	668,000	(88)
Salaries - Other	125,893	129,830	(3,937)
Insurance Benefits	149,029	148,495	534
Retirement Benefits	75,288	74,894	394
Dues, Subscription & Ads	3,085	3,365	(280)
Travel	15,100	13,718	1,382
Other Insurance	36,203	36,000	203
Professional Services	129,788	129,812	(24)
Office Supplies	92,592	92,000	592
Postage	21,325	19,810	1,515
Election Expense	18,151	19,583	(1,432)
Expense Allowance	7,017	7,015	2
Marriage License Fees	9,191	9,016	175
Filing Fees	20,724	20,636	88
UCC Fees	19,349	19,436	(87)
Microfilm			
Parking	2,000	2,182	(182)
Birth Certificate	3,769	3,648	121
Vehicle Rental	6,150	6,099	51
Equipment Rental	755	578	177
Miscellaneous	591	253	338
Repairs & Maintenance	21,059	19,997	1,062
Janitorial	11,563	11,741	(178)
Payroll Taxes	12,587	12,372	215
Uniforms	2,507	2,735	(228)
Unemployment Benefits			
Telephone	31,748	31,382	366
Professional Development	6,146	5,437	709
Capital Outlay	151,809	151,809	0
	<u>1,708,604</u>	<u>1,706,818</u>	<u>1,786</u>
EXCESS REVENUE OVER EXPENDITURES	276,300	295,523	(19,223)
FUND BALANCE, BEGINNING	<u>160,834</u>	<u>160,834</u>	<u>0</u>
FUND BALANCE, ENDING	<u>437,134</u>	<u>456,357</u>	<u>(19,223)</u>

The accompanying notes are an integral part of this statement.

	1997		
	ACTUAL	BUDGET	VARIANCE
EXPENDITURES			
Salaries - Clerk	\$61,559	\$61,559	\$0
Salaries - Deputies	663,480	666,049	(2,569)
Salaries - Other	77,675	76,863	812
Insurance Benefits	173,095	175,836	(2,741)
Retirement Benefits	77,690	77,556	134
Dues, Subscription & Ads	3,227	3,200	27
Travel	9,704	9,501	203
Other Insurance	22,504	22,000	504
Professional Services	124,256	124,001	255
Office Supplies	83,001	85,244	(2,243)
Postage	20,687	20,349	338
Election Expense	23,504	24,359	(855)
Expense Allowance	6,023	5,451	572
Marriage License Fees	9,690	9,444	246
Filing Fees	19,082	19,001	81
UCC Fees	17,381	17,300	81
Microfilm	2,433	2,654	(221)
Parking	2,443	2,665	(222)
Birth Certificate	2,844	2,695	149
Vehicle Rental	6,709	7,319	(610)
Equipment Rental	2,245	2,300	(55)
Miscellaneous	3,518	3,460	58
Repairs & Maintenance	27,169	27,250	(81)
Janitorial	10,993	11,000	(7)
Payroll Taxes	10,306	10,185	121
Uniforms	15,206	15,000	206
Unemployment Benefits	555	605	(50)
Telephone	33,964	32,473	1,491
Professional Development	8,640	8,000	640
Capital Outlay	10,392	33,781	(23,389)
	<u>1,529,975</u>	<u>1,557,100</u>	<u>(27,125)</u>
EXCESS REVENUE OVER EXPENDITURES	(60,577)	(28,533)	(32,044)
FUND BALANCE, BEGINNING	<u>221,411</u>	<u>221,411</u>	<u>0</u>
FUND BALANCE, ENDING	<u>160,834</u>	<u>192,878</u>	<u>(32,044)</u>

The accompanying notes are an integral part of this statement.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

NOTES TO THE 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 shall have other duties and powers provided by law. The Clerk of Court is elected for a term of four years.

1. Summary of Significant Accounting Policies

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the St. Landry Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the St. Landry 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:

1. Appointing a voting majority of an organization's governing body, and

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

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

Because the police jury's financial statements would be misleading if data of the Clerk of Court is not included because of the nature or significance of the relationship, the clerk of court was determined to be a component unit of the St. Landry 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.

C. FUND ACCOUNTING

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

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS

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

D. BASIS OF ACCOUNTING

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

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

Revenues

Revenues are recorded in the period in which they are earned.

Expenditures

Expenditures are recorded in the period in which the goods or services are received.

E. BUDGET PRACTICES

The proposed budget for the year ending June 30, 1998 was made available for public inspection at the clerk's office on June 10, 1997. The proposed budget, prepared on the GAAP basis of accounting, was published in the official journal 15 days before the public hearing. The budget hearing was held at the clerk's office on June 28, 1997. The budget is legally adopted and amended, as necessary, by the clerk. Each year, when the next years budget is prepared the current budget is amended and published along with the proposed budget for the next year. All appropriations lapse at year end.

Formal budget integration is not employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

F. ENCUMBRANCES

The clerk of court does not use encumbrance accounting.

**G. CASH AND CASH EQUIVALENTS
AND INVESTMENTS**

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

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

Under state law, the clerk of court may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however if the original maturities are 90 days or less, they are classified as cash equivalents.

H. INVENTORY

Inventories are considered immaterial and are recorded at cost and recognized as an expenditure when purchased.

I. 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 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.

J. COMPENSATED ABSENCES

All full-time employees of the clerk of court's office earn vacation leave at a rate of 2 to 5 weeks each year, depending upon their length of service. Vacation leave must be used in the year earned. Sick leave is earned at a rate of one to one and one-half days per month, depending upon their length of service. Sick leave may be accumulated, and employees are paid for up to 30 days of sick leave upon retirement.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the General Fund when the leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term debt account group.

K. LONG-TERM OBLIGATIONS

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

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS

L. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific purpose.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

M. TOTAL COLUMNS ON STATEMENTS

Total columns on the 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.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS

At June 30, 1998, the clerk of court has cash and cash equivalents (book balances) totaling \$886,865 as follows:

Petty Cash	\$	250
Interest-bearing demand deposits		866,615
Money market accounts		-0-
Time deposits		
Total	\$	<u>866,865</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. At June 30, 1998, the clerk has \$866,615 in deposits (collected bank balances). These deposits are secured from risk by a combination of federal deposit insurance and pledged securities held by the custodial bank in the name of the fiscal agent bank (FASB Category 3).

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.

3. INVESTMENTS

At June 30, 1998, the clerk of court holds investments totaling \$1,534,434 as follows:

	<u>Carrying Amount</u>	<u>Market Value</u>
Certificate of Deposit	<u>\$1,534,434</u>	<u>\$1,534,434</u>

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

NOTES TO THE FINANCIAL STATEMENTS

These investments are stated on the balance sheet at cost. The investments are in the name of the clerk and are held at the clerk's office. Because the certificates of deposit are in the name of the clerk and are held by the clerk or the clerk's agent, they are considered insured and registered Category 1, in applying the credit risk of GASB Codification Section 150.164.

4. RECEIVABLES

The receivables of \$16,494 at June 30, 1998, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Trade Receivable	<u>\$16,494</u>

5. CHANGES IN GENERAL FIXED ASSETS

Changes in general fixed assets are summarized as follows:

	EQUIPMENT 1998
Balance - beginning	<u>\$280,822</u>
Additions	162,201
Deletions	
Balance - ending	<u>----- 443,023</u>

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

6. PENSION PLAN

Plan Description. Substantially all employees of the St. Landry Parish Clerk of Court's office are members of the Louisiana Clerk of Court Retirement and Relief Fund System, a cost-sharing, multiple-employer defined 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 and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and 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 (505)293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the St. Landry 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 of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. Landry 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 St. Landry Parish Clerk of Courts contribution to the system for the years ending June 30, 1998, 1997 and 1996, were \$75,288, \$77,690 and \$74,494, respectively, equal to the required contributions for each year.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

7. POSTRETIREMENT BENEFITS

The St. Landry 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 employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's portion) as an expenditure when the monthly premiums are paid.

8. COMPENSATED ABSENCES

At June 30, 1998, employees of the clerk of court have accumulated and vested \$7,203 of employee leave benefits, computed in accordance with GASB Codification Section C60. This amount is recorded within the general long-term debt account group.

9. LEASES

At June 30, 1998, the clerk of court did not have capital leases. The Clerk of court leases an automobile and office equipment under operating leases that can be canceled by the clerk.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS

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
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Agency funds:				
Advance Deposit	\$1,028,201	\$1,311,327	\$1,176,319	\$1,163,209
Registry of Court	828,322	330,685	284,502	874,505
Civil Jury	219,457	117,926	105,394	231,989
	<u>\$2,075,980</u>	<u>\$1,759,938</u>	<u>\$1,566,215</u>	<u>\$2,269,703</u>

11. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions during the year:

Long-term obligations payable at June 30, 1998	<u>Compensated Absences</u> \$ 7,203
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12. 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, 1998, there was no amount due the parish treasurer as this was not the last year of the clerk's four-year term of office, and no determination of the amount that will be due, if any, can be made at this time.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

13. RELATED-PARTY TRANSACTIONS

There were no related-party transactions for the year ended June 30, 1998.

14. LITIGATION AND CLAIMS

At June 30, 1998, the St. Landry Parish Clerk of Court is not involved in litigation and is not aware of any claims against the clerk.

15. EXPENDITURES OF THE CLERK OF COURT NOT INCLUDED IN THE FINANCIAL STATEMENTS

The St. Landry Parish Police Jury provided the office space and utilities for the Clerk of Court for the year ended June 30, 1998. Expenditures for these items are not reflected in the accompanying financial statements.

16. DISCLOSURES ABOUT YEAR 2000 ISSUES

The Clerks' office uses personal computers and software that are date sensitive. The Clerk has received assurances from all vendors that the equipment and software are year 2000 compliant.

17. DUE TO/FROM OTHER FUNDS

At June 30, 1998 due to other funds from the general fund totaled \$72,363. The Civil Jury Fund is due \$13,042 that dates back to the prior administration and is being repaid as funds become available. The remaining \$58,321 is due the Advance Deposit Funds for two deposits incorrectly deposited in the wrong bank account. This amount has been repaid subsequent to year end.

SUPPLEMENTARY INFORMATION

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 1998

There were no prior year audit finding to report on.

**FINANCIAL STATEMENTS OF
INDIVIDUAL FUNDS**

FIDUCIARY FUNDS - 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 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.

ST. LANDRY PARISH CLERK OF COURT
 OPELOUSAS, LOUISIANA
 AGENCY FUNDS
 COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
 FOR THE YEARS ENDED JUNE 30, 1998 AND JUNE 30, 1997

	ADVANCE DEPOSIT	REGISTRY OF COURT	CIVIL JURY	TOTAL 6-30-97	ADVANCE DEPOSIT OF COURT	REGISTRY OF COURT	CIVIL JURY	TOTAL 6-30-98
ASSETS								
Cash	(71,799)	450,204	204,885	583,290	53,888	496,387	18,947	569,222
Investments	1,050,000	84,434		1,134,434	1,050,000	84,434	200,000	1,334,434
Assets Held In Trust		293,684		293,684		293,684		293,684
Due From Other Funds	50,000		14,572	64,572	59,321		13,042	72,363
Total Assets	1,028,201	828,322	219,457	2,075,980	1,163,209	874,505	231,989	2,269,703
LIABILITIES								
Due To Other Funds								
Unsettled Deposits	1,028,201	828,322	219,457	2,075,980	1,163,209	874,505	231,989	2,269,703
Total Liabilities	1,028,201	828,322	219,457	2,075,980	1,163,209	874,505	231,989	2,269,703

The accompanying notes are an integral part of this statement.

ST. LANDRY PARISH CLERK OF COURT
 OPELOUSAS, LOUISIANA
 AGENCY FUNDS
 COMBINING STATEMENT OF CHANGES IN UNSETTLED DEPOSITS
 FOR THE YEARS ENDED JUNE 30, 1998 AND JUNE 30, 1997

	ADVANCE DEPOSIT	REGISTRY OF COURT	CIVIL JURY	TOTAL 6-30-97	ADVANCE DEPOSIT	REGISTRY OF COURT	CIVIL JURY	TOTAL 6-30-98
Unsettled Deposits, beginning	1,200,768	775,825	199,922	2,176,515	1,028,201	828,322	219,457	2,075,980
Additions:								
Suits & Successions	1,118,869			1,118,869	1,278,387			1,278,387
Judgments		296,082		296,082		320,197		320,197
Jury Fees			115,668	115,668			116,454	116,454
Interest Earned	45,773	12,011	2,584	60,368	32,940	10,488	1,472	44,900
Total	1,164,642	308,093	118,252	1,590,987	1,311,327	330,685	117,926	1,759,938
Reductions:								
Clerk's Costs	769,348			769,348	598,373			598,373
Settlements To Litigants	194,420	255,596		450,016	197,288	284,386		481,674
Sheriff's Fees - Local	92,364			92,364	99,089			99,089
Sheriff's Fees - Other	40,582			40,582	108,236			108,236
Interest Transferred	45,665			45,665	33,039	116	11,901	45,056
Juror Fees			18,586	18,586			11,541	11,541
Refunds			80,131	80,131			81,952	81,952
Other Costs	194,830			194,830	140,294			140,294
Total	1,337,209	255,596	98,717	1,691,522	1,176,319	284,502	105,394	1,566,215
Unsettled Deposits, Ending	1,028,201	828,322	219,457	2,075,980	1,163,209	874,505	231,989	2,269,703

The accompanying notes are an integral part of this statement.

McRight & Associates

Certified Public Accountants

Jeanette R. McRight, mba

Certified Public Accountant

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Certified Public Accountant

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REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited the general purpose financial statements of the St. Landry Parish Clerk of Court, a component unit of the St. Landry Parish Police Jury, as of and for the two years ended June 30, 1998, and have issued our report thereon dated December 23, 1998. 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 St. Landry 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 St. Landry Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a 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 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weakness.

This report is intended for the information of the Clerk, management, and Legislative Auditor's Office. However, this report is a matter of public record, and its distribution is not limited.

McRipley & Associates
December 23, 1998