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ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

FINANCIAL REPORT

AS OF AND FOR THE TWO YEARS ENDED JUNE 30, 1998

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

Release Date JAN 13 1999

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

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INDEPENDENT AUDITORS' REPORT

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INDEPENDENT AUDITORS' REPORT

Honorable Cliff Dressel
St. Mary Parish Clerk of Court
Franklin, Louisiana 70538

We have audited the accompanying general purpose financial statements of the St. Mary Parish Clerk of Court, a component unit of the St. Mary Parish Council; as of June 30, 1998, and for each of the years then ended in the two year period. These general purpose financial statements are the responsibility of the St. Mary Parish Clerk of Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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. 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 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. Mary Parish Clerk of Court at 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 conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The financial 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 St. Mary Parish Clerk of Court. 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 stated in all material respects in relation to the financial statements taken as a whole.

Guidry & Chauvin
Certified Public Accountants

Franklin, Louisiana
December 21, 1998

FINANCIAL STATEMENTS

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet
June 30, 1998

	GOV'L. FUND TYPE GENERAL FUND	FIDUCIARY FUND TYPE AGENCY FUNDS	ACCT. GRP. GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
<u>ASSETS</u>				
Cash	\$ 851,835	\$ 756,666	\$ -	\$ 1,608,501
Receivables:				
Accounts	31,476	209,480	-	240,956
Accrued interest	3,500	-	-	3,500
Due from:				
Advance Deposit Fund	275,681	-	-	275,681
Other Gov'l Units	4,286	-	-	4,286
Land, buildings and equipment	-	-	189,622	189,622
 TOTAL ASSETS	 \$1,166,778	\$ 966,146	\$ 189,622	\$ 2,322,546
 <u>LIABILITIES & FUND EQUITY</u>				
Liabilities:				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Due to General Fund	-	275,681	-	275,681
Deferred revenues	202,790	-	-	202,790
Unsettled deposits	-	558,495	-	558,495
Due to litigants	-	131,970	-	131,970
Total Liabilities	202,790	966,146	-	1,168,936
Fund Equity:				
Investment in gen- eral fixed assets	-	-	189,622	189,622
Fund balances:				
Unreserved- undesignated	963,988	-	-	963,988
Total Fund Equity	963,988	-	189,622	1,153,610
 TOTAL LIABILITIES AND FUND EQUITY	 \$1,166,778	\$ 966,146	\$ 189,622	\$ 2,322,546

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)

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

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>REVENUES</u>			
Marriage licenses	\$ 7,200	\$ 7,020	\$ (180)
Court costs, fees & charges	54,000	63,085	9,085
Fees for recording legal documents	862,000	931,991	69,991
Fees for certified copies of documents	72,000	96,482	24,482
Use of money - interest earnings	24,000	49,220	25,220
Miscellaneous	<u>1,200</u>	<u>2,997</u>	<u>1,797</u>
TOTAL REVENUES	<u>1,020,400</u>	<u>1,150,795</u>	<u>130,395</u>
<u>EXPENDITURES</u>			
General Government:			
Personal services and relative benefits	815,230	834,877	(19,647)
Operating services	66,500	62,717	3,783
Materials and supplies	9,000	10,401	(1,401)
Travel	29,425	29,027	398
Capital outlay	-	-	-
TOTAL EXPENDITURES	<u>920,155</u>	<u>937,022</u>	<u>(16,867)</u>
<u>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</u>	100,245	213,773	113,528
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>750,215</u>	<u>750,215</u>	<u>-</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 850,460</u>	<u>\$ 963,988</u>	<u>\$ 113,528</u>

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)

Combined Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget (GAAP Basis) and Actual
For the Year Ended June 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<u>REVENUES</u>			
Marriage licenses	\$ 6,000	\$ 7,507	\$ 1,507
Court costs, fees & charges	37,000	71,954	34,954
Fees for recording legal documents	797,000	969,544	172,544
Fees for certified copies of documents	63,300	110,072	46,772
Use of money - interest earnings	18,000	27,059	9,059
Miscellaneous	<u>1,200</u>	<u>1,089</u>	(111)
TOTAL REVENUES	<u>922,500</u>	<u>1,187,225</u>	<u>264,725</u>
 <u>EXPENDITURES</u>			
General Government:			
Personal service and related benefits	778,219	782,281	(389)
Operating services	98,598	91,052	3,873
Materials and supplies	7,330	8,678	(1,348)
Travel	27,300	30,182	(2,882)
Intergovernmental	-	<u>87,354</u>	<u>(87,354)</u>
TOTAL EXPENDITURES	<u>911,447</u>	<u>999,547</u>	<u>(88,100)</u>
 <u>EXCESS (DEFICIENCY) OF</u>			
<u>REVENUES OVER EXPENDITURES</u>	11,053	187,678	176,625
 <u>FUND BALANCE AT</u>			
<u>BEGINNING OF YEAR</u>	<u>562,537</u>	<u>562,537</u>	<u>-</u>
 <u>FUND BALANCE AT</u>			
<u>END OF YEAR</u>	<u>\$ 573,590</u>	<u>\$ 750,215</u>	<u>\$ 176,625</u>

The notes to the financial statements are an integral part of this statement.
See the accompanying independent auditor's report.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements
For the Year Ended June 30, 1998

INTRODUCTION

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the St. Mary 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. Mary Parish Council is the reporting entity for St. Mary Parish. The financial reporting entity consists of (a) the primary government (parish council), (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. Mary Parish Council 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 organizations's governing body, and

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

- a. The ability of the parish council 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 parish council.
2. Organizations for which the parish council does not appoint a voting majority but are fiscally dependent on the parish council.
 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 parish council provides office space and provides specific financial benefits, the clerk of court was determined to be a component unit of the St. Mary Parish Council, 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 parish council, 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 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. An account group, on the other hand, 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 Fund). These funds are described as follows:

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

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.

Agency Fund

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.

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 modified accrual basis of accounting.

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

Revenues

Fees for certified copies, recording legal documents, and court costs are recorded in the year they are earned to the extent available to fund current year obligations.

Interest income on investments is recorded when earned.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

Substantially all other revenues are recorded when received.

Expenditures

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

E. BUDGETARY PRACTICES

The proposed budget for the 1998 fiscal year was made available for public inspection at the clerk's office on June 4, 1998. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal 30 days prior to the public budget hearing. The budget hearing was held at the clerk's office on June 30, 1998 and the proposed budget was formally adopted on this date. The budget is legally adopted and amended, as necessary, by the clerk. Budgets are established and controlled by the clerk at the object level of expenditure. Encumbrance accounting is not recognized within the budgetary accounting system.

Appropriations lapse at year-end and must be reappropriated for the following year to be expended. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

F. CASH AND CASH EQUIVALENTS AND INVESTMENTS

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

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

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

are stated at cost, which approximates market. The Clerk's investments are time deposits which are fully secured through the pledge of bank-owned securities or federal deposit insurance.

G. ACCOUNTS RECEIVABLE

The clerk records its fees in the month the services are rendered. At June 30, 1998, accounts receivables were recorded as \$31,476. The financial statements contain no allowance for uncollectible accounts receivable. Based on the opinion of the clerk, all receivables are collectible and possible bad debt losses are immaterial.

H. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. General fixed assets provided by the parish council are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

I. VACATION AND SICK LEAVE

Employees of the clerk of court's office earn 5 to 20 days of vacation leave each year depending on length of service. Vacation leave must be taken in the year earned. Sick leave is granted at the discretion of the clerk of court.

At June 30, 1998, the clerk had no material accumulated and vested leave benefits, as required to be reported in accordance with generally accepted accounting principles.

J. DEFERRED REVENUES

Fees earned at June 30, 1998 that are not available to finance the operations of the current period are reported as deferred revenues.

K. LONG-TERM OBLIGATIONS

There are no long-term liabilities outstanding at June 30, 1998.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

L. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated Fund Balances

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

M. 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. 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. CASH AND CASH EQUIVALENTS AND INVESTMENTS

At June 30, 1998, the clerk of court has cash and cash equivalents (book balances) totaling \$1,608,501, as follows:

Petty cash	\$	300
Interest-bearing demand deposits		25,193
Time deposits		<u>1,583,008</u>
Total		<u>\$1,608,501</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 \$1,675,952 in deposits (collected bank balances). These deposits are secured from risk by \$644,758 of federal deposit insurance and \$1,597,574 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

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. RECEIVABLES

The receivables of \$244,456 at June 30, 1998, are as follows:

<u>Class of Receivables</u>	<u>General Fund</u>	<u>Agency Fund</u>	<u>Total</u>
Accounts	\$ 31,476	\$ 209,480	\$ 240,956
Accrued interest	<u>3,500</u>	<u>-</u>	<u>3,500</u>
Total Receivables	<u>\$ 34,976</u>	<u>\$ 209,480</u>	<u>\$ 244,456</u>

4. DUE FROM OTHER GOVERNMENTAL UNITS

Individual balances due from other governments are as follows:

St. Mary Parish Sheriff (Criminal Fees) \$4,286

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>EQUIPMENT</u>
Balance at July 1, 1996	\$ 192,411
Additions	-
Deletions	-
Balance at June 30, 1997/July 1, 1997	<u>192,411</u>
Additions	-
Deletions	<u>2,789</u>
Balance at June 30, 1998	<u>\$ 189,622</u>

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

6. PENSION PLAN

Plan Description. Substantially all employees of the St. Mary 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 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 (504) 293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the St. Mary Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.00 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. Mary 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. Mary Parish Clerk of Court's contributions to the System for the years ending June 30, 1998, 1997, and 1996, were \$108,178, \$106,165, and \$108,068, respectively, equal to the required contributions for each year.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

7. POSTRETIREMENT BENEFITS

The St. Mary 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 by the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's portion of premiums) as an expenditure when the monthly premiums are due, which was \$16,510 for 1998 and \$16,486 for 1997.

8. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund unsettled deposits follows:

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
Unsettled deposits at July 1, 1996	\$ 493,475	\$ 360,889	\$ 854,364
Additions	1,058,086	310,608	1,368,694
Reductions	<u>1,075,844</u>	<u>360,870</u>	<u>1,436,714</u>
Unsettled deposits at June 30, 1997/July 1, 1997	475,717	310,627	786,344
Additions	1,019,116	90,917	1,110,033
Reductions	<u>936,338</u>	<u>269,574</u>	<u>1,205,912</u>
Unsettled deposits at June 30, 1998	<u>\$ 558,495</u>	<u>\$ 131,970</u>	<u>\$ 690,465</u>

The Schedule of Changes in Deposit Balances, by Funds (page 19) presents additional detail for the changes in agency fund unsettled deposits during the year.

9. 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. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Notes to the Financial Statements (Continued)
For the Year Ended June 30, 1998

10. RELATED PARTY TRANSACTIONS

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

11. LITIGATION AND CLAIMS

There is no litigation pending against the clerk's office at June 30, 1998.

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

The clerk's office is located in the parish courthouse which is owned by the parish council. The parish council provides utilities and maintenance for operation of the courthouse. These expenditures are not reflected in the accompanying financial statements.

SUPPLEMENTARY INFORMATION

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
June 30, 1998

GENERAL FUND - EXPENDITURES DETAIL

The Schedule of Expenditures (page 20) presents General Fund expenditures, by function and character.

FIDUCIARY FUND TYPE - AGENCY FUNDS

ADVANCE DEPOSIT FUND

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

REGISTRY OF COURT FUND

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

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana
FIDUCIARY FUNDS - AGENCY FUNDS

Combining Balance Sheet
June 30, 1998

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>TOTAL</u>
ASSETS			
Cash and cash equivalents	\$ 624,696	\$ 131,970	\$ 756,666
Receivables	<u>209,480</u>	<u>-</u>	<u>209,480</u>
TOTAL ASSETS	<u>\$ 834,176</u>	<u>\$ 131,970</u>	<u>\$ 966,146</u>
LIABILITIES			
Due to General Fund	\$ 275,681	\$ -	\$ 275,681
Unsettle deposits	558,495	-	558,495
Due to litigants	<u>-</u>	<u>131,970</u>	<u>131,970</u>
TOTAL LIABILITIES	<u>\$ 834,176</u>	<u>\$ 131,970</u>	<u>\$ 966,146</u>

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Schedule of Changes in Unsettled Deposit Balances, by Funds
For the Years Ended June 30, 1998 and 1997

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>Total</u>
<u>DEPOSIT BALANCES AT</u> <u>JULY 1, 1996</u>	\$ 493,475	\$ 360,889	\$ 854,364
<u>ADDITIONS:</u>			
Deposits:			
Suits and successions	1,058,086	-	1,058,086
Judgments	-	302,139	302,139
Interest earned-investments	-	8,469	8,469
Total, additions	<u>1,058,086</u>	<u>310,608</u>	<u>1,368,694</u>
Total	<u>1,551,561</u>	<u>671,497</u>	<u>2,223,058</u>
<u>REDUCTIONS:</u>			
Clerk's costs (transferred to General Fund)	552,887	-	552,887
Settlements to litigants	284,936	360,870	645,806
Sheriff's fees	152,166	-	152,166
Secretary of State fees	7,300	-	7,300
Judge's supplemental compensation	32,504	-	32,504
Judicial administrative fees	30,562	-	30,562
Attorney, curator & notary fees	3,484	-	3,484
Witnesses, Appraisers & Keepers	3,081	-	3,081
Other reductions	8,924	-	8,924
Total, reductions	<u>1,075,844</u>	<u>360,870</u>	<u>1,436,714</u>
<u>DEPOSIT BALANCES AT</u> <u>June 30, 1997/JULY 1, 1997</u>	<u>475,717</u>	<u>310,627</u>	<u>786,344</u>
<u>ADDITIONS</u>			
Deposits:			
Suits and successions	1,019,116	-	1,019,116
Judgments	-	86,398	86,398
Interest earned-investments	-	4,519	4,519
Total, additions	<u>1,019,116</u>	<u>90,917</u>	<u>1,110,033</u>
Total	<u>1,494,833</u>	<u>401,544</u>	<u>1,896,377</u>

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Schedule of Changes in Unsettled Deposit Balances, by Funds
For the Years Ended June 30, 1998 and 1997

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>Total</u>
<u>REDUCTIONS</u>			
Clerk's costs (transferred to General Fund)	513,854	-	513,854
Settlements to litigants	198,031	269,574	467,605
Sheriff's fees	137,405	-	137,405
Secretary of state fees	10,125	-	10,125
Judges Supplemental compensation	31,583	-	31,583
Judicial administrative fees	29,272	-	29,272
Attorney, curator & notary fees	5,666	-	5,666
Witnesses, Appraisers & keepers	1,539	-	1,539
Other reductions	8,863	-	8,863
Total, reductions	<u>936,338</u>	<u>269,574</u>	<u>1,205,912</u>
<u>DEPOSIT BALANCES AT</u>			
<u>June 30, 1998</u>	<u>\$ 558,495</u>	<u>\$ 131,970</u>	<u>\$ 690,465</u>

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND (SALARY)

Schedule of Expenditures
For the Years Ended June 30, 1998 and 1997

<u>GENERAL GOVERNMENT - CLERK OF COURT</u>	<u>June 30, 1998</u>	<u>June 30, 1997</u>
Administration:		
Personal services	\$ 119,292	\$ 98,732
Fringe benefits	25,589	25,512
Operating services	61,267	73,693
Materials and other supplies	10,401	8,677
Travel and other charges	26,186	27,702
Excess Fund Balance (R.S. 13:785)	-	87,355
Clerk's supplemental comp. fund	<u>17,669</u>	<u>17,059</u>
Total, administration	<u>260,404</u>	<u>338,730</u>
Recordings and filings:		
Personal services	83,031	81,501
Fringe benefits	26,046	26,517
Travel and other charges	-	-
Total, recordings and filings	<u>109,077</u>	<u>108,018</u>
Mortgage certificates:		
Personal services	45,817	41,760
Fringe benefits	<u>17,060</u>	<u>14,027</u>
Total, mortgage certificates	<u>62,877</u>	<u>55,787</u>
Criminal and civil minutes:		
Personal services	155,721	142,032
Fringe benefits	48,508	47,299
Travel and other charges	<u>421</u>	<u>-</u>
Total, criminal and civil minutes	<u>204,650</u>	<u>189,331</u>
Elections:		
Operating services	1,450	187
Travel and other charges	<u>2,400</u>	<u>2,400</u>
Total, mortgage certificates	<u>3,850</u>	<u>2,587</u>
Suits and probate:		
Personal services	166,665	162,836
Fringe benefits	54,761	67,061
Travel and other charges	<u>20</u>	<u>80</u>
Total, suits and probate	<u>221,446</u>	<u>229,977</u>
Miscellaneous:		
Personal services	56,635	48,651
Fringe benefits	<u>18,083</u>	<u>26,466</u>
Total, miscellaneous	<u>74,718</u>	<u>75,117</u>
TOTAL EXPENDITURES	<u>\$ 937,022</u>	<u>\$ 999,547</u>

Independent Auditor's Reports Required
by Government Auditing Standards

The following independent auditor's report on compliance and on internal control are presented in compliance with the requirements of Government Auditing Standards (Standards for Audit of Governmental Organizations, Programs, Activities, and Functions), 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.

GUIDRY & CHAUVIN
CERTIFIED PUBLIC ACCOUNTANTS
A PROFESSIONAL ACCOUNTING CORPORATION
P. O. BOX 1028 · 1013 MAIN STREET
FRANKLIN, LOUISIANA 70538

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FAX 318 - 828-0290

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

Honorable Cliff Dressel
St. Mary Parish Clerk of Court
Franklin, Louisiana 70538

We have audited the general purpose financial statements of the St. Mary Parish Clerk of Court as of and for the year ended June 30, 1998 and have issued our report thereon dated December 21, 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. Mary 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 and contracts, 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. Mary 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 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 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report on Internal Control
December 21, 1998
Page Two

This report is intended for the information of the St. Mary Parish Clerk of Court. However, this report is a matter of public record and its distribution is not limited.

Mudry & Chauvin
Certified Public Accountants

Franklin, Louisiana
December 21, 1998

Schedules and Data Collection Form

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Summary Schedule of Findings and Questioned Costs
For the Year Ended June 30, 1998

We have audited the financial statements of the St. Mary Parish Clerk of Court as of and for the year ended June 30, 1998, and have issued our report thereon dated December 18, 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. Our audit of the financial statements as of June 30, 1998 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

- a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material

Weaknesses ___ Yes X No

Reportable

Conditions ___ Yes X No

Compliance

Compliance Material to Financial Statements ___ Yes X No

- b. Federal Awards - There are no federal awards

- c. Identification of Major Programs:

None - There are no federal awards

Section II Financial Statement Findings

1998: No matters were reported

Section III Federal Award Findings and Questioned Costs

1998: There are no federal awards, therefore there were no findings or questioned costs.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 1998

<u>Ref.No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>	<u>Additional Explanation</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Note: There were no prior year audit findings to be listed in this schedule.

ST. MARY PARISH CLERK OF COURT
Franklin, Louisiana

Management's Corrective Action Plan for Current Year Audit Findings
For the Year Ended June 30, 1998

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person(s)</u>	<u>Anticipated Completion Date</u>

Note: There are no current year audit findings or management letter comments to be included in this schedule.

DATA COLLECTION FORM
FOR REPORTING ON AUDITS OF STATE AND LOCAL GOVERNMENT AND QUASIPUBLIC ENTITIES

OMB Form 0348-0057 may be used as a substitute for this form.

Date Submitted / /

RETURN to: Legislative Auditor
Attn: Engagement Processing
Post Office Box 94397
Baton Rouge, Louisiana 70804-9397

1. Fiscal Year Ending Date For This Submission
06/30/98

3. Audit Period Covered
 Annual Biennial
 Other to

2. Type of Report
 Single Audit GAO Audit Standards Audit
 Compilation Compilation/Attestation
 Program Audit Other

4. AUDITEE INFORMATION

5. AUDITOR INFORMATION

a. Auditee Name
St. Mary Parish Clerk of Court
Street Address (Number and Street)
Courthouse Building Main Street
Mailing Address (PO No)
Post Office Box 1231
City State Zip
Franklin LA 70538
Auditee Contact Name Title
Jane Pilant Chief Deputy
Telephone Fax
(318)828-4100 ext (200)
Email (Optional)

b. Firm Name
Guidry & Chauvin, CPA's
Street Address (Number and Street)
1013 Main Street
Mailing Address (PO No)
Post Office Box 1028
City State Zip
Franklin LA 70538
c. Auditor Contact Name Title
Michele L. Chauvin CPA
Telephone Fax
(318)828-0272 (318)828-0290
Email (Optional)

Component Units Included Within the Report and for Which No Separate Report Will Be Issued

If there are no modifications to the auditor's financial opinion, no reportable conditions, no material weaknesses, no reported instances of noncompliance, and no management letter, check this box, do not complete the rest of the form

6. FINANCIAL STATEMENTS

a. Type of audit report on financial statements Not Applicable
 Unqualified Opinion Qualified Opinion Adverse Opinion Disclaimer of Opinion
b. Is a 'going concern' explanatory paragraph included in the audit report? Yes No
c. Do any of the funds have deficit fund balances? Yes No
d. Is there a related party footnote? Yes No

7. INTERNAL CONTROL

Do the comments on internal control include material weaknesses reportable conditions not applicable

8. COMPLIANCE

Do the comments on compliance include illegal acts fraud/criminal acts not applicable

9. MANAGEMENT LETTER (Finding Caption and No)

Resolved Yes No No Longer Applicable
Resolved Yes No No Longer Applicable
Resolved Yes No No Longer Applicable

10. SCHEDULE OF CURRENT YEAR FINDINGS/QUESTIONED COSTS (Finding Caption and No)

\$ _____ Resolved Yes No No Longer Applicable
\$ _____ Resolved Yes No No Longer Applicable
\$ _____ Resolved Yes No No Longer Applicable
\$ _____ Resolved Yes No No Longer Applicable
\$ _____ Resolved Yes No No Longer Applicable
\$ _____ Resolved Yes No No Longer Applicable

Do any findings address nepotism, ethics violations or related party transactions? Yes No
Do any findings address violation of bond indenture covenants? Yes No

11. SCHEDULE OF PRIOR YEAR FINDINGS/QUESTIONED COSTS (Finding Caption and No)

Resolved Yes No No Longer Applicable
Resolved Yes No No Longer Applicable
Resolved Yes No No Longer Applicable
Resolved Yes No No Longer Applicable
Resolved Yes No No Longer Applicable

AUDITEE SIGNATURE

Cliff Dressel

Date 28/Dec/98

FOR USE BY LEGISLATIVE AUDITOR

Agency No _____ Proj No _____ Firm No _____

FOR USE BY LEGISLATIVE AUDITOR

Date Report Received: _____

Date Processed: _____

Legislative Audit Advisory Council	Are there unresolved findings listed below?	Yes or N
District Attorney	Are there findings of criminal acts?	Yes or N
Board of Ethics	Are there findings of ethics, nepotism, or related parties?	Yes or N
State Bond Commission (SBC)	Are there any findings relating to violations of bond indentures?	Yes or N
	Does the report express going-concern reservations?	Yes or N
	Does the entity have a deficit greater than 5% of revenue? If so, identify the page(s) No(s) _____	Yes or N
High Profile	Are there any significant findings?	Yes or N

Report Approved for Release _____ Date _____ Rank A B C D

(A=No Comments, B=Management Letter Comments Only, C=Control/Compliance Report(s) Comments, D=Criminal/Fraud Acts)
 Note: For grading purposes, schedules of immaterial findings are treated as a management letter

REPORT DISTRIBUTION

File Room (Original Unbound Copy)	1)	State of State (State CAFR Entrees)	See Below
Attorney General	1)	Investigative Group (Criminal Acts)	1
Clerk of Court _____	1	Board of Ethics	1
Kenner Office	1	Actuarial Section (State/Statewide Reinsurance Systems)	1
Shreveport Office	1	Engagement Manager (SBC's Copy)	1
District Attorney _____	1	Quality Assurance	1
Legislative Auditor (High Profile)	1	_____ Parish Government	1
Assistant Legislative Auditor (High Profile)	1	City/Village/Town of _____	1
Other (High Profile) _____	1	Other: _____	1
Press Bureau Chiefs (High Profile)	8	Other: _____	1
Press	(2)		
Archives	1)	Distribution Approval (Initials) _____	
Legislative Audit Advisory Council	1	Copies Needed _____ Copies TBM _____	