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**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA**

**GENERAL PURPOSE FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT**

JUNE 30, 2002

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 5-19-04

Prepared By

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

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JEFFERSON DAVIS PARISH CLERK OF COURT
 Jennings, Louisiana
 General Purpose Financial Statements
 As of and for the Year Ended June 30, 2002
 With Supplemental Information Schedules

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INDEPENDENT AUDITOR'S REPORT

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA**

We have audited the accompanying general purpose financial statements of the JEFFERSON DAVIS PARISH CLERK OF COURT, a component unit of the Jefferson Davis Parish Police Jury, as of and for the year ended June 30, 2002, as listed in the table of contents. These general purpose financial statements are the responsibility of the JEFFERSON DAVIS 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 auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the Louisiana Governmental Auditing Guide. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 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 JEFFERSON DAVIS PARISH CLERK OF COURT as of June 30, 2002, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in note 18 to the general purpose financial statements, the Clerk intends to implement Governmental Accounting Standards Board Statement No. 34, **Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments**, for the fiscal year ended June 30, 2003. The effects of Statement Number 34 are expected to significantly impact the presentation of the financial statements in the year of implementation. The revised minimum reporting requirements include Management's Discussion and Analysis to introduce the basic financial statements and provide an analytical overview of the clerk's financial activities. In addition, the revised requirements include the basic financial statements and notes, which include government-wide financial statements that display information about the reporting government as a whole, except for its fiduciary activities, using the economic resources measurement focus and the accrual basis of accounting, as well as fund financial statements for the government's governmental and fiduciary funds, that display information about major funds individually and non-major funds in the aggregate using the measurement focus and basis of accounting required for each of the two fund categories. Finally, other required supplementary information, including budgetary comparison information, will be presented.

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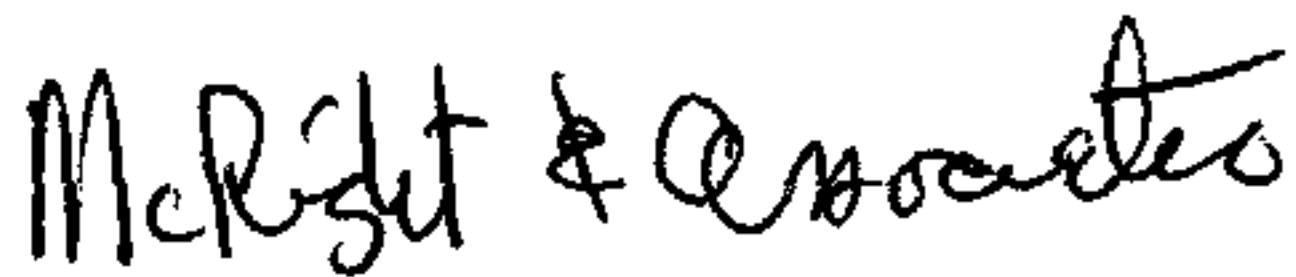
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L. Dalton McRight, CPA, MBA
Jeanette R. McRight, CPA, MBA

In accordance with *Government Auditing Standards*, we have also issued a report dated October 24, 2002 on our consideration of the JEFFERSON DAVIS PARISH CLERK OF COURT'S *internal control over financial reporting and our tests of its compliance with certain laws and regulations*. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplemental information schedules 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 the JEFFERSON DAVIS 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.



McRight & Associates

October 24, 2002

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
COMBINED BALANCE SHEET – ALL FUND TYPES AND ACCOUNT GROUP
JUNE 30, 2002**

	Governmental Fund Type <u>General Fund</u>	Fiduciary Fund Type <u>Agency Fund</u>	Account Group General <u>Fixed Assets</u>	Total (Memo Only) <u>June 30, 2002</u>
ASSETS				
Cash (Note 2)	\$115,776	\$1,040,170		\$1,155,946
Investments (Note 3)	300,000	130,000		430,000
Accounts receivable	18,978			18,978
Equipment (Note 5)			\$243,929	243,929
	-----	-----	-----	-----
Total Assets	434,754	1,170,170	243,929	1,848,853
	=====	=====	=====	=====
LIABILITIES AND FUND EQUITY				
LIABILITIES				
Accounts payable	\$4,226			\$4,226
Unsettled deposits (Note 10)		\$1,170,170		1,170,170
	-----	-----	-----	-----
Total Liabilities	4,226	1,170,170		1,174,396
	-----	-----	-----	-----
FUND EQUITY				
Investment in general fixed assets			\$243,929	243,929
Fund Balance				
Unreserved – undesignated	430,528			430,528
	-----	-----	-----	-----
Total Fund Equity	430,528	1,170,170	243,929	1,848,853
	-----	-----	-----	-----
Total Liabilities and Fund Equity	434,754	1,170,170	243,929	1,848,853
	=====	=====	=====	=====

The accompanying notes are an integral part of this statement.

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2002**

REVENUES

Licenses and Permits:

Marriage Licenses \$6,850

Charge for Services:

Recording 310,743

Cancellations 20

Mortgage Certificates 29,982

Copies 87,346

Suits & Successions 335,290

Criminal Fees 87,991

Election Fees 1,887

Court Attendance 3,152

UCC 47,775

Passport/Notary 945

905,131

Other Revenue:

Interest 25,859

Clerk's Supplement 14,325

Miscellaneous 782

40,966

Total Revenue

952,947

The accompanying notes are an integral part of this statement.

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2002**

EXPENDITURES

Current Operations:	
Salaries	
Clerk	\$86,460
Deputies	496,543
Other	
Insurance Benefits	108,738
Retirement Benefits	83,697
Supplies	
Office	22,407
Auto	1,637
Uniforms	6,373
Dues and Subscriptions	2,571
Insurance Other	9,254
Postage	8,175
Telephone	5,291
Professional Services	24,471
Equipment Repairs & Maint.	17,644
UCC Fees	13,963
Election Fees	2,100
Travel	2,297
Marriage License	3,266
Filing Fees	11,205
Capital Outlays	2,825
Total Expenditures	<u>908,917</u>
Excess Revenues over (under) Expenditures	<u>44,030</u>
Fund Balance, beginning	386,498
Fund Balance, ending	<u>430,528</u>

The accompanying notes are an integral part of this statement.

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET – GAAP BASIS
FOR THE YEAR ENDED JUNE 30, 2002**

	<u>Actual</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES			
Licenses and Permits	\$6,850	6,500	350
Charges for Services	905,131	885,650	19,481
Interest	25,859	25,000	859
Clerk's Supplement	14,325	14,325	
Other Revenues	782	250	532
Total Revenues	<u>952,947</u>	<u>931,725</u>	<u>21,222</u>
EXPENDITURES			
Salaries and Benefits	775,438	778,460	3,022
Supplies	30,417	30,100	(317)
Operating Expenses	100,237	100,255	18
Capital Outlay	2,825	3,000	175
Total Expenditures	<u>908,917</u>	<u>911,815</u>	<u>2,898</u>
Excess of revenues over (under) Expenditures	44,030	19,910	24,120
Fund Balance, beginning	386,498	386,498	0
Fund Balance, ending	<u>430,528</u>	<u>406,408</u>	<u>24,120</u>

The accompanying notes are an integral part of this statement.

JEFFERSON DAVIS PARISH CLERK OF COURT
Jennings, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2002

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 Jefferson Davis 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

The clerk of court is an independently elected official; however, the clerk of court is fiscally dependent on the Jefferson Davis Parish Police Jury. 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. Because the clerk of court is fiscally dependent on the police jury, the clerk of court was determined to be a component unit of the Jefferson Davis 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.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, 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 liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the clerk of court are classified into two categories: governmental (General Fund) and fiduciary (agency funds). These funds are described as follows:

General Fund

The General Fund, as provided by Louisiana Revised Statute (R.S.) 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:

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.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
Notes to the Financial Statements

E. BUDGET PRACTICES

The proposed budget for the 2002 fiscal year was made available for public inspection at the clerk's office on June 19, 2001. The proposed budget, prepared on the modified accrual 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 19, 2001. The budget is legally adopted and amended, as necessary, by the clerk.

Formal budget integration (within the accounting records) 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 Jefferson Davis Parish Clerk of Court does not use encumbrance accounting.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. 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, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

H. INVESTMENTS

Investments are limited by R.S. 33:2955 and the clerk of court's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

At June 30, 2002, the clerk did not have any investments other than time certificates of deposits.

I. INVENTORY

Inventories, consisting mainly of office supplies, are considered immaterial and are recorded at cost and recognized as an expenditure when purchased.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
Notes to the Financial Statements

J. FIXED ASSETS

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

K. COMPENSATED ABSENCES

The clerk of court has the following policy relating to vacation and sick leave:

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 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 carried forward from year to year.

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.

L. LONG-TERM OBLIGATIONS

At June 30, 2002, the Clerk did not have any long-term obligations outstanding.

M. TOTAL COLUMNS ON STATEMENTS

Total columns on the statements are captioned Memo 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.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
Notes to the Financial Statements

2. CASH AND CASH EQUIVALENTS

At June 30, 2002, the clerk of court has cash and cash equivalents (book balances) totaling \$1,155,946 as follows:

Petty cash	<u>300</u>
Interest-bearing demand deposits	<u>1,155,646</u>
Time deposits	<u> </u>
Other	<u> </u>
Total	<u><u>1,155,946</u></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, 2002, the clerk has \$1,654,067 in deposits (collected bank balances). These deposits are secured from risk by \$830,000 of federal deposit insurance and \$824,067 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 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

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the clerk of court or its agent in the clerk of court's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the clerk of court's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the clerk of court's name

JEFFERSON DAVIS PARISH CLERK OF COURT
 JENNINGS, LOUISIANA
 Notes to the Financial Statements

At fiscal year-end, the clerk of court's investment balances were as follows:

<u>Type of Investment</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>Value</u>	<u>Cost</u>	<u>Cost</u>	<u>Amount</u>
Cert. Of Deposit	\$	\$	430,000	\$	\$	430,000	430,000
Total	\$	\$	430,000				
Investments not subject to categorization:							
Deferred compensation plan							
External investment pool							
Total investments				\$	\$	430,000	430,000

4. RECEIVABLES

The receivables of \$18,978 at June 30, 2002 are as follows:

<u>Class of Receivable</u>	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>	<u>Total</u>
Vendors	18,978	\$	\$	18,978
Total	18,978	\$	\$	18,978

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
Notes to the Financial Statements

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	2001	Additions	Deletions	2002
Land	\$	\$	\$	\$
Buildings				
Equipment	241,104	2,825		243,929
Total	<u>241,104</u>	<u>2,825</u>	<u>\$</u>	<u>243,929</u>

6. PENSION PLAN

Plan Description. Substantially all employees of the Jefferson Davis 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% of their final-average salary for each year of credited service, not to exceed 100% 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 (225) 293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25% of their annual covered salary and the Jefferson Davis Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.00% 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 Jefferson Davis Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 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 Jefferson Davis Parish Clerk of Court's contributions to the System for the years ending June 30, 2002, 2001, and 2000, were \$57,779, \$56,883, and \$47,818, respectively, equal to the required contributions for each year.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
Notes to the Financial Statements

7. OTHER POSTEMPLOYMENT BENEFITS

The Jefferson Davis 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 recognizes the cost of providing these benefits (the clerk's portion) as an expenditure when the monthly premiums are paid. At June 30, 2002 the clerk had 2 retired employees receiving benefits. The cost of providing benefits for these employees totaled \$1,656 for the year.

8. COMPENSATED ABSENCES

At June 30, 2002, employees of the clerk of court have accumulated and vested \$--0- of employee leave benefits, computed in accordance with GASB Codification Section C60. Of this amount, \$--0-- is recorded as an obligation of the General Fund, and \$--0-- is recorded within the general long-term obligations account group.

9. LEASES

The clerk of court records did not have any capital leases at June 30, 2002.

The clerk of court also has operating leases of the following nature:

The clerk leases an automobile and two copiers under operating leases. The lease payments for the automobile is \$499 per month and for the two copiers is \$955.

The minimum annual commitments under noncancelable operating leases are as follows:

	Buildings and Office Facilities	Equipment	Total
Fiscal year:			
2002-2003	\$	17,448	\$
2003-2004		10,775	
2004-2005			
2005-2006			
2006-2007			
Thereafter			
Total	none	\$28,223	none

JEFFERSON DAVIS PARISH CLERK OF COURT
 JENNINGS, 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
Agency funds:				
Advance Deposit	\$376,659	\$561,097	\$553,527	\$384,229
Registry of Court	744,538	338,832	297,429	785,941

Total	<u>\$1,121,197</u>	<u>\$899,929</u>	<u>\$850,956</u>	<u>\$1,170,170</u>

11. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

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

	Payable	Absences	Leases	Total
Long-term obligations payable at July 1, 2001	\$-0-	\$-0-	\$-0-	\$-0-
Additions				
Deductions				
Long-term obligations payable at June 30, 2002	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>

12. EXCESS FUND BALANCE

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
Notes to the Financial Statements

R.S. 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, 2002, 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.

13. RELATED PARTY TRANSACTIONS

Certain operating expenditures of the clerk's office are paid by the parish police jury, such as, providing office space for the clerk's office.

14. RISK MANAGEMENT

The clerk of court's office is exposed to the risk of loss from a variety of sources and has purchased commercial insurance policies to cover these types of losses. For the year ended June 30, 2002, none of the policies paid on any claims.

15. LITIGATION AND CLAIMS

At June 30, 2002, the clerk of court was not involved in any litigation or is aware of claims which are not covered by insurance.

16. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

The clerk of court did not receive any on-behalf payments for salaries or fringe benefits for the period ended June 30, 2002.

17. SUBSEQUENT EVENTS

There were no subsequent events to be report as of October 24, 2002.

18. GASB 34 IMPLEMENTATION

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No, 34, Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments. GASB No. 34 established new financial reporting requirements for all state and local governments and consists of the following:

- A. Management Discussion and Analysis (MD&A) section providing an analysis of the government entity's overall financial position and results of operations.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
Notes to the Financial Statements

B. Basic Financial Statements:

1. Government-wide financial statements prepared using the economic resources measurement focus and the accrual basis of accounting. These statements are designed to provide a broad overview of a government entity's financial statements, in a manner similar to private sector business.
2. Fund financial statements, consisting of a series of statements that focus on a government's major governmental funds, using the modified accrual basis of accounting, and enterprise funds, if any.
3. Notes to the financial statements that include various disclosures for the government-wide and fund financial statements to ensure that a complete picture is presented.
4. Required supplementary information, such as budgetary comparison schedules.

In addition, this new GASB statement requires depreciation expense to be reported in the government-wide financial statements. However, depreciation expense will not be reported in the fund statements that use the modified accrual basis of accounting.

The clerk will implement the general provisions of GASB Statement No. 34 for the fiscal year ending June 30, 2003.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA

SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 2002

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 judgment has been rendered in court litigation. Withdrawal of the funds can be made only upon order of the court.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA

COMBINING BALANCE SHEET – ALL AGENCY FUNDS
FOR THE YEAR ENDED JUNE 30, 2002

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash and Equivalent	\$254,229	\$785,941	\$1,040,170
Investments, at costs	130,000		130,000
Total Assets	<u>\$384,229</u> =====	<u>\$785,941</u> =====	<u>\$1,170,170</u> =====
LIABILITIES			
Unsettled Deposits	<u>\$384,229</u> =====	<u>\$785,941</u> =====	<u>\$1,170,170</u> =====

The accompanying notes are an integral part of this statement.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA

**SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS
FOR THE YEAR ENDED JUNE 30, 2002**

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
	<hr/>	<hr/>	<hr/>
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	\$376,659	\$744,538	\$1,121,197
	<hr/>	<hr/>	<hr/>
ADDITIONS:			
Deposits:			
Suits & Successions	552,793		552,793
Judgments		327,204	327,204
Interest on Investments	8,304	11,628	19,932
Total	<hr/> 561,097	<hr/> 338,832	<hr/> 899,929
	<hr/>	<hr/>	<hr/>
DEDUCTIONS:			
Clerk's costs	331,356		331,356
Settlements to Litigants	110,162	297,429	407,591
Sheriffs' Fees	54,405		54,405
Other Reductions	57,604		57,604
Total Reductions	<hr/> 553,527	<hr/> 297,429	<hr/> 850,956
	<hr/>	<hr/>	<hr/>
UNSETTLED DEPOSITS AT END OF YEAR	\$384,229 =====	\$785,941 =====	\$1,170,170 =====

The accompanying notes are an integral part of this statement.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA

OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS

The following pages contain a report on compliance with laws and regulations and on internal control as required by the *Government Auditing Standards*, issued by the Comptroller General of the United States. This Report is based solely on the audit of the financial statements and includes, where appropriate, any reportable conditions and/or material weaknesses in internal control or compliance matters that would be material to the presented financial statements.

MCRIGHT & ASSOCIATES

Certified Public Accountants
Baton Rouge, Louisiana 70816

**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 Carlton Duhon
Jefferson Davis Parish Clerk of Court
Jennings, LA

We have audited the general purpose financial statements of the Jefferson Davis Parish Clerk of Court, a component unit of the Jefferson Davis Parish Police Jury, as of and for the year ended June 30, 2002, and have issued our report thereon dated October 24, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Louisiana Auditing Guide.

Compliance

As part of obtaining reasonable assurance about whether the Jefferson Davis 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 Jefferson Davis 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 weakness. 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.

MCRIGHT & ASSOCIATES

Certified Public Accountants
Baton Rouge, Louisiana 70816

This report is intended solely for the information and use of the Clerk and Legislative Auditor's Office and is not intended to be and should not be used by anyone other those specified parties. However, this report is a matter of public record, and its distribution is not limited.

A handwritten signature in black ink that reads "M. Right & Associates". The signature is written in a cursive, flowing style with a long horizontal line extending from the end of the word "Associates".

October 24, 2002

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2002**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

There were no current year findings and questioned costs.

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2002**

MANAGEMENT'S CORRECTIVE ACTION PLAN

There were no findings or questioned costs to be reported on.

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2002**

SCHEDULE OF PRIOR YEAR FINDINGS

There were no prior year findings.

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2002

SUMMARY SCHEDULE OF FINDINGS

SUMMARY OF AUDITOR'S REPORT

An unqualified opinion was issued on the general purpose financial statements for the year ended June 30, 2002.

REPORT ON INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

INTERNAL CONTROL

Material Weaknesses - none Reportable Conditions - none

COMPLIANCE

Noncompliance Material to Financial Statements - None

MATERIAL FINDINGS

NONE.

MANAGEMENT LETTER

A management letter was not issued as part of this audit.

SUMMARY OF PRIOR AUDIT FINDINGS

There were no prior year auditing findings.

MANAGEMENT CORRECTIVE ACTION PLAN

None Required.