

JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2003

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

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

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

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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, 2003
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, 2003, as listed in the table of contents. These general purpose financial statements are the responsibility of the JEFFERSON DAVIS PARISH CLERK OF COURTS' 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 accepted in the United States of America, *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, 2003, and the results of its operations for the year then ended in conformity with generally accepted accounting principles 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, 2004. 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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In accordance with *Government Auditing Standards*, we have also issued a report dated October 24, 2003 on our consideration of the JEFFERSON DAVIS PARISH CLERK OF COURT'S internal control over financial reporting and our tests of its compliance with laws and regulations. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was made 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 is presented for purposes of additional analysis and is 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, 2003

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

**COMBINED BALANCE SHEET- ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2003**

	Governmental Fund Type	Fiduciary Fund Type
	General Fund	Agency Fund
	<hr/>	<hr/>
ASSETS		
Cash (Note 2)	\$ 183,107	\$603,874
Investments, at cost (Note 3)	300,000	130,000
Accounts Receivable (Note 4)	43,883	
Other Debits		
Equipment (Note 5)		
Total Assets	<hr/> 526,990 <hr/> <hr/>	<hr/> 733,874 <hr/> <hr/>
 LIABILITIES AND FUND EQUITY		
LIABILITIES		
Accounts Payable	\$9,805	
Unsettled Deposits (Note 10)		\$733,874
Compensated Absences		
Total Liabilities	<hr/> 9,805 <hr/>	<hr/> 733,874 <hr/>
 FUND EQUITY:		
Investment in General Fixed Assets		
Fund Balance		
Unreserved – Designated		
Unreserved – Undesignated	517,185	
	<hr/> 517,185 <hr/>	<hr/>
Total Liabilities and Fund Equity	<hr/> 526,990 <hr/> <hr/>	<hr/> 733,874 <hr/> <hr/>

The accompanying notes are an integral part of this statement.

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

**COMBINED BALANCE SHEET- ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2003**

ACCOUNT GROUP		TOTAL (MEMO ONLY)
GENERAL FIXED ASSETS	GENERAL L-T DEBT	2003
		<u>\$786,981</u>
		430,000
		43,883
		26,093
\$26,093		26,093
		<u>1,286,957</u>
<u>26,093</u>		<u>1,286,957</u>
=====	=====	=====
		9,805
		733,874
		<u>743,679</u>
		26,093
		517,185
		<u>543,278</u>
26,093		543,278
		<u>1,286,957</u>
<u>26,093</u>		<u>1,286,957</u>
=====	=====	=====

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

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2003**

REVENUES

Licenses and Permits:

Marriage Licenses	\$6,050
-------------------	---------

Charge for Services:

Recording	382,935
Cancellations	10
Mortgage Certificates	34,876
Copies	112,536
Suits & Successions	316,919
Criminal Fees	99,917
Election Fees	13,780
Court Attendance	3,136
UCC	43,299
Passport/Notary	1,695

1,009,103

Other Revenue:

Interest	12,611
Clerk's Supplement	14,675
Miscellaneous	258

27,544

Total Revenue

1,042,697

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, 2003**

EXPENDITURES

Current Operations:

Salaries	
Clerk	\$86,790
Deputies	493,500
Other	5,970
Insurance Benefits	132,881
Retirement Benefits	82,322
Supplies	
Office	17,082
Auto	1,674
Uniforms	6,204
Dues and Subscriptions	2,543
Insurance Other	11,278
Postage	10,220
Telephone	5,668
Professional Services	34,607
Equipment Repairs & Maint.	17,710
UCC Fees	13,101
Election Fees	10,262
Travel	1,961
Marriage License	2,886
Filing Fees	10,970
Capital Outlays	8,411
	<hr/>
Total Expenditures	956,040
	<hr/>
Excess Revenues over (under) Expenditures	86,657
	<hr/>
Fund Balance, beginning	430,528
	<hr/>
Fund Balance, ending	517,185
	<hr/>

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, 2003

	Actual	Budget	Variance Over (Under)
	<u> </u>	<u> </u>	<u> </u>
REVENUES			
Licenses and Permits	\$6,050	5,850	200
Charges for Services	1,009,103	984,851	24,252
Interest	12,611	13,030	(419)
Clerk's Supplement	14,675	14,675	0
Other Revenues	258	0	258
	<u>1,042,697</u>	<u>1,018,406</u>	<u>24,291</u>
EXPENDITURES			
Salaries and Benefits	801,463	747,440	54,023
Supplies	24,960	22,143	2,817
Operating Expenses	121,206	116,162	5,044
Capital Outlay	8,411	16,812	(8,401)
	<u>956,040</u>	<u>902,557</u>	<u>53,483</u>
Excess of revenues over (under) Expenditures	86,657	115,849	(29,192)
Fund Balance, beginning	430,528	430,528	0
	<u>517,185</u>	<u>546,377</u>	<u>(29,192)</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, 2003

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

As of and for the year ended June 30, 2003

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

As of and for the year ended June 30, 2003

E. BUDGET PRACTICES

The proposed budget for the 2003 fiscal year was made available for public inspection at the clerk's office on June 13, 2002. The proposed budget, prepared on the 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 13, 2002. The budget is legally adopted and amended, as necessary, by the clerk. All appropriations lapse at year-end.

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, 2003, the clerk did not have any investments other than time certificates of deposits.

I. INVENTORY

Inventories 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

As of and for the year ended June 30, 2003

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. The cost of leave privileges not requiring current resources is recorded in the general long-term debt account group.

L. 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. At June 30, 2003, the Clerk did not have any long-term obligations outstanding.

M. 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.

JEFFERSON DAVIS PARISH CLERK OF COURT

JENNINGS, LOUISIANA

Notes to the Financial Statements

As of and for the year ended June 30, 2003

N. 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.

2. CASH AND CASH EQUIVALENTS

At June 30, 2003, the clerk of court has cash and cash equivalents (book balances) totaling \$786,981 as follows:

Petty cash	<u>300</u>
Interest-bearing demand deposits	<u>786,681</u>
Time deposits	<u> </u>
Other	<u> </u>
Total	<u><u>786,981</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, 2003, the clerk has \$1,304,587 in deposits (collected bank balances). These deposits are secured from risk by \$630,000 of federal deposit insurance and \$674,587 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.

JEFFERSON DAVIS PARISH CLERK OF COURT

JENNINGS, LOUISIANA

Notes to the Financial Statements

As of and for the year ended June 30, 2003

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

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	<u>\$</u>	<u>\$</u>	<u>430,000</u>				
Investments not subject to categorization:							
Deferred compensation plan							
External investment pool							
Total investments				<u>\$</u>	<u>\$</u>	<u>430,000</u>	<u>430,000</u>

4. RECEIVABLES

The receivables of \$43,883 at June 30, 2003 are as follows:

<u>Class of Receivable</u>	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>	<u>Total</u>
Customers	43,883	\$	\$	43,883
Total	<u>43,883</u>	<u>\$</u>	<u>\$</u>	<u>43,883</u>

JEFFERSON DAVIS PARISH CLERK OF COURT
 JENNINGS, LOUISIANA
 Notes to the Financial Statements
 As of and for the year ended June 30, 2003

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	2002	Additions	Deletions	2003
Land	\$	\$	\$	\$
Buildings				
Equipment	17,681	8,412		26,093
Total	17,681	8,412	\$	26,093

At 7-1-02 the Clerk adopted a new capitalization policy for fixed assets, whereas only items costing in excess of \$1,000 are capitalized and depreciated. The beginning balance has been restated to reflect only assets on hand with a value greater than \$1,000 as of 7-1-02.

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

JEFFERSON DAVIS PARISH CLERK OF COURT

JENNINGS, LOUISIANA

Notes to the Financial Statements

As of and for the year ended June 30, 2003

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, 2003, 2002, and 2001, were \$57,397, \$57,779, and \$56,883, respectively, equal to the required contributions for each year.

Deferred Compensation Plan

The Louisiana public Employees Deferred Compensation Plan (the Plan) was adopted by the Louisiana Deferred Compensation Commission effective September 15, 1982. The plan was established in accordance with Louisiana Revised Statutes 42:1301 through 42:1308 and section 457 of the Internal Revenue Code of 1954, as amended, for the purpose of providing supplemental retirement income to employees by permitting them to defer a portion of compensation to be invested and distributed in accordance with the terms of the Plan.

All compensation deferred under the Plan, all property and rights purchased with such amounts, and all income attributable to such amounts, property or rights shall be held for the exclusive benefit of participants and their beneficiaries.

The maximum amount of compensation which may be deferred during a calendar year shall not exceed the lesser of 33% of a participant's includable income or \$8,000.

Contributions made by the Clerk totaled \$24,925 for the year ended June 30, 2003

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.

8. COMPENSATED ABSENCES

At June 30, 2003, 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.

JEFFERSON DAVIS PARISH CLERK OF COURT
 JENNINGS, LOUISIANA
 Notes to the Financial Statements
 As of and for the year ended June 30, 2003

9. LEASES

The clerk of court records does not record items under capital leases as an asset and an obligation in the accompanying financial statements. The clerk of court also has operating leases of the following nature:

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

	and Office Facilities	Equipment	Total
Fiscal year:			
2002-2003	\$	\$	\$
2003-2004			
2004-2005			
2005-2006			
2006-2007			
Thereafter			
Total	<u>none</u>	<u>none</u>	<u>none</u>

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	<u>\$384,229</u>	<u>\$567,007</u>	<u>\$535,169</u>	<u>\$416,067</u>
Registry of Court	<u>785,941</u>	<u>235,104</u>	<u>703,238</u>	<u>317,807</u>
Total	<u>\$1,170,170</u>	<u>\$802,111</u>	<u>\$1,238,407</u>	<u>\$733,874</u>

JEFFERSON DAVIS PARISH CLERK OF COURT

JENNINGS, LOUISIANA

Notes to the Financial Statements

As of and for the year ended June 30, 2003

11. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

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

	<u>Payable</u>	<u>Absences</u>	<u>Leases</u>	<u>Total</u>
Long-term obligations payable at July 1, 2002	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>
Additions	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Deductions	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Long-term obligations payable at June 30, 2003	<u><u>\$-0-</u></u>	<u><u>\$-0-</u></u>	<u><u>\$-0-</u></u>	<u><u>\$-0-</u></u>

12. EXCESS FUND BALANCE

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, 2003, there was (1) 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, 2003, none of the policies paid on any claims.

15. LITIGATION AND CLAIMS

At June 30, 2003, the clerk of court was not involved in any litigation or is aware of claims which are not covered by insurance.

JEFFERSON DAVIS PARISH CLERK OF COURT

JENNINGS, LOUISIANA

Notes to the Financial Statements

As of and for the year ended June 30, 2003

**16. ON-BEHALF PAYMENTS FOR FRINGE
BENEFITS AND SALARIES**

Certain operating expenditures of the clerk's office are paid by the parish police jury and are not included in the accompanying financial statements.

17. SUBSEQUENT EVENTS

There were no subsequent events to be report as of October 24, 2003.

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.
- 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, 2004.

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

**SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 2003**

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, 2003

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash and Equivalent Investments, at costs	\$286,067 130,000	\$317,807	\$603,874 130,000
Total Assets	<u>\$416,067</u> =====	<u>\$317,807</u> =====	<u>\$733,874</u> =====
LIABILITIES			
Unsettled Deposits	\$416,067 =====	\$317,807 =====	\$733,874 =====

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, 2003

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>TOTAL</u>
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	\$384,229	\$785,941	\$1,170,170
ADDITIONS:			
Deposits:			
Suits & Successions	562,796		562,796
Judgments		229,287	229,287
Interest on Investments	4,211	5,817	10,028
Total	<u>567,007</u>	<u>235,104</u>	<u>802,111</u>
DEDUCTIONS:			
Clerk's costs	313,734		313,734
Settlements to Litigants	108,570	703,238	811,808
Sheriffs' Fees	56,490		56,490
Other Reductions	56,375		56,375
Total Reductions	<u>535,169</u>	<u>703,238</u>	<u>1,238,407</u>
UNSETTLED DEPOSITS AT END OF YEAR	\$416,067 =====	\$317,807 =====	\$733,874 =====

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

Jefferson Davis 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, 2003, and have issued our report thereon dated October 24, 2003. We conducted our audit in accordance with generally accepted auditing standards 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.

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 for the information of the Clerk and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "McRight & Associates". The signature is written in black ink and is positioned above the date.

October 24, 2003

**JEFFERSON DAVIS PARISH CLERK OF COURT
JENNINGS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2003**

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, 2003**

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, 2003**

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, 2003

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, 2003.

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.