

**FINANCIAL STATEMENTS OF  
INDIVIDUAL FUNDS**

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

5. CHANGES IN GENERAL FIXED ASSETS

Changes in general fixed assets are summarized as follows:

	EQUIPMENT 1996
Balance - beginning	<u>\$579,495</u>
Additions	127,429
Deletions	-----
Balance - ending	<u><u>706,924</u></u>

6. PENSION PLAN

**Plan Description.** Substantially all employees of the Calcasieu Parish Clerk of court's office are members of the Louisiana Clerk of Court Retirement and Relief Fund System, a cost-sharing, multiple-employer defined pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

SUPPLEMENTARY INFORMATION

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INDEPENDENT AUDITOR'S REPORT

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1996

RECEIVED

DEC 30 1996

LEGISLATIVE AUDITOR

Prepared by

McRight & Associates  
Certified Public Accountants  
Baton Rouge, Louisiana

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 08 1997

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the component unit 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 structure and its operations that we consider to be material weaknesses as defined above.

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



Baton Rouge, Louisiana  
December 17, 1996

# McRight & Associates

*Certified Public Accountants*

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(504) 292-2041

L. Dalton McRight, CPA  
Jeanelle R. McRight, CPA

## REPORT ON THE INTERNAL CONTROL STRUCTURE IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited the general purpose financial statements of Calcasieu Parish Clerk of Court, Lake Charles, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated December 17, 1996.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the component unit financial statements are free of material misstatement.

The management of the Calcasieu Parish Clerk of Court Lake Charles, Louisiana, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objective of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of component unit financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projections of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the Calcasieu Parish Clerk of Court for the year ended June 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.



CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS  
FOR THE YEAR ENDED JUNE 30, 1996

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	ADOPTION FUND	TOTAL
<u>UNSETTLED DEPOSIT AT BEGINNING OF YEAR</u>	<u>\$1,551,384</u>	<u>\$1,544,474</u>	<u>\$ 2,078</u>	<u>\$3,097,936</u>
<u>ADDITIONS</u>				
Deposits:				
Suits & Successions	2,818,011		24,921	2,842,932
Judgments		908,255		908,255
Interest earnings on investments	79,090	36,245	59	115,394
Total	<u>2,897,101</u>	<u>944,500</u>	<u>24,980</u>	<u>3,866,581</u>
<u>DEDUCTIONS:</u>				
Clerk's costs	1,391,951		9,300	1,401,251
Settlements to litigants	928,475	777,267	409	1,706,151
Sheriff's fees	357,206		456	357,662
Other reductions	469,914		5,064	474,978
Total Reductions	<u>3,147,546</u>	<u>777,267</u>	<u>15,229</u>	<u>3,940,042</u>
<u>UNSETTLED DEPOSITS AT END OF YEAR</u>	<u>\$1,300,939</u>	<u>\$1,711,707</u>	<u>\$11,829</u>	<u>\$3,024,475</u>

The accompanying notes are an integral part of this statement

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

COMBINING BALANCE SHEET - ALL AGENCY FUNDS  
FOR THE YEAR ENDED JUNE 30, 1996

	<u>ADVANCE DEPOSIT FUND</u>	<u>REGISTRY OF COURT FUND</u>	<u>ADOPTION FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>				
Cash and Equivalents	\$ 888,891	\$1,607,359	\$11,829	\$2,508,079
Investments, at cost	<u>412,048</u>	<u>104,348</u>	<u>          </u>	<u>516,396</u>
Total Assets	<u><u>1,300,939</u></u>	<u><u>1,711,707</u></u>	<u><u>11,829</u></u>	<u><u>3,024,475</u></u>
 <u>LIABILITIES</u>				
Unsettled deposits	<u><u>1,300,939</u></u>	<u><u>1,711,707</u></u>	<u><u>11,829</u></u>	<u><u>3,024,475</u></u>

The accompanying notes are an integral part of this statement



## FIDUCIARY FUNDS - AGENCY FUNDS

### ADVANCE DEPOSIT FUND

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

### REGISTRY OF COURT FUND

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

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE FISCAL YEAR ENDED JUNE 30, 1996

The Clerk has corrected the audit findings reported in the June 30, 1995 audit report. The Clerk has obtained adequate security deposits on all funds in excess of \$100,000.

**CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS**

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (505)293-1162.

**Funding Policy.** Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Calcasieu Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.50 percent of annual covered payroll. Contributions to the system also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Calcasieu 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 Calcasieu Parish Clerk of Courts contribution to the system for the years ending June 30, 1996 and 1995, were \$178,130 and \$160,258, respectively, equal to the required contributions for each year.

**7. POSTRETIREMENT BENEFITS**

The Calcasieu Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's portion) as an expenditure when the monthly premiums are paid.

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## COMPLIANCE REPORT BASED ON AN AUDIT OF COMPONENT UNIT FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

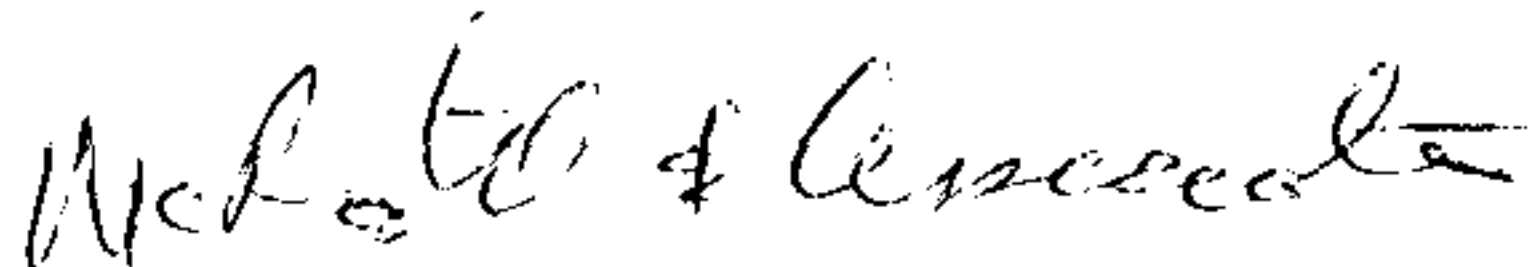
We have audited the general purpose financial statements of Calcasieu Parish Clerk of Court, Lake Charles, Louisiana, as of and for the year ended June 30, 1996, and have issued our report thereon dated December 17, 1996.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the component unit financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Calcasieu Parish Clerk of Court, Lake Charles, Louisiana, is the responsibility of the Clerk's management. As part of obtaining reasonable assurance about whether the component unit financial statements are free of material misstatement, we performed tests of the Clerk's compliance with certain provisions of laws, regulations, contracts, and grants. However, our objective was not to provide an opinion on overall compliance with such provisions. 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.

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



Baton Rouge, Louisiana  
December 17, 1996

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

3. INVESTMENTS

At June 30, 1996, the clerk of court holds investments totaling \$ 916,396 as follows:

	<u>Carrying Amount</u>	<u>Market Value</u>
Certificate of Deposit	<u>\$916,396</u>	<u>\$916,396</u>
Total	<u>\$ 916,396</u>	<u>\$ 916,396</u>

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

4. RECEIVABLES

The receivables of \$99,673 at June 30, 1996, are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Trade Receivable	<u>\$99,673</u>
Total	<u>\$99,673</u>

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

2. CASH AND INVESTMENTS

At June 30, 1996, the clerk of court has cash and cash equivalents (book balances) totaling \$4,389,474 as follows:

Petty Cash	\$	775
Interest-bearing demand deposits		3,472,303
Money market accounts		-0-
Time deposits		916,396
Total	\$	<u>4,389,474</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, 1996, the clerk has \$4,389,474 in deposits (collected bank balances). These deposits are secured from risk by \$400,000 of federal deposit insurance and \$3,989,474 of pledged securities held by the custodial bank in the name of the fiscal agent bank (FASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand.



CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

**K. LONG-TERM OBLIGATIONS**

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due. At June 30, 1996, the clerk of court did not have any long-term obligations outstanding.

**L. FUND EQUITY**

**Reserves**

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

**Designated Fund Balances**

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

**M. TOTAL COLUMNS ON STATEMENTS**

Total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.



CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCE - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 1996

<u>REVENUES</u>	<u>1996</u>
Licenses and Permits:	
Marriage Licenses	\$ 57,333
	<hr/>
Charge for Services:	
Recordings	946,259
Cancellations	65,326
Mortgage Certificates	70,809
Copies	239,024
Court Attendance	33,135
Suits & Successions	1,397,417
Drug Seizure	15,250
Criminal Fees	79,265
Election Fees	<u>49,793</u>
	<u>2,896,278</u>
Other Revenue:	
Interest	147,257
Refunds	58,136
Insurance	172
	<hr/>
	<u>205,565</u>
Total Revenue	<u>3,159,176</u>

The accompanying notes are an integral part of this statement

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L. Dalton McRight, CPA  
Jenette R. McRight, CPA

## INDEPENDENT AUDITOR'S REPORT

Honorable James R. Andrus  
Calcasieu Parish Clerk of Court  
Lake Charles, Louisiana

We have audited the general purpose financial statements of the Calcasieu Parish Clerk of Court, Lake Charles, Louisiana, a component unit of the Calcasieu Parish Police Jury, as of June 30, 1996 and for the year then ended. These general purpose financial statements are the responsibility of the Clerk. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and government auditing standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Calcasieu Parish Clerk of Court, Lake Charles, Louisiana, as of June 30, 1996, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

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

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

In accordance with Government Auditing Standards, we have also issued a report dated December 17, 1996, on our consideration of the Calcasieu Parish Clerk of Court's internal control structure and a report dated December 17, 1996, on its compliance with laws and regulations.

*McRae & Associates*

Baton Rouge, Louisiana  
December 17, 1996

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

11. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

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

	Compensated <u>Absences</u>
Long-term obligations payable at June 30, 1996	\$84,911 <u>          </u>

12. EXCESS FUND BALANCE

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 1996, 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

There were no related-party transactions for the year ended June 30, 1996.

14. LITIGATION AND CLAIMS

At June 30, 1996, the Calcasieu Parish Clerk of Court is not involved in litigation and is not aware of any claims against the clerk.

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

The Calcasieu Parish Police Jury provided the office space and utilities for the Clerk of Court for the year ended June 30, 1996. Expenditures for these items are not reflected in the accompanying financial statements.

<u>Account Group</u>		<u>Total (Memorandum Only)</u>
<u>General Fixed Assets</u>	<u>General L-T Debt</u>	<u>1996</u>
\$ -	\$ -	\$3,473,078
-	-	916,396
-	-	99,673
	84,911	84,911
<u>706,924</u>		<u>706,924</u>
<u>\$706,924</u>	<u>84,911</u>	<u>\$5,280,982</u>
\$ -		\$ 25,862
-		3,024,475
	84,911	84,911
<u>-</u>	<u>84,911</u>	<u>\$3,135,248</u>
706,924		706,924
		1,438,810
<u>706,924</u>		<u>2,145,734</u>
<u>\$706,924</u>	<u>84,911</u>	<u>\$5,280,982</u>



CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

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

**H. INVENTORY**

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

**I. FIXED ASSETS**

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

**J. COMPENSATED ABSENCES**

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

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



CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND  
BALANCE - GENERAL FUND (Continued)  
FOR THE YEAR ENDED JUNE 30, 1996

<u>EXPENDITURES</u>	<u>1996</u>
Current Operating:	
General:	
Salaries	
Clerk	64,285
Deputies	1,559,609
Payroll Taxes	34,017
Insurance Benefits	250,986
Retirement Benefits	178,130
Unemployment Benefits	502
Supplies	
Office	68,283
Auto	5,452
Dues & Subscriptions	24,229
Insurance Other	43,229
Postage	39,275
Telephone	33,697
Professional Services	80,171
Equipment Repairs & Maint.	126,063
UCC Fees	54,275
Election Expense	27,273
Expense Allowance	6,297
Travel	187
Marriage License	32,859
Seminars	2,719
Fee Refunds	27,268
Capital Outlay	127,429
All Other	6,097
Total expenditures	<u>\$2,792,332</u>
Excess of revenues over (under) expenditures	366,844
Fund balance at beginning of year	<u>1,071,966</u>
Fund balance at end of year	<u><u>\$1,438,810</u></u>

The accompanying notes are an integral part of this statement

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND  
BALANCE - GENERAL FUND - BUDGET AND ACTUAL (GAAP BASIS)  
FOR THE YEAR ENDED JUNE 30, 1996

<u>REVENUES</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Operating Fees	\$2,896,278	\$2,772,845	\$123,433
License & Permits	57,333	30,956	26,377
Interest Earnings	147,257	144,634	2,623
Other	58,308	0	58,308
	<hr/>	<hr/>	<hr/>
Total Revenue	3,159,176	2,948,435	210,741
	<hr/>	<hr/>	<hr/>
 <u>EXPENDITURES</u>			
Personal Services	2,087,529	2,063,925	(23,604)
Operating Supplies and Expenses	577,374	473,102	(104,272)
Capital Outlay	127,429	127,429	
	<hr/>	<hr/>	<hr/>
Total Expenditures	2,792,332	2,664,456	(127,876)
	<hr/>	<hr/>	<hr/>
Excess of Revenues over (under) Expenditures	366,844	283,979	82,865
Fund Balance, Beginning	1,071,966	1,071,966	
	<hr/>	<hr/>	<hr/>
Fund Balance, Ending	1,438,810	1,355,945	82,865
	<hr/>	<hr/>	<hr/>

The accompanying notes are an integral part of this statement

CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Clerk of Court serves as the ex-officio notary public; the recorder of conveyances, mortgages, and other acts; and shall have other duties and powers provided by law. The Clerk of Court is elected for a term of four years.

1. Summary of Significant Accounting Policies

A. BASIS OF PRESENTATION

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Calcasieu Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

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

**CALCASIEU PARISH CLERK OF COURT  
LAKE CHARLES, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

- a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
  3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature of or significance of the relationship.

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

CALCASIEU PARISH CLERK OF COURT  
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NOTES TO THE FINANCIAL STATEMENTS

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liability that are not recorded in the funds because they do not directly affect net expendable available financial resources.

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

**General Fund**

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the clerk of court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

**Agency Funds**

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

**D. BASIS OF ACCOUNTING**

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



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**Revenues**

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

**Expenditures**

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

**E. BUDGET PRACTICES**

The proposed budget for the year ending June 30, 1996 was made available for public inspection at the clerk's office on June 10, 1995. The proposed budget, prepared on the GAAP basis of accounting, was published in the official journal 15 days before the public hearing. The budget hearing was held at the clerk's office on June 29, 1995. The budget is legally adopted and amended, as necessary, by the clerk. Each year, when the next years budget is prepared the current budget is amended and published along with the proposed budget for the next year. All appropriations lapse at year end.

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

**F. ENCUMBRANCES**

The clerk of court does not use encumbrance accounting.

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

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

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COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP  
JUNE 30, 1996

A S S E T S

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>
	<u>General Fund</u>	<u>Agency Funds</u>
Cash (Note 5)	\$ 964,999	\$2,508,079
Investments, at cost (Note 4)	400,000	516,396
Accounts Receivable (Note 3)	99,673	-
Other Debits		
Equipment (Note 2)	-	-
	<hr/>	<hr/>
Total Assets	<u>\$1,464,672</u>	<u>\$3,024,475</u>

L I A B I L I T I E S   A N D   F U N D   E Q U I T Y

Liabilities:		
Accounts Payable	\$ 25,862	\$ -
Unsettled Deposits (Note 6)	-	\$3,024,475
Compensated Absences		
	<hr/>	<hr/>
Total Liabilities	<u>25,862</u>	<u>3,024,475</u>
Fund Equity:		
Investment in General Fixed Assets	-	-
Fund Balance:		
Unreserved - Undesignated	<u>\$1,438,810</u>	-
	<hr/>	<hr/>
Total Fund Equity	<u>1,438,810</u>	
	<hr/>	<hr/>
Total Liabilities and Fund Equity	<u>\$1,464,672</u>	<u>\$3,024,475</u>

The accompanying notes are an integral part of this statement