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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA**

**ANNUAL FINANCIAL REPORT**

**JUNE 30, 1997**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, orally 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.

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IBERVILLE PARISH CLERK OF COURT  
 ANNUAL FINANCIAL REPORT  
 JUNE 30, 1997  
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HUGH F. BAGLEY, CPA  
A Professional Accounting Corporation

Hugh F. Bagley, CPA-PPF  
Kent Craft, CPA  
Margaret A. Pritchard, CPA

To the Honorable J.G. "Bubbin" Dupont, Jr.  
Beverly Parish Clerk of Court  
Plaquemine, Louisiana

## FINANCIAL STATEMENTS

We have audited the accompanying general purpose financial statements of the Beverly Parish Clerk of Court as of and for the year ended June 30, 1997. These general purpose financial statements are the responsibility of the Beverly Parish Clerk of Court's management. 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. These 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 Beverly Parish Clerk of Court as of June 30, 1997, and the results of its operations for the year then-ended in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying additional information is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Beverly Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements of the Beverly Parish Clerk of Court, and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

  
Hugh F. Bagley  
Plaquemine, Louisiana  
October 7, 1997

To the Honorable J.G. "Hubbie" Dupont, Jr.  
Iberville Parish Clerk of Court  
Plaquemine, Louisiana

## INTERNAL CONTROL

We have audited the general purpose financial statements of the Iberville Parish Clerk of Court, as of and for the year ended June 30, 1997, and have issued our report thereon dated October 7, 1997.

We have conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States and the provisions of Office of Management and Budget Circular A-128, "Audit of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Iberville Parish Clerk of Court 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 objectives 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 general purpose 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, projection 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 Iberville Parish Clerk of Court for the year ended June 30, 1997, 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.

## **INTERNAL CONTROL (CONTINUED)**

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

### **RECONCILIATION OF DOCKET BALANCES TO CASH**

#### **Finding**

A reconciliation of the individual docket balances to the cash balance of the Advance Deposit Fund has not been prepared.

The clerk, in his fiduciary capacity, accepts funds on behalf of the court in connection with varied legal actions. These monies are held within the Advance Deposit Fund until there is some court or other action making it appropriate for the clerk to disburse the funds. The clerk, in his agency capacity, has a responsibility to reconcile and identify individual balances within the fund to the cash balance. Progress has been made in clearing old balances and reconciling differences. However, a complete reconciliation has not been performed. The lack of this reconciliation increases the risk that individual balances may be misstated and that the transactions that are based on the individual balances could be in error.

#### **Recommendation**

The clerk should reconcile the individual docket balances with the cash balance of the Advance Deposit Fund on a monthly basis to ensure the individual balances are accurate.

#### **Management's Response**

The clerk of court informed us that he will continue to work to reconcile the Advance Deposit Fund and, with additional training of his staff responsible for the Advance Deposit Fund, will make every effort to achieve the reconciliation.

A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not induce to a relatively low level the risk that errors or irregularities 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 structure and its operation that we consider to be material weaknesses as defined above.

**INTERNAL CONTROL (CONTINUED)**

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe the reportable condition described above is not a material weakness.

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



David W. Rouse  
Baton Rouge, Louisiana  
October 7, 1997

To the Honorable J.G. "Bubbe" Dupont, Jr.  
Iberville Parish Clerk of Court  
Morgansite, Louisiana

## COMPLIANCE

We have audited the general purpose financial statements of the Iberville Parish Clerk of Court, as of and for the year ended June 30, 1997, and have issued our report thereon dated October 7, 1997.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States and the provisions of Office of Management and Budget Circular A-128, "Audit of State and Local Governments." Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Iberville Parish Clerk of Court is the responsibility of the management of the Iberville Parish Clerk of Court. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Iberville Parish Clerk of Court's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose financial statements 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.

We noted certain immaterial instances of noncompliance that we have reported to management in a separate letter dated October 7, 1997.

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



Margaret A. Profford  
October 7, 1997

GENERAL PURPOSE FINANCIAL STATEMENTS  
(COMBINED STATEMENTS - OVERVIEW)



**IRVINGVILLE PARISH CLERK OF COURT**  
**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 1999**

	Governmental Fund Type - General Fund (Dakota)	Fiduciary Fund Type- Agency	Total (Interim Only)
<b>ASSETS</b>			
Cash and cash equivalents	\$ 31,072	\$811,877	\$842,949
Investments at cost	11,741	621,880	633,621
Accounts receivable (net of allowance for uncollectibles of zero)	28,500	-	28,500
Due from Advance Deposit Agency Fund	221	-	221
<b>TOTAL ASSETS</b>	<b>\$68,534</b>	<b>\$1,433,677</b>	<b>\$1,502,211</b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities</b>			
Accounts payable	\$ 2,217	\$ -	\$2,217
Due to other funds	-	214	214
Unreconciled deposits due to others	-	1,436,446	1,436,446
<b>TOTAL LIABILITIES</b>	<b>\$2,217</b>	<b>1,436,677</b>	<b>1,438,894</b>
<b>Fund equity:</b>			
Fund balance-reserved-undesignated	158,189	-	158,189
<b>TOTAL FUND EQUITY</b>	<b>158,189</b>	<b>0</b>	<b>158,189</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$160,406</b>	<b>\$1,406,677</b>	<b>\$1,567,083</b>

The accompanying notes are an integral part of this statement.

**IRVINGVILLE PARISH CLERK OF COURT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
ALL GOVERNMENTAL FUND TYPES  
YEAR ENDED JUNE 30, 1997**

**EXHIBIT B**

	<u>General Fund</u>
<b>REVENUES</b>	
Licenses and permits	56,975
Fees, charges and contributions for services:	
Court costs, fees, and charges	308,483
Fees for recording documents	124,776
Fees for certified copies of documents	46,833
Miscellaneous services	119,283
Use of money and property - interest earnings	1,079
Miscellaneous	46,514
<b>TOTAL REVENUES</b>	<u>603,953</u>
 <b>EXPENDITURES</b>	
General Government:	
Personal services and related benefits	483,380
Operating services	26,712
Materials and supplies	44,564
Travel and other charges	21,690
<b>TOTAL EXPENDITURES</b>	<u>576,346</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>326,607</u>
 <b>OTHER FINANCING SOURCES (USES)</b>	<u>0</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>326,607</u>
 <b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>33,708</u>
 <b>FUND BALANCE AT END OF YEAR</b>	<u>360,315</u>

The accompanying notes are an integral part of this statement.

## EXHIBIT C

**IBERVILLE PARISH CLERK OF COURT**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES-BUDGET (GAAP BASIS) AND ACTUAL-**  
**GOVERNMENTAL FUND TYPE-GENERAL FUND (SALARY)**  
**YEAR ENDED JUNE 30, 1997**

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
License and permits	55,500	56,915	1,415
Fee, charge and commissions for services:			
Court costs, fees, and charges	225,000	208,495	(16,505)
Fees for recording legal documents	58,000	124,716	66,716
Fees for certified copies of documents	38,000	46,833	8,833
Miscellaneous services	105,250	119,285	14,035
Use of money and property - interest earnings	500	1,179	679
Miscellaneous	49,078	46,714	(2,364)
<b>TOTAL REVENUES</b>	<b>476,306</b>	<b>653,257</b>	<b>176,951</b>
<b>EXPENDITURES</b>			
General Government:			
Personnel services and related benefits	186,628	485,190	(298,562)
Operating services	60,500	56,112	4,388
Materials and supplies	30,000	44,364	(14,364)
Travel and other charges	22,874	22,698	176
<b>TOTAL EXPENDITURES</b>	<b>479,992</b>	<b>578,295</b>	<b>(81,703)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>0</b>	<b>74,962</b>	<b>74,962</b>
<b>OTHER FINANCING SOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>0</b>	<b>74,962</b>	<b>74,962</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>1,876</b>	<b>21,761</b>	<b>19,885</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>1,876</b>	<b>96,723</b>	<b>94,847</b>

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 1997**

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.

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**1. Basis of Presentation**

The accompanying financial statements of the Iberville 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.

**2. Reporting Entity**

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Clerk of Court includes all funds, account groups, activities, etc., that are controlled by the Clerk of Court as an independently elected parish official. As an independently elected parish official, the Clerk of Court is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Clerk's office that are paid or provided by the parish police jury as required by Louisiana law, the Clerk of Court is financially independent. Accordingly, the Clerk of Court is a separate governmental reporting entity. Certain units of local government over which the Clerk of Court exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the parish Clerk of Court.

**3. 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 governmental functions or activities.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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 12:781, 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.

**4. *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 basis applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying general purpose financial statements have been prepared on the modified accrual basis of accounting. The governmental funds use the following revenues and expenditures:

***Revenues***

Recordings, cancellations, court attendance, criminal costs, etc., are recorded in the year they are earned.

Interest income on certificates is recorded when the certificates have matured and the income is available.

Substantially all other revenues are recorded when received.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Expenditures***

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

**5. Budget Practices**

The proposed budget for the 1997 fiscal year was made available for public inspection at the Clerk's office on June 10, 1996. The proposed budget, prepared on the accrual basis of accounting, was published in the official journal 12 days prior to the public hearing. The budget hearing was held at the Clerk's office on June 18, 1996. 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 employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**6. Encumbrances**

The Clerk does not formally account for encumbrances.

**7. Cash and Cash Equivalents and Investments**

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

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

**8. Inventory**

The Iberville Parish Clerk of Court does not have an inventory.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**9. 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. At June 30, 1997, there were no material fixed assets.

**10. Compensated Absence**

The Clerk of Court has the following policy relating to vacation and sick leave:

- a. After one year of employment, employees are given one week vacation.
- b. After two years of employment, employees are given two weeks vacation.
- c. All employees are given eight authorized time off days per year for sickness, funeral, etc.
- d. Leave must be used in the year earned. Employees who terminate are paid for accumulated vacation leave.

The cost of leave privileges, computed in accordance with GASB Codification Section C80, is recognized as a current-year expenditure in the General Fund when leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group. At June 30, 1997, employees of the Clerk of Court had no material accumulated and vested leave privileges required to be accrued.

**11. 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, 1997, there were no long-term obligations.

**12. Fund Equity**

**Reserves**

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

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Designated Fund Balances*

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

**13. 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.

**NOTE B - CASH AND CASH EQUIVALENTS**

At June 30, 1997, the Clerk of Court has cash and cash equivalents (book balances) totaling \$942,748, as follows:

Cash on hand	\$ 26,877
Interest bearing demand deposits	<u>918,622</u>
<b>TOTAL</b>	<b><u>\$942,748</u></b>

The 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 as 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 in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 1997, the Clerk had \$942,229 in deposits (collected bank balances). These deposits are secured from risk by \$200,000 of federal deposit insurance and \$905,359 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 unaffiliated (Category 3) under the provisions of GASB Statement 5, Louisiana Revised Statute 50:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 18 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.



**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE C - INVESTMENTS**

At June 30, 1997, the Clerk holds investments totaling \$634,741.

<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>CARRYING AMOUNT</u>	<u>MARKET VALUE</u>
12/09/97	4.50%	\$11,741	\$11,741
07/15/97	5.75%	50,000	49,894
07/25/97	5.125%	50,000	50,000
10/04/97	5.00%	50,000	50,000
10/17/97	4.80%	50,000	50,000
10/20/97	5.00%	50,000	50,000
03/14/98	4.30%	100,000	100,000
05/22/98	4.60%	50,000	50,000
08/16/98	5.40%	50,000	49,788
07/15/99	6.30%	50,000	49,794
08/16/99	5.65%	20,000	24,349
06/29/92	6.00%	100,000	100,000
	<b>TOTAL</b>	<u><b>\$634,741</b></u>	<u><b>\$634,993</b></u>

These investments are stated on the balance sheet (carrying value) at cost. The investments are secured from risk by \$186,741 of federal deposits insurance and \$1,383,832 of pledged securities held by the custodial bank in the name of the fiscal agent bank. In applying the credit risk of GASB Codification Section 150.104, \$186,741 of the investments are considered insured and registered, category (1), and \$450,000 of the investments are considered uninsured and unregistered, category (3).

Even though the pledged securities are considered uninsured and unregistered (Category 3) under the provisions of GASB codification Section 150.104, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 90 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE D - RECEIVABLES (CONTINUED)**

The receivables of \$20,532 at June 30, 1987 are as follows:

Class of Receivable	General Fund
Accounts	\$ 18,885
Miscellaneous	<u>1,647</u>
<b>TOTAL</b>	<b><u>\$ 20,532</u></b>

**NOTE E - PENSION PLAN**

*Plan Description.* Substantially all employees of the Iberville Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final average salary. 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 Clerk of Court Retirement and Relief Fund, 11745 Brickstone Avenue, Suite 111, Baton Rouge, Louisiana 70816, or by calling (504) 289-0162.

*Funding Policy.* Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Iberville Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.80 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Iberville Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:109, 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 Iberville Parish Clerk of Court's contributions to the System for the years ending June 30, 1987, 1986, and 1985, were \$29,804, \$31,058, and \$24,137, respectively, equal to the required contributions for each year.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE F - OTHER POST-EMPLOYMENT BENEFITS**

The Iberville Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age while working for the Clerk of Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and by the Clerk of Court. The Clerk of Court recognizes the cost of providing these benefits (the Clerk's portion of premiums) as an expenditure when the monthly premiums are due, which amounted to \$4,461 for 1997 for 3 retirees.

**NOTE G - CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund unencumbered deposits follows:

	Unencumbered Deposits at Beginning of Year	Additions	Reductions	Unencumbered Deposits at End of Year
<b>Agency Funds:</b>				
Advance Deposit	\$618,511	\$719,960	\$245,350	\$793,121
Registry of Court	785,728	132,593	193,156	624,165
<b>TOTAL</b>	<b>\$1,404,239</b>	<b>\$852,553</b>	<b>\$438,506</b>	<b>\$1,818,286</b>

**NOTE H - EXCESS FUND BALANCE**

Louisiana Revised Statute 13:723 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 balance that exceeds one-half the revenues of the Clerk's last year of his term of office. At June 30, 1997, 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.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE I - EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH  
POLICE JURY**

Certain operating expenditures of the Clerk's office are paid by the parish police jury and are not included in the accompanying financial statements. These expenditures are summarized as follows:

Equipment rentals	\$ 4,578
Capital outlay	928
Office supplies	<u>18,170</u>
<b>TOTAL</b>	<b><u>\$ 21,676</u></b>

**NOTE J - LEASES**

The clerk of court is obligated under certain leases accounted for as operating leases. Operating leases do not give rise to property rights or lease obligations; therefore, the results of the lease agreements are not reflected in the clerk's account groups.

The following is a schedule by years of future minimum rental payments required under operating leases that have initial or remaining noncancelable lease terms in excess of one year as of June 30, 1997:

<u>Year Ending</u> <u>June 30</u>	<u>Amount</u>
1998	\$ 8,346
<b>Total Minimum Payments Required</b>	<b><u>\$ 8,346</u></b>

The following schedule shows the composition of total rental expenditures for all operating leases except those with terms of a month or less that were not renewed:

	<u>Year Ending</u> <u>June 30, 1997</u>
Minimum Rentals	\$ 25,377
<b>Total Rentals</b>	<b><u>\$ 25,377</u></b>

#### ADDITIONAL INFORMATION

IBERVILLE PARISH CLERK OF COURT  
ADDITIONAL INFORMATION SCHEDULES  
JUNE 30, 1997

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

***Advance Deposit Fund***

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:942, accounts for advance deposits of 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 13:435, accounts for funds which have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

## SCHEDULE 1

IBERVILLE PARISH CLERK OF COURT  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 COMBINING BALANCE SHEET  
 JUNE 30, 1997

	Advance Deposit Fund	Registry of Court Fund	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$165,572	\$646,103	\$811,677
Investments, at cost	625,000	0	625,000
<b>TOTAL ASSETS</b>	<b>\$790,572</b>	<b>\$646,103</b>	<b>\$1,436,677</b>
 <b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities:</b>			
Due to General Fund	\$231	50	\$281
Unrecorded deposits-due to others	790,341	646,103	1,436,444
<b>TOTAL LIABILITIES</b>	<b>\$790,572</b>	<b>\$646,103</b>	<b>\$1,436,677</b>

**IBERVILLE PARISH CLERK OF COURT  
 FIDUCIARY FUND TYPE - AGENCY FUNDS  
 SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS  
 YEAR ENDED JUNE 30, 1997**

**SCHEDULE 2**

	Advancer Deposit Fund	Registry of Court Fund	Total
<b>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</b>	<u>8614,311</u>	<u>8708,718</u>	<u>\$1,733,029</u>
<b>ADDITIONS</b>			
Deposits:			
Suits and recessions	687,148	0	687,148
Judgments	0	124,789	124,789
Interest earned	32,812	8,714	41,526
<b>TOTAL ADDITIONS</b>	<u>719,960</u>	<u>133,513</u>	<u>853,473</u>
<b>TOTAL</b>	<u>1,584,271</u>	<u>899,241</u>	<u>2,173,512</u>
<b>REDUCTIONS</b>			
Clerk's costs (transferred to General Fund)	338,491	0	338,491
Satisfactions to litigants	0	180,354	180,354
Attorney, curators and notarial fees	75,235	0	75,235
Interest to litigants	0	2,782	2,782
Sheriff's fees	78,928	0	78,928
Other reductions	61,275	0	61,275
<b>TOTAL REDUCTIONS</b>	<u>514,929</u>	<u>183,136</u>	<u>698,065</u>
<b>UNSETTLED DEPOSITS AT END OF YEAR</b>	<u>\$790,341</u>	<u>\$616,105</u>	<u>\$1,406,446</u>



# HFB

HUGH F. BASKLEY, CPA  
A Professional Accounting Corporation

Hugh F. Baskley, CPA DPA  
Kean O'Neil, CPA  
Margaret A. Whitford, CPA

To the Honorable J.G. "Bubba" Dupont, Jr.  
Berenville Parish Clerk of Court  
Poydrasville, LA

Dear Mr. Dupont:

In connection with our examination of the general purpose financial statements of the Berenville Clerk of Court as June 30, 1997, we reviewed the accounting procedures and internal control presently in effect. Our examination did not constitute a detailed system survey; however, we are able to comment on those practices that fell within the scope of our review and which warrant consideration for strengthening internal control and compliance and improving accounting procedures and financial reporting. These suggestions are offered as assistance for improving the Council's accounting procedures, and no criticism is intended of any department or individual.

The matters discussed herein were considered during our examination of the general purpose financial statements of June 30, 1997. They do not modify the opinion expressed in our auditor's report dated October 7, 1997. These matters will be considered by us in connection with subsequent examinations.

The following are our immaterial instances of noncompliance noted during the audit.

## **BUDGET**

### **Finding**

In the General Fund, the actual revenues and expenditures exceeded the budgeted amounts by more than five percent. According to LSA-RS 28:1306, the budgeted expenditures should have been amended when the excess expenditures became apparent.

### **Recommendations**

Management should monitor the budget on a periodic basis. The budget should be amended as needed when an unfavorable variance of more than five percent (5%) is observed.

### **Management's Response**

The Clerk of Court advised us procedures will be implemented which will assist in monitoring the budget and making the required amendments when necessary.

We express our thanks for the courtesies and cooperation extended us during our examination. We would be pleased to discuss any of the items in this letter with you and to assist you in the formalization or implementation of any of the procedures mentioned herein.



Hugh F. Baskley  
Poydrasville, Louisiana  
October 7, 1997