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MAJORITY FINANCIAL STATEMENTS OF COURSE
Tulahoma, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
June 30, 1997
With Supplemental Information Schedules

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: 6/22/97

**VERNON R
COON**
LEGISLATIVE AUDITOR

MADISON PARISH CLERK OF COURT
 Thibodaux, Louisiana

General Purpose Financial Statements
With Independent Auditor's Report
As of and for the Year Ended June 30, 1997
With Supplemental Information Schedules

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Independent Auditor's Report

HONORABLE CAROLYN CALDWELL
MADISON PARISH CLERK OF COURT
Tulahoma, Louisiana

I have audited the general purpose financial statements of the Madison Parish Clerk of Court, a component unit of the Madison Parish Police Jury, as of June 30, 1993, and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Madison Parish Clerk of Court's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards, and Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that I 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 statements presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Madison Parish Clerk of Court as of June 30, 1993, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the general purpose financial statements of the Madison 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 my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

VERNON COON
MEMBER OF AMERICAN
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HONORABLE CAROLYN CALDWELL,
MAJESTY PARISH CLERK OF COURT
Terrebonne, Louisiana
Independent Auditor's Report,
June 30, 1997

In accordance with Government Auditing Standards, I have also issued reports dated September 29, 1997, on the Majesty Parish Clerk of Court's compliance with laws, regulations, and contracts, and on consideration of the agency's internal control structure.



Wes Monroe, Louisiana
September 29, 1997

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

MADISON PARISH CLERK OF COURT
Tulahoma, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1997

	GOVERNMENTAL FUND TYPE - GENERAL FUNDS	FUND TYPE - FUND TYPE - SPECIALTY FUNDS	ALLOTMENT GROUP - GENERAL FUNDS	TOTAL (All Fund Types)
ASSETS				
Cash	\$83,682	\$274,428		\$358,110
Receivables	8,128			8,127
Due from other funds	762			76
Office furnishings and equipment			\$75,362	75,36
Other assets	588			58
TOTAL ASSETS	<u>\$83,042</u>	<u>\$274,428</u>	<u>\$75,362</u>	<u>\$432,83</u>
LIABILITIES AND FUNDS EQUITY				
Liabilities:				
Accounts payable	54,234			\$4,57
Payroll deductions payable	4,957			4,95
Unsettled deposits due to:				
General Fund		\$762		76
Others		273,666		273,66
Total Liabilities	<u>64,148</u>	<u>274,428</u>	<u>80,698</u>	<u>283,95</u>
Funds Equity:				
Investment in general fund assets			\$75,362	75,36
Fund balance - unreserved - undesignated	83,516			83,51
Total Fund Equity	<u>83,516</u>	<u>80,698</u>	<u>75,362</u>	<u>158,87</u>
TOTAL LIABILITIES AND FUNDS EQUITY	<u>\$83,042</u>	<u>\$274,428</u>	<u>\$75,362</u>	<u>\$432,83</u>

The accompanying notes are an integral part of this statement.

MAJESTON PARISH CLERK OF COURT
Tulahoma, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

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

	BUDGET	ACTUAL	VARIANCE (FAVORABLE)
			(UNFAVORABLE)
REVENUES			
Licenses and permits - marriage	\$1,800	\$1,858	58*
Intra-governmental revenues - state funds - clerks supplemental compensation	11,327	11,327	
Fees, charges, and commissions for services:			
Court costs, fees, and charges	232,580	230,738	9,15*
Fees for recording legal documents	81,000	83,819	2,81*
Charges for copies	16,000	16,457	45*
Court attendance	1,600	920	168*
Use of money and property - interest earnings		20	2*
Director reimbursements	3,300	3,349	4*
Miscellaneous	4,000	4,075	75*
Total revenues	<u>340,007</u>	<u>351,754</u>	<u>11,62*</u>
EXPENDITURES			
Current:			
General government - judicial:			
Personal services and related benefits	219,000	218,056	944
Operating services	54,000	46,839	7,164
Materials and supplies	30,000	29,598	4,402
Travel and other charges	28,000	28,539	664
Capital outlay	10,000	8,152	1,848*
Total expenditures	<u>347,000</u>	<u>329,084</u>	<u>17,916*</u>
EXCESS OF REVENUES OVER EXPENDITURES	(1,993)	28,707	31,70*
FUND BALANCE AT BEGINNING OF YEAR	<u>53,808</u>	<u>53,808</u>	
FUND BALANCE AT END OF YEAR	<u>\$51,815</u>	<u>\$82,515</u>	<u>\$30,70*</u>

The accompanying notes are an integral part of this statement.

MADISON PARISH CLERK OF COURT
Tulahoma, Louisiana

Notes to the Financial Statements
As of and For the Year Ended June 30, 1997

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 18 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.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Madison Parish Police Jury is the financial reporting entity for Madison 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 assets and liabilities 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 (GASB) Statement No. 14 established criteria determining which component units should be considered part of the Madison Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. 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
 - 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.

MADISON PARISH CLERK OF COURT
Tulahoma, Louisiana
Notes to the Financial Statements (Continued)

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the 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, the clerk of court was determined to be a component unit of the Madison Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the clerk of court and does 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.

B. FUND ACCOUNTING

The clerk of court uses funds and account groups to report on financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fund assets and general long-term debt) that are not reported in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The clerk of court's current operations require the use of only governmental and fiduciary funds. The governmental and fiduciary fund types used by the clerk of court are described as follows:

MAJESTY PARISH CLERK OF COURT
Tulakoh, Louisiana
Notes to the Financial Statements (Continued)

Governmental Fund - General Fund

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

Fiduciary Funds - Agency Funds

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

4. FIXED ASSETS AND LONG-TERM DEBT

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund, General Fund assets provided by the parish policy jury are not recorded in the general fixed assets account group. Approximately 60 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 39 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. There is no general long-term debt at June 30, 1997.

B. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental and fiduciary fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and

MAHISON PARISH CLERK OF COURT
Tulbala, Louisiana
Notes to the Financial Statements (Continued)

"available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The clerk of court uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Recordings, cancellations, court attendance, criminal costs, et cetera, are recorded in the year in which they are earned.

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

Substantially all other revenues are recognized when received by the clerk of court.

Based on the above criteria, recordings, cancellations, court attendance and criminal costs are treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis when the related fiscal liability is incurred.

E. BUDGET PRACTICES

The proposed budget, prepared on the modified accrual basis of accounting, is made available for public inspection at the clerk of court's office during the month of June for comments from taxpayers. The proposed budget is then legally adopted by the clerk and amended during the year, as necessary. Budgets are established and controlled by the clerk at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

MAJESTIC PARISH CLERK OF COURT
Tulhatch, Louisiana
Notes to the Financial Statements (Continued)

F. CASH

Under state law, the clerk may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The clerk may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 1997, the clerk has cash (bank balances) totaling \$358,083.

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. At June 30, 1997, one bank is under secured by \$132,953. 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. Cash and cash equivalents (bank balances) at June 30, 1997, are secured as follows:

Bank Balances	<u>\$367,841</u>
Federal deposit insurance	\$367,841
Pledged securities (uncollateralized)	<u>128,326</u>
Total	<u>\$863,487</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the clerk, they are considered uncollateralized (Category 2) under the provisions of GASB Codification C20.106; however, 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 that the fiscal agent has failed to pay deposited funds upon demand. Further, LRS 39:1234 states that securities held by a third party shall be deemed to be held in the clerk's name.

G. VACATION AND SICK LEAVE

After one year of service, all employees of the clerk of court's office earn from 5 to 10 days of vacation leave each year, depending on length of service. Vacation leave cannot be accumulated and carried forward to succeeding years. Sick leave is granted on a case-by-case basis, at the discretion of the clerk.

MAISON PARISH CLERK OF COURT
Tulhatch, Louisiana
Notes to the Financial Statements (Continued)

**II. TOTAL COLUMN ON THE
BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (users view). Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. RECEIVABLES

The General Fund receivables of \$8,128 at June 30, 1997, are as follows:

Class of receivable:

Fees, charges, and commissions for services:	
Court costs	\$4,913
Court attendance	480
Criminal fees	<u>2,731</u>
Total	<u>\$8,128</u>

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment follows:

Balance at July 1, 1996	\$67,170
Additions	8,192
Deletions	<u>68,881</u>
Balance at June 30, 1997	<u>\$7,481</u>

4. PENSION PLAN

Substantially all employees of the Madison 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.

MADISON PARISH CLERK OF COURT
Tulahoma, Louisiana
Notes to the Financial Statements (Continued)

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 creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final average salary for each year of credited service, not to exceed 100 percent of their final average value. Final average salary is the employee's average salary over the 36 consecutive or partial months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employer 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 or 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, 11749 Erickson Avenue, Suite B1, Hot Springs, Louisiana 70816, or by calling (504) 293-1162.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary, and the Madison Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11 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 Madison 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 Madison Parish Clerk of Court's contributions to the System for the years ending June 30, 1997, 1996, and 1995, were \$15,817, \$17,957 and \$11,200, respectively, equal to the required contribution for each year.

8. POST-RETIREMENT BENEFITS

The Madison Parish Clerk of Court provides certain health care and life insurance benefits to retired employees. Substantially all of the clerk's employees become eligible for these benefits at their each 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 cost of premiums) as an expenditure when the monthly premiums are due, which was \$16,214 for the year ended June 30, 1997. Of that amount, \$175 was for retiree benefits.

MADEISSON PARISH CLERK OF COURT
Terrebonne, Louisiana
Notes to the Financial Statements (Continued)

8. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to others follows:

	Advance Deposit Fund	Registry of Court Fund	Total
Balance at July 1, 1996	\$70,053	\$80,583	\$150,636
Additions	354,000	123,515	477,515
Deletions	<u>(795,052)</u>	<u>(67,506)</u>	<u>(862,558)</u>
Balance at June 30, 1997	<u>\$128,001</u>	<u>\$136,592</u>	<u>\$264,593</u>

9. LITIGATION AND CLAIMS

The Madison Parish Clerk of Court is not involved in any litigation at June 30, 1997, nor is the aware of any unasserted claims.

8. EXPENDITURES OF THE CLERK OF COURT
PAID BY THE PARISH POLICE JURY

The Madison Parish Clerk of Court's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4715, is paid by the Madison Parish Police Jury.

SUPPLEMENTAL INFORMATION SCHEDULES

MADISON PARISH CLERK OF COURT
Tulahoma, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 1997

FINANCIAL FUNDS TYPE - AGENCY FUNDS

ADVANCE DEPOSIT FUND

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:843, 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 which have been ordered by the court to be held until judgment has been rendered in court. Litigants' Withdrawals of the funds can be made only upon order of the court.

MAISON PARISH CLERK OF COURT
 Thibodaux, Louisiana
 FIDUCIARY FUND TYPE - AGENCY FUNDS

Continuing Balance Sheet, June 30, 1997

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	TOTAL
ASSETS			
Cash	<u>\$129,838</u>	<u>\$144,599</u>	<u>\$274,437</u>
LIABILITIES			
Due to:			
General Fund	5767		5767
Others	<u>129,071</u>	<u>\$144,599</u>	<u>\$273,670</u>
TOTAL LIABILITIES	<u>\$129,838</u>	<u>\$144,599</u>	<u>\$274,437</u>

MADISON PARISH CLERK OF COURT
Tulalab, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in
Unsettled Deposits Due to Officers
For the Year Ended June 30, 1997

	AGENCY DEPOSIT	AGENCY OF COURSE	TOTAL
	<u>11,981</u>	<u>11,981</u>	<u>23,962</u>
UNSETTLED DEPOSITS AT JUNE 30, 1996	<u>\$31,053</u>	<u>\$68,583</u>	<u>\$158,113</u>
ADDITIONS			
Suits and successions	354,030	119,912	473,942
Interest earned on investments		3,600	3,600
Total additions	<u>354,030</u>	<u>123,512</u>	<u>477,542</u>
Total	<u>428,123</u>	<u>212,098</u>	<u>640,221</u>
REDUCTIONS			
Clerk's costs (transferred to General Fund)	182,346	5,588	187,934
Settlements to litigants	58,336	42,715	101,051
Appraisers, auctioneers, lawyers, etc.	2,081	18,883	20,964
Shaw's fees	83,299		83,299
Other reductions	<u>15,980</u>		<u>15,980</u>
Total reductions	<u>337,042</u>	<u>67,186</u>	<u>404,228</u>
UNSETTLED DEPOSITS AT JUNE 30, 1997	<u>\$628,071</u>	<u>\$144,393</u>	<u>\$772,464</u>

**Independent Auditor's Reports Required
by Government Auditing Standards**

The following independent auditor's reports on internal control structure and compliance with laws and regulations are presented in compliance with the requirements of Government Auditing Standards issued by the Comptroller General of the United States and the Louisiana Governmental Audit Code, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.



**Independent Auditor's Report on
Compliance With Laws, Regulations, and Contracts**

WORLDWIDE AMERICAN
MEMBERS OF BDO USA, P.C.
FIRM OF ACCOUNTANTS

MEMBERS OF BDO USA, P.C.
MEMBERS OF PUBLIC
ACCOUNTANTS

**PROVIDES CERTAIN OF
GOVERNMENTAL
ACCOUNTING, AUDITING
AND FINANCIAL REPORTING**

**HONORABLE CAROLYN CALDWELL,
MADISON PARISH CLERK OF COURT**
Tulaha, Louisiana

I have audited the general purpose financial statements of the Madison Parish Clerk of Court as of June 30, 1997, and for the year then ended, and have issued my report thereon dated September 28, 1997.

I conducted my audit in accordance with generally accepted auditing standards: *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. These standards and the audit guide require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, and contracts applicable to the Madison Parish Clerk of Court, is the responsibility of the Madison Parish Clerk of Court's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Madison Parish Clerk of Court's compliance with certain provisions of laws, regulations, and contracts. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

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MADISON PARISH CLERK OF COURT

Tulahoma, Louisiana

Independent Auditor's Report

on Compliance, etc.,

June 30, 1997

This report is intended for the information of the Madison Parish Clerk of Court. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana

September 15, 1997



**Independent Auditor's Report
on Internal Control Structure**

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AND FINANCIAL SERVICES

HONORABLE CAROLYN CALDWELL,
MADISON PARISH CLERK OF COURT
Tulhatch, Louisiana

I have audited the general purpose financial statements of the Madison Parish Clerk of Court as of June 30, 1997, and for the year in the then ended, and have issued a report thereon dated September 29, 1997.

I conducted my 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 I 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 Madison 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 relative 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.

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FIDELITY AND SECURITY

MADISON PARISH CLERK OF COURT

Baldwin, Louisiana

**Independent Auditor's Report
on Internal Control Structure,
June 30, 1997**

In planning and performing my audit of the general purpose financial statements of the Madison Parish Clerk of Court for the year ended June 30, 1997, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

My 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 specific internal control structure elements does not reduce to a relatively low level the risk that errors and 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. I noted no matters involving the internal control structure and its operation that I considered to be material weaknesses as defined above.

This report is intended for the information of the Madison Parish Clerk of Court. This is not intended to limit the distribution of this report, which is a matter of public record.



**West Monroe, Louisiana
September 29, 1997**