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# LAFOURCHE PARISH CLERK OF COURT THIBODAUX, LOUISIANA

*Financial Report,  
Internal Control and Compliance Report*

*For the year ended  
June 30, 1997*

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 FE0 2 5 1998



LAFFORCIE PARISH CLERK OF COURT  
TERMONTE, LOUISIANA

Financial Report,  
Internal Control and Compliance Report

June 30, 1997

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## *FINANCIAL SECTION*





# STAGNI & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS - CONSULTANTS

## INDEPENDENT AUDITOR'S REPORT

Honorable Vernon H. Rodrigue  
Lafourche Parish Clerk of Court  
Thibodaux, Louisiana

We have audited the accompanying general purpose financial statements of the Lafourche Parish Clerk of Court as of and for the year ended June 30, 1997, as listed in the table of contents. These general purpose financial statements are the responsibility of the Lafourche Parish Clerk of Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the 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 Lafourche 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.

In accordance with Government Auditing Standards, we have also issued a report dated September 9, 1997 on our consideration of the Lafourche Parish Clerk of Court's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Honorable Vernon H. Rodrigue  
Lafourche Parish Clerk of Court  
Page 3

*Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund and account group 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 the Lafourche Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.*

***Stagni & Company***

Thibodaux, LA  
September 9, 1997



**LAFORCHE PARISH CLERK OF COURT  
THEBOULDER, LOUISIANA**

Combined Balance Sheet - All Fund, Unassigned Account Groups  
June 30, 1997

	Governmental Fund Type	Primary Fund Type	Special-Use Governmental Fund Account	Total (Governmental Fund)
<b>ASSETS:</b>				
Cash on hand	\$ 501,557	\$ 168,888		\$ 670,445
Debt on hand	154,428	11,900,094		12,054,522
Investments				22,394
Accounts receivable	21,300			401,688
Due from other funds	492,000	1,228,871		1,720,871
Due from other agencies				17,292
Prepaid assets				<u>11,292</u>
<b>Total assets</b>	<u>\$ 1,161,285</u>	<u>\$ 12,307,873</u>	<u>\$ 1,240,186</u>	<u>\$ 14,719,344</u>
<b>LIABILITIES, DEFERRED INCOME STATEMENTS:</b>				
Liabilities:				
Accounts payable and accrued liabilities	\$ 1,754			\$ 1,754
Due to other funds		\$ 481,688		481,688
Due to other agencies		12,074,320		12,074,320
Due to other - primary		1,178,711		1,178,711
Contingent liabilities payable	49,278			49,278
Due to other				<u>49,278</u>
<b>Total liabilities</b>	<u>\$ 60,114</u>	<u>\$ 14,638,719</u>		<u>\$ 14,698,833</u>
<b>Equity and Other Credits:</b>				
Investment in general fund assets			\$ 81,300	81,300
Fund balances:				
Assigned - undesignated	882,273			882,273
Total equity and other credits	<u>882,273</u>			<u>882,273</u>
<b>Total liabilities and fund equity</b>	<u>\$ 1,161,285</u>	<u>\$ 14,638,719</u>	<u>\$ 1,240,186</u>	<u>\$ 14,719,344</u>

**LAFORCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
Governmental Fund Type  
For the year ended June 30, 1997

	Prior Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>			
Auto and equipment insurance			
from the Adams Deposit Fund	\$ 575,000	\$ 500,000	\$ 75,000
Recordings	288,000	268,000	20,000
Criminal costs	74,000	70,178	3,822
Contract costs	128,000	127,441	559
Interest earned	23,000	24,000	(1,000)
Mortgage certificates	48,000	50,000	(2,000)
Court attendance	11,000	10,000	1,000
Cancellations	11,000	10,000	1,000
Management fees	10,000	10,000	-
Interest fees	2,000	2,000	-
Grant from Lafourche Parish Council	-	58,000	58,000
Miscellaneous	23,000	22,100	900
<b>Total revenues</b>	<u>1,300,000</u>	<u>1,458,450</u>	<u>158,450</u>
<b>Expenditures:</b>			
Current general government			
Salaries and benefits	710,000	710,000	-
Clerk's expense (office)	5,000	5,000	-
Employee's contribution to group insurance	140,000	140,000	-
Other insurance	55,000	28,000	27,000
Office supplies and expense	208,000	203,000	5,000
Automotive	3,000	840	2,160
Telephone	15,000	15,000	-
Convention and board expense	17,000	11,000	6,000
Total current expenditures	<u>1,460,000</u>	<u>1,417,140</u>	<u>42,860</u>
Capital outlay	11,000	1,000	10,000
<b>Total expenditures</b>	<u>1,471,000</u>	<u>1,418,140</u>	<u>52,860</u>
Excess (deficiency) of revenues over expenditures	-	344,000	344,000
<b>FUND BALANCE</b>			
Beginning of year	661,000	661,000	-
End of year	<u>\$ 661,000</u>	<u>\$ 661,000</u>	<u>\$ -</u>

**LAFORCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements  
June 30, 1997

*Note 1*      **Summary of Significant Accounting Policies**

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.

**A. Reporting Entity**

The GASB has established several criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Since, the Lafourche Parish Clerk of Court (Clerk of Court) is an independently elected official, and is legally separate and financially independent, the Lafourche Parish Clerk of Court is a separate governmental reporting entity. There are unrecorded financial transactions between the Lafourche Parish Council (the Council) and the Lafourche Parish Clerk of Court where the Council provides office space and utilities for the Clerk of Court.

Financial accountability is determined by applying criteria established by the GASB as listed below:

- Financial benefit or burden
- Appointment of a voting majority
- Imposition of will
- Financially dependent

The above identified transactions between the Clerk of Court and the Parish Council are mandated by state statute and do not reflect fiscal dependency; thereby, they do not reflect financial accountability. The other three criteria of financial accountability do not pertain to the Lafourche Parish Clerk of Court when applying them as a means of identifying potential component units of the Lafourche Parish Council.



**LAFOURCHETTE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1987

*Note 2*      **Summary of Significant Accounting Policies (Continued)**

**A. Reporting Entity (Continued)**

The Clerk of Court includes all funds, account groups and activities, if any, that are within the oversight responsibility of the Clerk of Court. Other local governmental units over which the Clerk of Court exercises no oversight responsibility are excluded from the accompanying financial statements. These units are considered separate reporting entities and issue financial statements separate from those of the parish Clerk of Court.

**B. Fund Accounting**

The accounts of the Clerk of Court are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures. 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 reportable available financial resources. Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types". The funds presented in the accompanying financial statements are described as follows:

**Governmental funds** are used to account for all or most of a government's general activities.

**General Fund Category** - The General Fund, as provided by Louisiana Revised Statute 13:111, 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 to the Clerk's office are paid from this fund.

**Fiduciary Funds** are used to account for assets held on behalf of outside parties, including other governments or on behalf of other funds within the government.

**LABOURCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1997

*Note 1 Summary of Significant Accounting Policies (Continued)*

**B. Fund Accounting (Continued)**

**Agency Funds** - The *General Expense* and *Registry of Court* Agency Funds are used to account for assets as an agent for individuals, or entities. Agency Funds are custodial in nature and do not involve measurements of results of operations.

The Account Group is not a "fund". It is concerned with only the measurement of financial position, not with the measurement of results of operations. The account group presented in the accompanying financial statements are described as follows:

**General Fixed Asset Account Group** - This group of accounts is established to account for all fixed assets of the Labourche Parish Clerk of Court.

**C. Basis of Accounting**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All government 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 of 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 by all governmental fund types and agency funds. 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 "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred.

**LAFOURCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

*Notes to Financial Statements (Continued)*  
June 30, 1997

*Note 1      Summary of Significant Accounting Policies (Continued)*

**C.    Basis of Accounting (Continued)**

*Revenues -*

Recordings, cancellations, court attendance, criminal costs, etc. are recorded in the year in which the service is performed.

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

Substantially all other revenues are recorded when received.

*Expenditures -*

Under the modified accrual basis of accounting, expenditures are generally recognized when the related liability is incurred.

**D.    Budgetary Practices**

The Clerk of Court annually adopts a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget and public hearings on the budget. Any amendments to the budget are published in the Clerk of Court's official journal. Budgetary integration is employed as a management tool.

Uncurrentness represent commitments related to unperformed contracts for goods and services. Uncurrentness accounting is not utilized in the funds of the Clerk of Court.

**E.    Cash and Deposits**

Cash in bank includes amounts in demand deposits as well as investments. Under state law, the Clerk may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana. The Clerk may invest in United States bonds, treasury notes or bills, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

**LAFORCHÉ PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1997

*Note 1      Summary of Significant Accounting Policies (Continued)*

**F.      Fixed Assets**

General fixed assets used in governmental fund type operations are reported in the General Fixed Asset Account Group, rather than capitalized in the General Fund. Purchased fixed assets are valued at historical cost or estimated historical cost if historical cost is not available. No depreciation has been provided on general fixed assets.

**G.      Compensated Absence**

Employees receive two weeks of vacation leave each year after one year of service. Vacation leave cannot be accumulated. Employees receive 17 days of sick leave for each year of service. The Clerk of Court allows a maximum of 30 or 15 days of unused sick leave to accumulate, depending upon the date of hire and if the employee meets the requirements of a grandfather clause. Accumulated sick leave is paid upon separation of employment.

The current portion (all) of accrued accumulated sick leave, in accordance with the provisions of Statement of Financial Accounting Standards No. 43, *Accounting for Compensated Absences*, has been recorded in the General Fund as a current expenditure and liability. This amount (\$46,729) represents the dollar value of accrued time during the year that would normally be liquidated with expendable available financial resources of the Clerk's office.

**H.      Total (Miscellaneous Only) Columns on Combined Statements**

Total columns on the combined statements are captioned miscellaneous only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. In-kind adjustments have not been made in the aggregation of this data.

**LAPOURCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1997

**Item 2**      **Deposits and Investments**

**Deposits:**

The Clerk of Court may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana. The Clerk of Court may also invest in time deposits or certificate of deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At June 30, 1997, the Clerk has cash in banks totaling \$ 15,474,084 as follows:

Acadian Bank	\$ 1,470,076
Argent Bank	80,930,679
Community Bank of Lafourche	40,140
Maritime Federal Savings Bank	96,268
Bank One	602,644
South Lafourche Bank and Trust	201,588
State Bank and Trust	155,272
First American	66,812
<b>TOTAL</b>	<b>\$ 15,474,084</b>

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. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. 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.

**LABOURCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1997

**Note 2 Deposits and Investments (Continued)**

Under the provisions of the GASB, pledged securities, which are not in the name of the governmental unit, are considered uncollateralized.

Deposit bank balance	\$ 13,969,775
Bank balance of deposits	13,474,684
Portion insured by federal deposit insurance	753,219
Pledged securities	14,052,851
Amount unsecured	NONE

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 3, Louisiana Revised Statute 29:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk that the fiscal agent has failed to pay deposited funds upon demand.

**Note 3 General Fixed Assets**

A summary of changes in the general fixed assets account group follows:

	Automobiles	Office Equipment	TOTALS
Balance June 30, 1996	\$12,250	\$601,876	\$614,126
Additions		1,295	1,295
Retirements		(39,988)	(39,988)
Adjustments	12,500	(77,740)	(65,240)
Balance June 30, 1997	\$24,750	\$485,443	\$510,193

**LAFOURCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1997

**Note 3**      **General Fixed Assets (Continued)**

The total adjustment of \$665,248 reflect above to the general fixed asset account group consisted of:

- 1) \$156,468 of assets deleted due to a change in capitalization of assets from \$108 to \$208.
- 2) adding back assets of \$49,517 which were previously reported (deleted) as surplus property and
- 3) adjusting the balance of assets by \$45,211 reported to a recent inventory list.

**Note 4**      **Deferred Assets/Liabilities**

The balances due to/from Salary Fund and Advance Costs are as follows for June 30, 1997:

Salary Fund	
Due from advanced cost	\$ 492,669
Advanced Cost	
Due to salary fund	\$ 492,669

**Note 5**      **Accounts Receivable**

Accounts receivable at June 30, 1997 represent amounts charged by customers for recordings, copies and miscellaneous other revenues due to the Clerk in the amount of \$ 32,304. The Clerk does not write off receivables, consequently no provision for uncollectible accounts has been provided.

**Note 6**      **Employer Retirement System**

Substantially all employees of the Clerk's office are members of the Louisiana Clerks of Court Retirement and Relief Fund ("System"), a multiple-employer public employee retirement system (PERS). The System is a statewide public retirement system for the benefit of clerks and their staffs, which is administered and controlled by a separate board of trustees. Contributions of participating clerks are pooled within the System to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

**LAFOURCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1997

**Note 4**      ***Employee Retirement System (Continued)***

The Clerk's total payroll was \$711,668. The payroll for the Clerk's employees covered by the retirement system was \$453,085. Generally, all regular employees earning a minimum of \$508 per month and who are under the age of 60 are eligible to participate in the System. Benefits vest with 12 years of service. At retirement age, employees are entitled to annual benefits equal to three percent of their highest paid three (3) year average salary for each year of credited service. Vested employees may retire at age 55 with a minimum of 12 years of credited service. The System also provides death and disability benefits. Benefits are established by state statute.

The Louisiana Clerks of Court Retirement and Relief Fund issues publicly available financial reports that include financial statements and required supplementary information for the Clerks of Court Retirement & Relief Fund. That report may be obtained by writing to The Louisiana Clerks of Court Retirement & Relief Fund, 11745 Hickman Avenue, Suite 101, Baton Rouge, Louisiana, 70816 or by calling (904) 293-1162 or 1-800-256-6660.

In addition to a portion of the parish's ad valorem and state income sharing, that are required to the System (which constitute major funding of the System), covered employees are required by state statute to contribute 8-1/8 percent of gross salary, in which the Clerk of Court adds a 11 percent contribution as an employer's match.

The Lafourche Parish Clerk's contribution for the years ended June 30, 1997, 1996, and 1995 were \$71,744 (11% of covered payroll), \$93,008 (11-1/2% of covered payroll), and \$36,672 (10-3/4 % of covered payroll), respectively which was equal to the required contributions for each year.

**Note 7**      ***Expenses of the Clerk of Court Paid by the Parish Council***

Certain operating and occupancy expenses of the Clerk's office are paid or absorbed by the Parish Council. At June 30, 1997, these consist of utilities for and rent free use of the building where the Clerk's office is located. The amount of the expenses paid or absorbed by the Parish Council has not been determined.



**LAFORCHE PARISH CLERK OF COURT  
THIBODAUN, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1997

**Note 8**                    **Post-employment Benefits**

The Lafourche 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. For the year ended June 30, 1997, the cost of these benefits for six retirees totaled \$13,211.

**Note 9**                    **Operating Lease**

The Clerk of Court entered into an operating lease with the Town of Lakeport for office space on July 1, 1993. This lease provides for monthly payments of \$773.25. The lease term is four years with an option to renew for another five-year term.

**Note 10**                  **Risk Management**

**GENERAL LIABILITY INSURANCE**

The Clerk of Court is exposed to various risks of loss related to tort, errors and omissions, and injuries to employees. The Clerk of Court purchases the following commercial insurance policies for any and all claims relating to the above types of risks:

**LAFORCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Notes to Financial Statements (Continued)  
June 30, 1997

**Note 19      Risk Management (Continued)**

TYPE OF INSURANCE	LIMITS	DEDUCTIBLE
Errors & Omissions	\$100,000/occurrence	\$5,000
Auto Liability	Uninsured motorist - \$500,000	\$0/0
	Liability - \$500,000 Medical payments - \$5,000	\$250
General Liability	\$500,000/occurrence \$500,000/general	\$500
Official Bond & Court Bond	\$ 10,000	\$0/0
Public Employees Distressory Bond	\$5,000	\$0/0
Worker's Compensation	\$100,000/occurrence \$500,000/years	\$0/0

The Clerk's payment of the deductible is the only liability associated with his general liability insurance.

**HEALTH INSURANCE**

The Clerk of Court provides health and life insurance to his employees through the Louisiana Clerk of Court Association. Under this insurance program, the Clerk pays initial premiums based on the level of the employee's participation and has no further liabilities on any claims.

**LAFORCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

*Notes to Financial Statements (Continued)*  
*June 30, 1997*

**Note A8**      ***Risk Management (Continued)***

**UNEMPLOYMENT COMPENSATION**

The Clerk of Court funds its unemployment claims through the State of Louisiana Office of Employment Security. Each quarter the Clerk submits a report of wages paid and pays .38% of taxable wages as an unemployment tax to the Office of Employment Security. Besides the unemployment tax, the Clerk has no further liability associated with unemployment claims.

**Note A1**      ***Expenditures - Amount of Actual Over Budgeted***

The Salary Fund had actual expenditures (\$5,172,409) over budgeted expenditures (\$5,168,000) resulting in an unfavorable variance of \$4,409 for the year ended June 30, 1997.

***SUPPLEMENTAL INFORMATION***



### AGENCY FUNDS

Agency Funds are used to account for assets held by the Clerk of Court as an agent for individuals, private organizations, other governments, and/or other funds.

#### Advance Deposit Fund

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:542, is used to account 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, is used to account 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.



**LAFOURCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Agency Funds  
Combining Balance Sheet  
June 30, 1997

	<u>Admission Deposit Fund</u>	<u>Registry of the Court Fund</u>	<u>Total</u>
<b>Assets</b>			
Cash in banks:			
Demand deposits	\$ 141,683	\$ 20,236	\$ 161,919
Investments	1,804,064	11,305,549	12,849,594
Due from others - amounts	<u>1,218,731</u>		<u>1,218,731</u>
Total assets	<u>\$2,964,448</u>	<u>\$11,580,575</u>	<u>\$14,525,023</u>
<b>Liabilities</b>			
Due to general fund	\$ 480,889		\$ 480,889
Due to others	1,183,748	\$11,580,575	12,644,323
Due to others - amounts	<u>1,218,731</u>		<u>1,218,731</u>
Total liabilities	<u>\$2,964,448</u>	<u>\$11,580,575</u>	<u>\$14,525,023</u>

**LAFOURCHE PARISH CLERK OF COURT  
THIBODAUX, LOUISIANA**

Agency Funds  
Combining Schedule of Changes in Unsettled Deposits  
For the Year ended June 30, 1987

	Advance Deposit	Realty	Totals
Unsettled Deposits at July 1, 1986	\$ 1,818,952	\$ 9,789,441	\$ 10,711,289
<b>additions:</b>			
Deposits			
Wills and Successions	1,343,453		1,343,453
Judgements		13,080,878	13,080,878
Interest earned on investments		476,504	476,504
Total additions	<u>1,343,453</u>	<u>13,557,382</u>	<u>14,900,835</u>
Total	<u>3,162,405</u>	<u>13,557,382</u>	<u>16,719,787</u>
<b>Deductions:</b>			
Clerk's costs (transferred to General Fund)	589,835	4,894	594,729
Settlements to litigants	298,888	8,872,112	9,171,000
Attorney, courtier, and notary fees	19,855		19,855
Witnesses, appraisers, keepers, etc.	8,254		8,254
Stenographer's fees	11,418		11,418
Sheriff's fees	182,888		182,888
Other deductions	186,217		186,217
Total deductions	<u>1,393,355</u>	<u>8,877,006</u>	<u>10,270,361</u>
Unsettled deposits at June 30, 1987	<u>\$ 1,769,050</u>	<u>\$ 11,280,376</u>	<u>\$ 13,049,426</u>

*INTERNAL CONTROL  
AND  
COMPLIANCE SECTION*







# STAGNI & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS – CONSULTANTS

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING BASED ON AN AUDIT OF GENERAL PURPOSE  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Honorable Vernon Rodrigue  
Lafourche Parish Clerk of Court  
Thibodaux, Louisiana

We have audited the general purpose financial statements of the Lafourche Parish Clerk of Court as of and for the year ended June 30, 1997 and have issued our report thereon dated September 9, 1997. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

#### **Compliance**

As part of obtaining reasonable assurance about whether the Lafourche Parish Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Lafourche Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a 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 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

To the Louisiana Parish Clerk of Court

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However, we noted certain matters involving the internal control structure over financial reporting that we have reported to the management of the Louisiana Parish Clerk of Court in a separate letter dated September 9, 1997.

This report is intended for the information of management and federal auditing agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

### ***Sage & Company***

Thibodaux, Louisiana

September 9, 1997





# STAGNI & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS – CONSULTANTS

September 9, 1997

The Honorable Vernon H. Rodrigue  
Lafourche Parish Clerk of Court  
Lafourche Parish, Louisiana

We have completed our audit of the Lafourche Parish Clerk of Court, Thibodaux, LA, for the year ended June 30, 1997 and have issued our reports herein dated September 9, 1997. The results of our audit are contained in our reports; however, there were items which came to our attention during the course of our examination we feel are deserving of your attention. The items noted are outlined as follows:

**Crediting** - The Lafourche Parish Clerk of Court compensated some employees beyond the amounts available in their sick leave accounts. These employees began to accrue negative sick leave and continued getting paid for absent days. This is considered an advance of leave and wages and would be in violation of Article VII Section 14 of the 1874 Louisiana Constitution. The total value of negative sick leave at June 30, 1997 was \$908, which is included in the financial statements.

**Recommendation** - We recommend that the Clerk of Court begin docking pay for these employees in negative sick leave positions immediately and in the future when employees are absent for more days than they have accrued for sick or vacation leave, the employees should not collect compensation for those days in excess of accrued leave.

**Response** - The policy for payment of sick time has been updated, and employees will no longer be allowed to draw on sick leave in excess of leave accrued in their respective accounts.

We acknowledge and appreciate the assistance you and the personnel of the Lafourche Parish Clerk of Court have provided us during our audit and we thank you. If we can assist you in any manner, do not hesitate to call.

Very truly yours,

STAGNI & COMPANY, LLC

Angélique T. Barber, CPA