

RECEIVED
JUN 11 1997
CLERK OF COURT
JENNIFER L. BROWN
STATE HOUSE
BAYOU BOULEVARD
MONROE, LA 70002
504 281 1111

JENNIFER L. BROWN, CLERK OF COURT
Monroe, Louisiana

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

1152

BIENVILLE PARISH CLERK OF COURT
Arcadia, Louisiana
ANNUAL FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 1997

Required by L.S.A. R.S. 24:514 to be filed with the
Office of the Legislative Auditor within 90
days after the close of the fiscal year.

AFFIDAVIT

Personally came and appeared before the undersigned authority, Francis Joyner, Clerk of Court, who, duly sworn, deposes and says, that the financial statements herewith given present fairly the financial position of the Bienville Parish Clerk of Court as of June 30, 1997, and the results of operations for the year then ended, in accordance with generally accepted accounting principles, applied on a basis consistent with that of the preceding year.



Sworn to and subscribed before me, this 20th day of August, 1997.



NOTARY PUBLIC

DE CLERK OF COURT AND REGISTERED NOTARY PUBLIC
PARISH OF BIENVILLE

Clerk: Francis Joyner
Address: 601 Locust St. Box 100
Arcadia, LA 71001
Telephone: (318) 365-3133

BIENVILLE PARISH CLERK OF COURT
Arcade, Louisiana

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

C O N T E N T S

	Statement	Page No.
Accountant's Compilation Report		3
General Purpose Financial Statements:		
Combined Balance Sheet - All Fund Types and Account Groups	A	5
Governmental Fund Type - General Fund - Statement of Revenues, Expenditures, and Changes in Fund Balance - (GAAP Basis) Budget and Actual	B	6
Notes to the Financial Statements		7
Supplemental Information Schedules -	Statement	Page No.
Fiduciary Fund Type - Agency Funds:		
Combining Balance Sheet	1	17
Schedule of Changes in Deposits Due Others	2	18



Accountant's Compilation Report

MEMBER AMERICAN
INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS

OFFICE IN LOUISIANA
REGISTERED PUBLIC
ACCOUNTANTS

FRATERNAL SOCIETY OF
ACCOUNTANTS

MEMBERING, AUDITING
AND TAXATION SERVICES

BIENVILLE PARISH CLERK OF COURT
Arcadia, Louisiana

I have compiled the general purpose financial statements and supplemental information schedules, as listed in the foregoing table of contents, of the Bienville Parish Clerk of Court as of June 30, 1997, and for the year then ended, in accordance with standards established by Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and schedules information that is the representation of the management. I have not audited or reviewed the accompanying financial statements and schedules and, accordingly, do not express an opinion or any form of assurance on them.

West Monroe, Louisiana
September 30, 1997

118 Professional Office,
West Monroe,
Louisiana 71291
Phone 225-866-0121
Fax 225-866-0121
1-800-866-1000
Fax 225-866-1000

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

BENVILLE PARISH CLERK OF COURT
 Avoyelles, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, June 30, 1997

	GOVERNMENTAL FUND TYPE			ACCOUNT GROUP GENERAL FUND ASSETS	TOTAL AMOUNTS - 1997 (\$98,54)
	GENERAL FUND	SPECIAL REVENUE- COURT REPORTER FUND	POPULARY FUND TYPE WOLFEY FUND		
ASSETS					
Cash and cash equivalents	\$141,853	\$1,902	\$487,300		\$631,055
Receivables - fees, charges, and commissions	6,520		73		6,616
Due from Advance Deposit Fund	11,000				11,000
Due from Registry of Court Fund	17				17
Office furnishings and equipment				\$73,483	\$73,483
TOTAL ASSETS	<u>\$276,488</u>	<u>\$3,804</u>	<u>\$487,473</u>	<u>\$73,483</u>	<u>\$777,588</u>
LIABILITIES AND FUND EQUITY					
Liabilities:					
Accounts payable	4,708				\$4,708
Due to General Fund			\$11,000		11,000
Due to other governments	17,676				17,676
Unsettled deposits			\$96,783		\$96,783
Total Liabilities	<u>37,090</u>	<u>\$0,000</u>	<u>\$107,783</u>	<u>\$0,000</u>	<u>\$134,873</u>
Fund Equity:					
Investment in general fund assets				\$73,483	\$73,483
Fund balance - unreserved - undesignated	\$40,774	\$1,802			\$42,576
Total Fund Equity	<u>\$40,774</u>	<u>1,802</u>	<u>\$0,000</u>	<u>\$73,483</u>	<u>\$173,661</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$77,864</u>	<u>\$1,802</u>	<u>\$487,473</u>	<u>\$73,483</u>	<u>\$777,588</u>

The accompanying notes are an integral part of this statement.

BIENVILLE PARISH CLERK OF COURT
 Acadia, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL AND
COURT REPORTER SPECIAL REVENUE FUNDS

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

	GENERAL FUND			SPECIAL REVENUE FUNDS		
	BUDGET	ACTUAL	VARIANCE FAVORABLE UNFAVORABLE	BUDGET	ACTUAL	VARIANCE FAVORABLE UNFAVORABLE
REVENUES						
Licenses and permits - marriage	\$1,500	\$1,000	\$500			
Intergovernmental revenues - state grants - Clerk's Supplemental Compensation Fund		11,500	11,500			
Fees, charges, and commissions for services						
Court costs, fees, and charges	103,000	104,149	1,149	\$0,000	\$0,000	0%
Fees for recording legal documents	40,000	171,000	131,000			
Fees for certified copies of documents	40,000	20,000	20,000			
Miscellaneous	1,500	2,500	1,000			
Tax on money and property - interest earnings	7,000	10,500	3,500			
Total revenues	<u>200,000</u>	<u>220,649</u>	<u>20,649</u>	<u>0,000</u>	<u>0,000</u>	<u>0%</u>
EXPENDITURES						
Current						
General government - judicial						
Personnel services and related benefits	200,000	241,921	41,921	0,000	0,000	0%
Operating services	10,000	29,201	19,201	1,000	995	0%
Materials and supplies	10,000	7,700	2,300			
Travel and other charges	15,000	15,601	601			
Capital outlay	5,000	4,842	158			
Intergovernmental	5,000	4,877	123			
Total expenditures	<u>235,000</u>	<u>295,142</u>	<u>60,142</u>	<u>1,000</u>	<u>1,000</u>	<u>0%</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>-35,000</u>	<u>-74,493</u>	<u>39,493</u>	<u>-1,000</u>	<u>-1,000</u>	<u>0%</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>380,000</u>	<u>171,149</u>	<u>208,851</u>	<u>2,000</u>	<u>2,000</u>	<u>0%</u>
FUND BALANCES AT END OF YEAR	<u>345,000</u>	<u>96,656</u>	<u>248,344</u>	<u>1,000</u>	<u>1,000</u>	<u>0%</u>

The accompanying notes are an integral part of this statement.

BIENVILLE PARISH CLERK OF COURT
Acadia, 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 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

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

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Bienville 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, or to 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.

BIENVILLE PARISH CLERK OF COURT
Arvidia, 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 partial funding for equipment, furniture and supplies of the clerk of court's office, the clerk of court was determined to be a component unit of the Bienville Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the clerk of court and do not present information on the police jury, the general government services provided by this 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 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 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 fixed assets and general long-term obligations) that are not recorded 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 are described as follows:

BIENVILLE PARISH CLERK OF COURT
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

Governmental Fund Type

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.

**Special Revenue - Court
Reporter Fund**

The Court Reporter Fund is used by the clerk's office to account for fees earned by the court reporter and for expenditures for the court reporter's salary and commissions transferred to the General Fund.

**Fiduciary Fund Type -
Agency Funds**

The Advance Deposit, Registry of Court, and Child Support 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.

C. FIXED ASSETS AND LONG-TERM OBLIGATIONS

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 fixed assets provided by the parish police jury are recorded in the general fixed assets account group. Approximately 20 per cent of fixed assets are valued at estimated historical costs based on the actual costs of like items while the remaining 80 per cent are based on actual historical costs. No depreciation has been provided on general fixed assets. There are no long-term obligations 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 "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

Intergovernmental revenues, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services 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, intergovernmental revenues, recordings, cancellations, court attendance, criminal costs, and other fees, charges, and commissions for services are treated as susceptible to accrual.

Expenditures

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

MONROE PARISH CLERK OF COURT
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

E. BUDGET PRACTICES

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Monroe Parish Clerk's office during the month of June for comments from taxpayers. The budget is then legally adopted by the clerk and amended during the year, as necessary. The budget is established and controlled by the clerk at the object level of expenditures. 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.

F. CASH AND CASH EQUIVALENTS

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 principal offices in Louisiana. At June 30, 1997, the clerk of court has cash and cash equivalents (bank balances) totaling \$656,345, as follows:

Demand Deposits	\$560,482
Time Deposits	<u>95,863</u>
Total	<u>\$656,345</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or collateral 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>\$676,263</u>
Federal deposit insurance	\$584,300
Pledged securities (noncollateralized)	<u>250,000</u>
Total	<u>\$1,510,563</u>

BIBBVILLE PARISH CLERK OF COURT
Bossier, Louisiana
Notes to the Financial Statements (Continued)

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 3) under the provisions of GASB Codification C20.106; however, Louisiana Revised Statute 38:1229 imposes a mandatory 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. Further, LRS 38:1224 states that securities held by a third party shall be deemed to be held in the clerk's name.

G. ANNUAL AND SICK LEAVE

All employees of the clerk of court's office earn two weeks of non-cumulative vacation leave each year. Sick leave is granted on a case-by-case basis, at the discretion of the clerk.

H. TOTAL COLUMN ON THE BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only (over-view) to indicate that it is presented only to facilitate financial analysis. 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. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment follows:

Balance, July 1, 1996	\$49,441
Additions	4,647
Deletions	<u>(2,188)</u>
Balance, June 30, 1997	<u>\$51,883</u>

3. PENSION PLAN

Substantially all employees of the Bibbville 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.

BIENVILLE PARISH CLERK OF COURT
Arcadia, 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 credited 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 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 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, 11745 Bricksonke Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (504) 393-1662.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary, and the Bienville Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.5 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 Bienville Parish Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:100, 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 Bienville Parish Clerk of Court's contributions to the System for the years ending June 30, 1997, 1998, and 1999, were \$12,403, \$21,519, and \$18,583, respectively, equal to the required contribution for each year.

4. POST RETIREMENT BENEFITS

The Bienville Parish Clerk of Court provides certain health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's cost of premiums) as an expenditure when the premiums are due, which was \$33,496 for the year ended June 30, 1997. Of that amount, \$7,651 was for retiree benefits.

NEWVILLE PARISH CLERK OF COURT
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

5. CHANGES IN AGENCY FUND BALANCES

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

	Advance Deposit Fund	Registry of Court Fund	Child Support Fund	Total
Balance, July 1, 1996	\$240,307	\$67,807	\$3,151	\$311,265
Additions	321,326	168,931	858,067	1,348,324
Reductions	<u>(218,300)</u>	<u>(88,749)</u>	<u>(857,946)</u>	<u>(1,164,995)</u>
Balance June 30, 1997	<u>\$343,333</u>	<u>\$47,989</u>	<u>8,272</u>	<u>\$399,594</u>

6. LITIGATION AND CLAIMS

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

SUPPLEMENTAL INFORMATION SCHEDULES

IRISVILLE PARISH CLERK OF COURT
Arcadia, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and For the Year Ended June 30, 1997

FIDUCIARY FUND TYPE - AGENCY FUNDS

ADVANCE DEPOSIT FUND

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

REGISTRY OF COURT FUND

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds 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.

CHILD SUPPORT FUND

The Child Support Fund accounts for the collection and distribution of child support obligations and the assessment and remittance of a five per cent fee on the child support payments.

BIENVILLE PARISH CLERK OF COURT
Arcade, Louisiana
FIDUCIARY FUND TYPE - AGENCY FUNDS

Combining Balance Sheet, June 30, 1997

	ADVANCE DEPOSIT FUND	REENTRY OF COURT FUND	CHILD SUPPORT FUND	TOTAL
ASSETS				
Cash and cash equivalents	\$254,214	\$142,006	9,168	\$405,388
Receivables	75			75
TOTAL ASSETS	<u>\$254,291</u>	<u>\$142,006</u>	<u>9,168</u>	<u>\$405,465</u>
LIABILITIES				
Due to General Fund	\$11,068	\$17		\$11,085
Unsettled deposits	245,223	141,989	58,168	396,380
TOTAL LIABILITIES	<u>\$256,291</u>	<u>\$142,006</u>	<u>58,168</u>	<u>\$456,465</u>

BIENVILLE PARISH CLERK OF COURT
Arcadia, Louisiana
TRUSTEES FUND TYPE - AGENCY FUNDS

Combining Schedule of Changes in Unsettled
 Balances Due to Taxing Bodies and Others
 For the Year Ended June 30, 1997

	<u>ADVANCE DEPOSIT FUND</u>	<u>SECURITY OF COURT FUND</u>	<u>CHILD SUPPORT FUND</u>	<u>TOTAL</u>
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	<u>\$240,307</u>	<u>367,807</u>	<u>53,152</u>	<u>\$661,266</u>
ADDITIONS				
Deposits - sales and concessions	215,779	158,868		374,647
Interest earned on investments	5,447	3,023		7,470
Other additions		40	858,062	858,102
Total additions	<u>221,226</u>	<u>161,931</u>	<u>858,062</u>	<u>1,241,219</u>
Total	<u>461,533</u>	<u>529,738</u>	<u>851,214</u>	<u>1,842,485</u>
REDUCTIONS				
Clerk's fees (transferred to General Fund)	100,445			100,445
Deposits sent to:				
Sentences to litigants		50,224		50,224
Appraisers, constms. and keepers	3,625	750		3,375
Sheriff's fees	18,958			18,958
Other reductions	<u>94,782</u>	<u>35,775</u>	<u>852,046</u>	<u>982,603</u>
Total reductions	<u>217,810</u>	<u>86,749</u>	<u>852,046</u>	<u>1,156,605</u>
UNSETTLED DEPOSITS AT END OF YEAR	<u>\$243,723</u>	<u>\$141,989</u>	<u>59,168</u>	<u>\$444,880</u>