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**AVOYELLES PARISH CLERK OF COURT
MARKSVILLE, LOUISIANA
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 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 2.25.98

Ducote & Company
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AVOUELLES PARISH CLERK OF COURT
Marksville, Louisiana
General Purpose Financial Statements
As of and for the Year Ended June 30, 1997

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**GENERAL PURPOSE FINANCIAL STATEMENTS
(COMBINED STATEMENTS - OVERVIEW)**

**AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana**

ALL FUND TYPES AND ACCOUNT GROUPS

**Combined Balance Sheet
June 30, 1997**

	<u>General Fund</u>	<u>Fiduciary or Agency Funds</u>	<u>General Fixed Asset Group</u>	<u>Memorandum Only Current Year</u>
ASSETS				
Cash and cash equivalents	\$184,121	\$413,433	\$0	\$597,554
Investments	390,000	250,000	0	640,000
Receivables	15,758	0	0	15,758
Due from other funds	0	850	0	850
Accrued interest receivable	6,503	0	0	6,503
Prepays	0	0	0	0
Office furnishings & equip	0	0	293,347	293,347
TOTAL ASSETS	\$596,381	\$664,283	\$293,347	\$1,554,012
LIABILITIES AND FUND EQUITY				
LIABILITIES				
Accounts payable	\$10,053	\$0	\$0	\$10,053
Due to other funds	850	0	0	850
Payroll deductions payable	10,449	0	0	10,449
Unclaimed property	2,819	8,515	0	11,334
Unsettled deposits	0	655,769	0	655,769
TOTAL LIABILITIES	24,171	664,283	0	688,454
FUND EQUITY				
Investment in general fixed assets	0	0	293,347	293,347
Fund balance				
Unreserved - designated for Subsequent year expenditure	83,610	0	0	83,610
Unreserved - undesignated	488,601	0	0	488,601
TOTAL FUND EQUITY	572,210	0	293,347	865,558
TOTAL LIABILITIES AND FUND EQUITY	\$596,381	\$664,283	\$293,347	\$1,554,012

The accompanying notes are an integral part of this financial statement.

AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana
GOVERNMENTAL FUND - 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	\$4,000	\$9,600	\$5,600
Fees, charges, & commissions			
Court costs, fees, & charges	350,000	401,833	51,833
Fees for recording legal docs	175,000	255,081	80,081
Fees for cert copies of docs	15,000	23,880	8,880
Criminal search fees	0	3,178	3,178
Miscellaneous	500	1,102	602
Use of money & property			
Interest earnings	27,500	40,824	13,324
TOTAL REVENUES	572,000	735,498	163,498
EXPENDITURES			
General government			
Personal svc & related benefit	450,000	419,024	30,976
Operating services	106,000	108,059	(2,059)
Materials & supplies	50,000	60,535	(10,535)
Travel & other charges	6,000	4,610	1,390
Capital outlay	95,000	99,924	(4,924)
Total General government	707,000	692,153	14,847
TOTAL EXPENDITURES	707,000	692,153	14,847
Excess (deficiency) of revenues over expenditures	(135,000)	43,345	178,345
Fund Balances at beginning of year	528,864	528,864	0
Fund Balances at end of year	\$393,864	\$572,209	\$178,345

The accompanying notes are an integral part of this financial statement.

NOTES TO FINANCIAL STATEMENTS

AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana

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

INTRODUCTION

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the Avoyelles Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Avoyelles Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is 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.
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.

**AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana**

Notes to Financial Statements, (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)

Because the police jury's financial statements would be misleading if data of the clerk of court were not included in the reporting entity financial statement, due to the nature and significance of their relationship, the clerk of court was determined to be a component unit of the Avoyelles Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the clerk of court and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

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

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

Agency Funds

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

D. BASIS OF ACCOUNTING

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

AVOUELLES PARISH CLERK OF COURT
Marksville, Louisiana

Notes to Financial Statements, (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)

D. BASIS OF ACCOUNTING, (Continued)

Revenues

Recordings, cancellations, court attendance, criminal cost, etc., are recorded in the year in which they are earned. Interest income on the time deposits is recorded when the time deposits have matured and the income is available. Substantially all other revenues are recorded when received.

Expenditures

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

E. BUDGET PRACTICES

The proposed budget for the 1997 fiscal year was made available for public inspection at the clerk's office on May 23, 1996. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal 21 days prior to the public hearing. The budget hearing was held at the clerk's office on June 13, 1997. 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 not employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

F. 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 the 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.

G. 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 stated at historical cost.

AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana

Notes to Financial Statements, (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)

H. COMPENSATING ABSENCES

The clerk of court has the following policy relating to vacation and sick leave: Employees of the clerk's office earn two weeks of vacation leave each year. Vacation leave must be used in the year earned. Employees are allowed seven days of sick leave each year. Sick leave is noncumulative.

There are no accumulated or vested vacation and sick leave benefits which require accrual to conform with generally accepted accounting principles.

I. 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. There were no long-term obligations outstanding at June 30, 1997.

J. FUND EQUITY

Reserves

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

Designated Fund Balances

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

K. 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.

2. CASH AND CASH EQUIVALENTS

At June 30, 1997, the clerk of court has cash and cash equivalents (book balances) totaling \$597,554 as follows:

Petty cash	\$ 50
Demand deposits	133,703
Interest bearing demand deposits	218,801
Time deposits	<u>245,000</u>
Total	<u>\$ 597,554</u>

**AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana**

Notes to Financial Statements, (Continued)

2. CASH AND CASH EQUIVALENTS, (Continued)

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 pledge securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parities. At June 30, 1997, the clerk has \$1,303,338 on deposit (collected bank balances). These deposits are secured from risk by \$993,338 of federal deposit insurance and \$310,000 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 uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertize and sell the pledged securities within 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

3. INVESTMENTS

At June 30, 1997, the clerk of court holds investments totaling \$640,000 as follows:

	<u>Carrying Amount</u>	<u>Market Value</u>
Certificates of Deposits	\$640,000	\$640,000
Total	<u>\$640,000</u>	<u>\$640,000</u>

These investments are stated on the balance sheet at cost. The investments are in the name of the clerk and are held at the clerk's office. Because the certificates are in the name of the clerk and are held by the clerk or the clerk's agent, the certificates are considered insured and registered, Category 3, in applying the credit risk of GASB Codification Section 150.164.

4. RECEIVABLES

Receivables in the general fund totaled \$15,758 at June 30, 1997 detailed as follows:

Accounts Receivable	
Current	\$ 7,940
Over 30 days	1,911
Over 60 day	<u>5,707</u>
Total Accounts receivable	15,558
Due from Bank	<u>200</u>
Total Receivables	<u>\$ 15,758</u>

**AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana**

Notes to Financial Statements, (Continued)

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

Balance June 30, 1996	\$253,033
Fiscal 1996-97:	
Additions	49,888
Deletions	<u>9,574</u>
Balance June 30, 1997	<u>\$293,347</u>

6. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund unsettled deposits follows:

	Unsettled Deposits at Beginning <u>of Year</u>	<u>Additions</u>	<u>Reductions</u>	Unsettled Deposits at End <u>of Year</u>
Agency funds:				
Advance Deposit	\$394,553	\$725,542	\$683,127	\$436,968
Registry of Court	<u>323,656</u>	<u>54,238</u>	<u>159,093</u>	<u>218,801</u>
Total	<u>\$718,209</u>	<u>\$779,780</u>	<u>\$842,220</u>	<u>\$655,769</u>

7. PENSION PLAN

Plan Description. Substantially all employees of the Avoyelles Parish Clerk of Court are members of the Louisiana Clerk 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 a 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 Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (504) 293-1162.

**AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana**

Notes to Financial Statements, (Continued)

7. PENSION PLAN, (Continued)

Funding Policy. Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Avoyelles Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 11.50 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (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 Avoyelles 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 Avoyelles Parish Clerk of Court's contributions to the System for the years ending June 30, 1997, 1996, and 1995 were \$40,285, \$40,665, and \$32,863, respectively, equal to the required contributions for each year.

8. OTHER POSTRETIREMENT BENEFITS

The Avoyelles Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk of court recognizes the cost of providing these benefits (the clerk's portion of premiums) as an expenditure when the monthly premiums are due. The cost of providing these benefits for the 2 retirees is not separable from the cost of providing benefits for the 14 active employees.

9. EXCESS FUND BALANCE

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 1997, there was no amount due the parish treasurer as this was not the last year of the clerk's four year term.

10. COMPENSATION OF ELECTED OFFICIAL

A detail of compensation paid to the Avoyelles Parish Clerk of Court, Samuel G. Couvillon out of the General Fund Revenues for the year end June 30, 1997 is as follows:

Salary	\$ 46,741
Expense allowance	5,572
Election compensation	2,100
Supplementary Pay	<u>9,000</u>
Total Compensation	<u>\$ 63,413</u>

AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana

Notes to Financial Statements, (Concluded)

11. LITIGATION

At June 30, 1997, the Avoyelles Parish Clerk of Court was not involved in any litigation and legal counsel is not aware of any unasserted claims.

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

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

Salary supplements	\$ 8,703
Payroll taxes	666
Property/General liability insurance	1,055
Microfilm	<u>11,397</u>
Total	<u>\$21,821</u>

SUPPLEMENTARY INFORMATION

COMBINING FINANCIAL STATEMENTS OF INDIVIDUAL FUNDS

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 cost 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 judgement had been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

**AVOUELLES PARISH CLERK OF COURT
Marksville, Louisiana**

FIDUCIARY FUNDS - AGENCY FUNDS

**Combining Balance Sheet
June 30, 1997**

	Advance Deposit Fund	Registry of Court Fund	Memorandum Only Current Year
ASSETS			
Cash and cash equivalents	\$194,633	\$218,801	\$413,433
Investments	250,000	0	250,000
Due from other funds	850	0	850
TOTAL ASSETS	\$445,483	\$218,801	\$664,283
LIABILITIES AND FUND BALANCE			
LIABILITIES			
Unclaimed property	\$8,515	\$0	\$8,515
Unsettled deposits	436,968	218,801	655,769
TOTAL LIABILITIES	\$445,483	\$218,801	\$664,283

**AVOYELLES PARISH CLERK OF COURT
Marksville, Louisiana**

FIDUCIARY FUNDS - AGENCY FUND

**Combining Schedule of Changes in Unsettled Balances
For the Year Ended June 30, 1997**

	Advance Deposit Fund	Registry of Court Fund	Memorandum Only Current Year
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	\$394,553	\$323,656	\$718,209
Additions			
Deposits			
Suits & Successions	725,542	0	725,542
Judgements	0	47,431	47,431
Interest earnings on investments	0	6,806	6,806
Total Additions	725,542	54,238	779,779
Reductions			
Clerk's costs	355,501	0	355,501
Settlements to litigants	190,792	156,489	347,281
Attorney, curator, and notary	5,115	0	5,115
Judge's fees	23,384	0	23,384
Witnesses, appraisers, etc	3,663	0	3,663
Stenographer's fees	425	0	425
Sheriff's fees	71,600	0	71,600
Other reductions	32,647	2,604	35,251
Total Reductions	683,127	159,093	842,220
UNSETTLED DEPOSITS AT END OF YEAR	\$436,968	\$218,801	\$655,769

**OTHER REPORTS REQUIRED BY
GOVERNMENTAL AUDITING STANDARDS**

The following pages contain reports on the internal control structure and compliance with laws and regulations required by Governmental Auditing Standards, issued by the Comptroller General of the United States. The report on internal control structure is based on the audit of the financial statements and include, where appropriate, any reportable conditions and/or material weaknesses. The report on compliance with laws and regulations is, likewise, based solely on the audit of the presented financial statements and presents, where applicable, compliance matters that would be material to the presented financial statements.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL STRUCTURE
BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Samuel G. Couvillon
Avoyelles Parish Clerk of Court
Marksville, Louisiana

We have audited the general purpose financial statements of the Avoyelles Parish Clerk of Court for the year ended June 30, 1997, and have issued our report thereon dated December 19, 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of Avoyelles Parish Clerk of Court, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related cost 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 polices and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the Avoyelles 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.

The Honorable Samuel G. Couvillon
Page 2

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a 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 structure and its operation that we consider to be material weaknesses as defined above.

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

Ducote & Company

DUCOTE & COMPANY
Marksville, Louisiana
December 19, 1997

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE BASED
ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Samuel G. Couvillon
Avoyelles Parish Clerk of Court
Marksville, Louisiana

We have audited the general purpose financial statements of the Avoyelles Parish Clerk of Court, as of and for the year ended June 30, 1997, and have issued our report thereon dated December 19, 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Avoyelles Parish Clerk of Court is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of Avoyelles 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 the following instances of noncompliance that are required to be reported under Government Auditing Standards for which the ultimate resolution cannot presently be determined. Accordingly, no provision for any liability that may result has been recognized in the Avoyelles Parish Clerk of Court's financial statements.

The Avoyelles Parish Clerk of Court failed to comply with certain statutory requirements to obtain telephone quotations on purchases of equipment and materials in excess amounts over \$5,000 that may be material to the general fund. The Avoyelles Parish Clerk of Court also failed to comply with certain statutory requirements to obtain competitive bids on purchases in excess of \$10,000 that may be material to the general fund. The general purpose financial statements do not include an adjustment for any liability that may result from the actions of the entity in relation to not obtaining competitive quotations and/or bids.

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

Ducote & Company
DUCOTE & COMPANY
Marksville, Louisiana
December 19, 1997