

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
General Purpose Financial Statements
For the Year Ended December 31, 2003

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 9-8-04

The Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
General Purpose Financial Statements
For the Year Ended December 31, 2003

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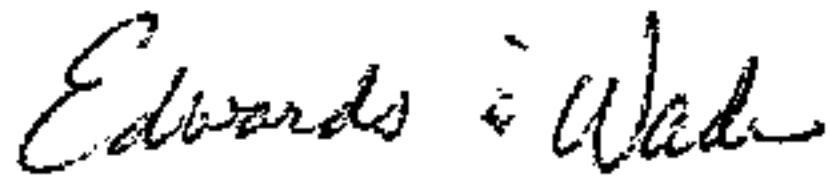
EDWARDS & WADE

Certified Public Accountants
A Professional Accounting Corporation
Members: AICPA / Society of CPA's

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana

We have compiled the accompanying financial statements of Third Judicial District Judicial Clerk Fund as of and for the year ended December 31, 2003, in accordance with 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 information that is the representation of management of Third Judicial District Judicial Clerk Fund. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.



Ruston, Louisiana
June 25, 2004

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
Combined Balance Sheet-All Fund
Types and Account Groups
As of December 31, 2003

	Governmental Fund Type		General Fixed Asset Account Group	Total (Memorandum Only)
	General Fund	Special Revenue Fund		
ASSETS				
Cash and cash equivalents	\$19,151	\$21,071		\$40,222
Investments	139,505	150,126		289,631
Receivables:				
Intergovernmental:				
Lincoln Parish Sheriff	7,583			7,583
Lincoln Parish Clerk of Court	910			910
Union Parish Clerk of Court	825			825
Due from Other Funds		7,909		7,909
Other	3,328	12,647		15,975
Fixed Assets			\$89,102	89,102
TOTAL ASSETS	<u>\$171,302</u>	<u>\$191,753</u>	<u>\$89,102</u>	<u>\$452,157</u>
Liabilities and Fund Equity				
Liabilities:				
Accounts payable	\$17,879	\$4,285		\$22,164
Due to Other Funds	\$7,909			7,909
Total liabilities	<u>25,788</u>	<u>4,285</u>	<u>0</u>	<u>30,073</u>
Fund Equity:				
Investment in general fixed assets			\$89,102	89,102
Fund balances:				
Unreserved-undesignated	145,514	187,468		332,982
Total fund balances	<u>145,514</u>	<u>187,468</u>	<u>89,102</u>	<u>422,084</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$171,302</u>	<u>\$191,753</u>	<u>\$89,102</u>	<u>\$452,157</u>

The accompanying notes are an integral part of this statement.

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
Statement of Revenue, Expenditures, and Changes
In Fund Balance - Budget and Actual - General Fund
For the year ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES			
Intergovernmental:			
Fees collected by:			
Lincoln Parish Sheriff	\$112,000	\$89,752	(\$22,248)
Union Parish Sheriff	59,000	30,454	(28,546)
Lincoln Parish Clerk of Court	14,000	12,948	(1,052)
Union Parish Clerk of Court	12,500	11,437	(1,063)
Union Probation fees	5,700	6,021	321
Grant revenue	28,000	28,016	16
Interest	4,000	4,499	499
Other Income	25,000	25,886	886
TOTAL REVENUES	<u>260,200</u>	<u>209,013</u>	<u>(51,187)</u>
EXPENDITURES			
Salaries	175,000	175,457	(457)
Legal and other professional fees	9,650	7,572	2,078
Library Expense	22,000	22,944	(944)
License and permits	350	340	10
Retirement	25,000	20,985	4,015
Travel, meetings, and conferences	9,000	9,309	(309)
Insurance	46,000	42,275	3,725
Payroll taxes	3,400	3,482	(82)
Contract Labor	2,500	3,119	(619)
Office expense	15,000	17,898	(2,898)
Dues and subscriptions	1,300	1,292	8
Equipment rent	6,200	6,609	(409)
Miscellaneous	6,050	2,992	3,058
Repairs and maintenance	1,000	1,386	(386)
Telephone	11,000	11,726	(726)
FINS-grant expenditures	28,000	26,962	1,038
Capital Outlay	2,500	4,759	(2,259)
Rent	0	197	(197)
Reimbursements - Children's Assistance Fund	(58,000)	(58,856)	856
Reimbursements - FINS	(15,000)	(24,584)	9,584
Reimbursements - Police Jury	0	(47,643)	47,643
TOTAL EXPENDITURES	<u>290,950</u>	<u>228,221</u>	<u>62,729</u>
EXCESS OF REVENUE OVER EXPENDITURES	(30,750)	(19,208)	11,542
FUND BALANCE, BEGINNING	<u>164,722</u>	<u>164,722</u>	<u>0</u>
FUND BALANCE, ENDING	<u>\$133,972</u>	<u>\$145,514</u>	<u>\$11,542</u>

The accompanying notes are an integral part of this statement.

Third Judicial District Judicial Clerk Fund
 Parishes of Lincoln and Union, Louisiana
 Statement of Revenue, Expenditures, and Changes in
 Fund Balance - Budget and Actual - Special Revenue Fund
 For the year ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES			
Children's Assistance receipts	127,387	\$119,821	(7,566)
Interest	1,930	5,497	3,567
TOTAL REVENUES	<u>129,317</u>	<u>125,318</u>	<u>(3,999)</u>
EXPENDITURES			
Salaries	72,379	77,215	(4,836)
Salary reimbursement expenses	51,190	48,671	2,519
Legal and other professional fees	3,294	1,882	1,412
Retirement	13,028	9,471	3,557
Travel, meetings, and conferences	579	429	150
Payroll taxes	5,549	1,119	4,430
Office expense	6,500	6,651	(151)
Dues and subscriptions	2,027	298	1,729
Postage	934	475	459
Miscellaneous	2,644	2,608	36
Telephone	1,724	938	786
Capital Outlay	17,413	14,812	2,601
Outside services	10,300	10,275	25
Rent	12,500	12,068	432
Children's Assistance disbursements	3,136	2,651	485
Reimbursements - Salary	<u>(36,000)</u>	<u>(52,905)</u>	<u>16,905</u>
TOTAL EXPENDITURES	<u>167,197</u>	<u>136,658</u>	<u>30,539</u>
EXCESS OF REVENUE OVER EXPENDITURES	(37,880)	(11,340)	26,540
FUND BALANCE, BEGINNING	<u>198,808</u>	<u>198,808</u>	<u>0</u>
FUND BALANCE, ENDING	<u>\$160,928</u>	<u>\$187,468</u>	<u>\$26,540</u>

The accompanying notes are an integral part of this statement.

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
Notes to the Financial Statements
For the Year Ended December 31, 2003

INTRODUCTION

The Third Judicial District Judicial Clerk Fund was established by legislative act. The act provides for the collection of fees in the form of court costs and fines, and provides for such secretarial, clerical, research, administrative or other personnel as are deemed necessary to expedite the business and functions of the court. The Fund may also be used to pay to establishing and maintaining a law library, equipment, supplies, and any other costs or expenses related to the proper administration of the court, except for the payment of judges's salaries.

For financial reporting purposes, in conformity with GAS Codification Section 2100, the Judicial Clerk Fund is a part of the district court system of the State of Louisiana. However, the Fund operates autonomously from the State of Louisiana and independently from the district court system. Therefore, the Fund reports as an independent reporting entity.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the Third Judicial District Judicial Clerk Fund have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government funds. The Governmental Accounting Standards Board (GASB) is the accepted standard - setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

The Clerk Fund is not a component unit of the Lincoln or Union Parish Police Jury. The accompanying financial statements present information only on the funds maintained by the Clerk Fund.

C. FUND ACCOUNTING

The Clerk Fund uses funds and account groups to report on its financial position and the results of 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.

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
Notes to the Financial Statements
For the year ended December 31, 2003

Funds of the Clerk Fund are classified as governmental funds. Governmental funds account for general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds of the Clerk Fund include:

1. General Fund—the general operating fund of the Clerk Fund and accounts for all financial resources, except those required to be accounted for in other funds.
2. Special revenue funds—account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures.

Revenues

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.

The revenues susceptible to accrual are filing fees and court costs collected by other agencies and remitted to the Judicial Clerk Fund in the following month, as well as amounts due under grant contracts, interest and dividend revenue, and drug enforcement forfeitures collected by the District Attorney and paid annually or upon request.

Expenditures

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

E. BUDGETS

The Clerk Fund adopted a budget for the fiscal year ended December 31, 2003 for the General fund and Special Revenue fund. The Clerk Fund follows the following procedures in establishing the budgetary data reflected in the financial statements. During November, the clerk submitted to the judges a

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
Notes to the Financial Statements
For the year ended December 31, 2003

proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. During December, the budget was legally enacted through passage of an order. The judges are authorized to transfer budgeted amounts between departments within any fund and any revisions that alter the total expenditures of any fund must be approved by the judges. Appropriations lapse at the end of the year. There was one amendment during the year.

F. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Clerk Fund may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the district's investments policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

GASB Statement No. 31 requires the district to report investments at fair value in the balance sheet, except as follows:

1. Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other facts.
2. The district may report at amortized costs money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
Notes to the Financial Statements
For the year ended December 31, 2003

H. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. Public domain or infrastructures are not capitalized. Construction period interest is immaterial and is not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

I. COMPENSATED ABSENCES

The Clerk Fund has adopted a vacation and sick leave plan which allows a maximum of 12 days vacation and 12 days sick leave per year. Employees are not allowed to carry over the unused vacation or sick leave from year to year. Upon termination, accumulated vacation and/or sick leave lapses and no payments are made for the unused accumulations. Therefore, no accrual has been made in the financial statements for such absences.

J. TOTAL COLUMNS OF STATEMENTS

The 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 EQUIVALENTS

At December 31, 2003, the District has cash and cash equivalents (book balances) totaling \$40,222 as follows:

Demand deposits	\$40,222
Time deposits	<u>0</u>
Total	<u><u>\$40,222</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or 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. 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. At December 31, 2003, the District has \$328,260 in deposit (collected bank balances). These deposits are secured from risk by \$328,260 of federal deposit insurance and \$0 of pledged securities held by the custodial bank in the name of the fiscal agent bank. (GASB Category 3). At December 31, 2003, time deposits included in investments are \$289,631.

Third Judicial District Judicial Clerk Fund
 Parishes of Lincoln and Union, Louisiana
 Notes to the Financial Statements
 For the year ended December 31, 2003

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk Fund that the fiscal agent has failed to pay deposited funds upon demand.

3. INVESTMENTS

Investments are categorized into three categories of credit risk:

1. Insured or registered, or securities held by the district or its agent in the district's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the district's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the district's name

At fiscal year-end, the district's investments balances were as follows:

Type of investment	Category			Carrying amount			Total Carrying Amount
	1	2	3	Fair Value	Amortized Cost	Cost	
Certificate of deposit	\$289,631					\$289,631	\$289,631
Total investments	\$289,631	\$0	\$0	\$0	\$0	\$289,631	\$289,631

4. RECEIVABLES

The following is a summary of receivables at December 31, 2003:

Class of receivable	General Fund	Special revenue fund	Total
Accounts			
Lincoln Parish Sheriff	7,583		\$9,411
Lincoln Parish Clerk of Court	910		910
Union Parish Clerk of Court	825		825
Due from Other Funds		7,909	7,909
Other	3,328	12,647	15,975
Total	\$12,646	\$20,556	\$33,202

Third Judicial District Judicial Clerk Fund
 Parishes of Lincoln and Union, Louisiana
 Notes to the Financial Statements
 For the year ended December 31, 2003

5. FIXED ASSETS

A summary of changes to fixed assets for the year ended December 31, 2003 is as follows:

	<u>Equipment</u>	<u>Furniture and fixtures</u>	<u>Total</u>
Balance, January 1, 2003	\$47,728	\$21,697	\$69,425
Additions	19,061	616	19,677
Deletions			0
Balance, December 31, 2003	<u>\$66,789</u>	<u>\$22,313</u>	<u>\$89,102</u>

6. PENSION PLANS

The Clerk Fund provides retirement, death, and disability benefits to the majority of its employees through two cost-sharing multiple-employer public employee retirement system pension plans administered by other governmental entities. These plans are:

A. Parochial Employees' Retirement System of Louisiana

Plan Description. Three of the eleven employees of the Third Judicial District Judicial Clerk Fund are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All three employees are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to 1% of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980. 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 the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above 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.

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
Notes to the Financial Statements
For the year ended December 31, 2003

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 Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

Funding Policy. Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary and the district is required to contribute at an actuarially determined rate. The current rate is 5.5% of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the district are established and may be amended by state statute. As provided by R.S. 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 district's contributions to the System under Plan A for the years ending December 31, 2003, 2002, and 2001, were \$4,094, \$4,341, and \$4,125, respectively, equal to the required contributions for each year.

B. Louisiana State Employees Retirement System

Six of the eleven employees of the Clerk Fund are members of the Louisiana State Employees Retirement System (System), a cost-sharing, multiple-employer public employee retirement system (PERS). The System is a statewide public retirement system for the benefit of state employees, which is administered and controlled by a separate board of trustees.

All full-time Clerk Fund employees are eligible to participate in the System. Benefits vest with 10 years of service. At retirement age, employees are entitled to annual benefits equal to \$300 plus 2.5 percent of their highest consecutive 36 months average salary multiplied by their years of credited service. Vested employees may retire at (a) any age with 30 years of service, (b) age 55 with 25 years of service, or (c) age 60 with 10 years of service. The System also provides death and disability benefits. Benefits are established by the state statute.

Covered employees are required by state statute to contribute 7.5 percent of gross salary, to which the Fund adds a 12.4 percent contribution as an employer's match. The district's contributions to the System for the years ending December 31, 2003, 2002 and 2001, were \$26,826, \$20,075, and \$16,659 respectively, equal to the required contributions for each year.

Historical trend information showing the system's progress in accumulating sufficient assets to pay benefits when due is presented in the System's 2003 component unit financial statements. Benefits granted by the System are guaranteed by the State of Louisiana under the 1974 Louisiana Constitution.

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana
Notes to the Financial Statements
For the year ended December 31, 2003

7. CONCENTRATIONS OF CREDIT RISK

Intergovernmental receivables represent amounts due from other Lincoln and Union Parish governmental agencies. Payment of these amounts is partly dependent upon the economic and financial conditions within Lincoln and Union Parishes and the State of Louisiana.

8. CHILDREN'S ASSISTANCE FUND

The Hearing Officer, who is employed by the Third Judicial District Judicial Clerk Fund, has the authority by law to assess an additional fee of 5% to the child support at her discretion. If the case begins in the state court, the 5% is automatically added but the hearing officer may dismiss this fee using her judgment and knowledge of each separate case. Also, if the case begins in the district court, the 5% is not automatically added but at the hearing officer's choice, she may include this charge if she sees fit. The 5% fee is to cover overhead expenses of the District.

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**THIRD JUDICIAL DISTRICT CLERKS FUND
LINCOLN AND UNION PARISH, LOUISIANA**

RADIAN L. HENNIGAN

Certified Public Accountant

1503 Goodwin Road, Suite 1

Ruston, Louisiana 71270

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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Third Judicial District Judicial Clerk Fund
Parishes of Lincoln and Union, Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the Third Judicial District Judicial Clerk Fund and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Third Judicial District Judicial Clerk Fund's compliance with certain laws and regulations during the year ended December 31, 2003 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$15,000, and no expenditures were made for public works exceeding \$100,000. I examined documentation which indicated no purchases which would require public bidding requirements.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interest of all board members and employees, as well as their immediate families.

Clerk Fund provided me with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Clerk Fund provided me the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as *immediate family members*.

None of the employees included on the list of employees provided by Clerk Fund [agreed-upon procedure (3)] appeared on the list provided by Clerk Fund in agreed-upon procedure (2).

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

Clerk Fund provided me with a copy of the original budget and the amendments.

6. Trace the budget adoption and amendments to the minute book.

I traced the adoption of the final budget to the order given by the Judges.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more .

I compared the revenues and expenditures of the final budget to actual revenues and expenses. Actual expenditures for the year did not exceed budgeted amounts by more than 5%; however, actual revenues did fail to meet budgeted amounts by 21%.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

a) trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and payee.

b) determine if payments were properly coded to the correct fund and general ledger account; and

All six payments were properly coded to the correct fund or general ledger account.

c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each six selected disbursements indicated approvals from the Judge by signature on checks.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

3rd Judicial District is not required by law to have public meetings; therefore, no agendas were posted.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

I inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the information and use of the Clerk Fund and the Legislative Auditor, State of Louisiana and is not intended to be and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Respectfully,



Radian L. Hennigan
Certified Public Accountant

June 21, 2004

Third Judicial District Court

CTW

CORRECTIVE ACTION PLAN
For the year Ended December 31, 2003

Third Judicial District Clerk Fund hereby submits the following corrective action plan as referenced in the Findings and Questioned Costs:

02-1 For the year ended December 31, 2003, actual revenues failed to meet budgeted revenues by more than 5%. According to LSA 39:1310, failing to amend the budget when necessary is a violation of the local government budget act.

Recommendation: I recommend that the Clerk Fund analyze interim budget and actual comparisons and amend the budget as needed.

Response: In the future, we will analyze interim budget and actual comparisons and amend budget when needed, as suggested by the auditor.

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

6-21-04 (Date Transmitted)

Third Judicial District Clerk's Fund

P.O. Box 388

Ruston, LA 71273

Radian L. Hennigan, CPA

(Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes [] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

**This is answered to the best of my information and belief.*

Yes [] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [] No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.
Yes [] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Not applicable as we haven't had any meetings.

Yes [] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes [] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes [] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Cynthia J. Woodard Secretary June 23, 2004 Date
Chief Judge Treasurer _____ Date
3rd J.D.C. President _____ Date

Note: If the engagement is for a routine compilation/attest that will be completed within six months of the entity's fiscal year-end and the CPA will submit either a Fax Approval Form or an Email engagement approval form to the legislative auditor, the space for the legislative auditor's approval may be omitted.