
**ST. CHARLES PARISH CLERK
HAHNVILLE, LOUISIANA**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2021**

**ST. CHARLES PARISH CLERK
HAHNVILLE, LOUISIANA**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2021**

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A Professional Accounting Corporation

INDEPENDENT AUDITORS' REPORT

St. Charles Parish Clerk of Court
Hahnville, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major funds, and the aggregate remaining fund information of the St. Charles Parish Clerk of Court (Clerk), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *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 financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major funds and the aggregate remaining fund information of the Clerk, as of June 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information, the schedule of changes in other post-employment benefits liability and related ratios, the schedule of proportionate share of the net pension liability, the schedule of employer contributions, and the notes to the required supplementary information as listed in the table of contents, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Clerk's basic financial statements. The accompanying supplementary information consisting of the schedule of compensation, benefits, and other payments to the clerk of court and the justice system funding schedules as listed in the table of contents, respectively, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of compensation, benefits, and other payments to the clerk of court and the justice system funding schedules are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits, and other payments to the clerk of court and the justice system funding schedules is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated December 30, 2021, on our consideration of the Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Clerk's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control over financial reporting and compliance.

Postlethwaite & Netterville

Metairie, Louisiana
December 30, 2021

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

This section of the St. Charles Parish Clerk of Court's (Clerk) financial report presents our discussion and analysis of the Clerk's financial performance during the year that ended on June 30, 2021. Please read it in conjunction with the Clerk's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Clerk as a whole and present a longer-term view of the Clerk's finances. The governmental fund financial statements tell how the Clerk's services were financed in the short-term as well as what remains for future spending.

- Net deficit of government-wide activities decreased by \$11,110 or 0.5% due to revenues exceeding expenses by that amount.
- The liabilities and deferred inflows of the Clerk exceeded its assets and deferred outflows by \$2,473,012 at June 30, 2021. Of this amount, \$70,423 is invested in capital assets net of related debt. The Clerk has an unrestricted net deficit of (\$2,543,435) in governmental activities.
- During the year, the Clerk had expenses of \$2,821,060, which was \$140,372 more than the \$2,680,688 of revenue generated by governmental programs during the year compared to the prior year, when program revenues exceeded program expenses by \$33,392.
- Governmental funds reported an ending unassigned fund balance of \$1,186,924, which is a \$236,557 increase from the prior year ending unassigned fund balance of \$950,367
- Total governmental fund revenues were \$2,710,617 in the current year, an increase of \$141,547 from prior year revenues. This is primarily due to an increase in recording fees resulting from a more convenient e-recording function implemented during the prior year. Total governmental fund expenditures were \$2,474,060, an increase of \$212,573 from the prior year.
- As described in Note 1 to the financial statements, GASB Statement 84, *Fiduciary Activities*, was implemented in the current year. This GASB statement defines what activity should be reported in a fiduciary fund. As a result of this implementation, the Advance Deposit Fund activity was reclassified to a special revenue fund. The result was an increase in current assets and liabilities of \$1,334,410 in governmental activities. Further, the beginning net position in the registry fund was restated to \$3,266,099.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts: (1) Management's Discussion and Analysis (this section), (2) the basic financial statements, including the notes to the financial statements, (3) required supplementary information, and (4) fiduciary fund information and other supplementary schedule. The Basic Financial Statements include two kinds of statements that present different views of the Clerk.

The first two statements are government-wide financial statements which provide both long-term and short-term information about the Clerk's overall financial status.

The remaining statements are the governmental fund financial statements of the Clerk, which focus on near term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a governments near-term financial requirements.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

Government-Wide Financial Statements

The government-wide financial statements report information about the Clerk as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Clerk's assets and liabilities. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide statements report the Clerk's net position and how they have changed. The balance of net position is an indicator of the financial well-being of the Clerk. Increases and decreases in net position are an indicator of whether its financial health is improving or declining.

Fund Financial Statements

The fund financial statements provide more detailed information about the Clerk's most significant funds - not the entity as a whole. Funds are accounting devices that governments use to keep track of specific sources of funding and spending for particular purposes. The Clerk has two governmental funds. The General Fund accounts for the numerous funding sources provided annually and is presented individually in the financial statements. The Advance Deposit Fund is a special revenue fund that collects and disburses advanced costs collected for court costs. These statements report governmental activities on a more current basis rather than a long-term basis, indicating sources and uses of funding and resources available for spending in future periods. The governmental fund financial statements focus on how money flows in and out of those funds, the balances that are left at year-end, and the amount available for spending in future periods. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can be readily converted to cash. The relationship between governmental activities reported in the government-wide financial statements and the governmental funds reported in the fund financial statements are reconciled in the fund financial statements.

The Clerk is the trustee, or fiduciary, for funds reserved by the Court. The registry fund is reported separately as a fiduciary activity. We exclude fiduciary activities from the other financial statements because the Clerk cannot use these assets to finance its operations. The Clerk is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. The Schedule of Revenues, Expenditures, and Changes in Fund Balance of the General Fund – Budget (GAAP Basis) and Actual reports the original and final amended budget adopted by the Clerk as well as the actual activities and how they compare to the final budgeted numbers.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The Clerk's liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources by \$2,473,012 at June 30, 2021. Net position has an unrestricted deficit of (\$2,543,435) with \$70,423 of net investment in capital assets. The Clerk uses these capital assets, which consist entirely of office equipment, furniture, fixtures, equipment, and automobiles as part of its daily operations. Consequently, these assets are not available for future spending.

The Clerk did not have any net position subject to restrictions in the current year. The Clerk's total revenues for the year in governmental activities were \$2,832,170 (\$2,680,688 in program revenues, \$151,482 in general revenues). This is an increase of approximately 5% from the prior year. The total cost of all programs increased by approximately \$296,000 or 11.7% primarily due to OPEB and pension adjustments resulting from changes in actuarial assumptions. The following table reflects condensed information on the Clerk's net position:

	<u>6/30/2021</u>	<u>6/30/2020</u>
Current and other assets	\$ 2,627,088	\$ 1,027,166
Capital assets	<u>70,423</u>	<u>9,065</u>
Total assets	<u>2,697,511</u>	<u>1,036,231</u>
Deferred outflows of resources - pension and OPEB	<u>1,806,715</u>	<u>1,270,348</u>
Total assets and deferred outflows of resources	<u>4,504,226</u>	<u>2,306,579</u>
Current liabilities	1,564,961	76,799
Noncurrent liabilities	<u>4,813,966</u>	<u>4,054,458</u>
Total liabilities	<u>6,378,927</u>	<u>4,131,257</u>
Deferred inflow of resources - pension and OPEB	<u>598,311</u>	<u>659,444</u>
Total liabilities and deferred inflows of resources	<u>6,977,238</u>	<u>4,790,701</u>
Net investment in capital assets	70,423	9,065
Unrestricted (deficit)	<u>(2,543,435)</u>	<u>(2,493,187)</u>
Total net position (deficit)	<u>\$ (2,473,012)</u>	<u>\$ (2,484,122)</u>

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, St. Charles Parish Clerk uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Looking at funds helps in considering whether the Clerk is being accountable for the resources provided to it but may also provide insight into the overall financial health.

The focus of the Clerk's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Clerk's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Clerk's general fund reported ending fund balance of \$1,186,924, an increase of \$236,557 in comparison with the prior year. All of the total fund balance at year end was considered to be unassigned.

The General Fund is the primary fund of the Clerk and accounts for most of the Clerk's governmental activities. As a measure of the General Fund's liquidity, it may be useful to compare the fund balance to total fund expenditures. Unassigned fund balance represents 48% of total General Fund expenditures compared to 42% in the prior year.

BUDGETARY HIGHLIGHTS

The Clerk's budget is prepared according to Louisiana law. During the course of the year, the Clerk may revise its budget to take into consideration significant changes in revenues or expenditures. Louisiana Revised Statute 39:1311 requires a budget amendment if either expected total revenues are less, or anticipated total expenditures are in excess, of budgetary goals by 5% or more. There were no revisions made during the year. The original budget for the Clerk was adopted in June of 2020.

A statement reporting the Clerk's original and final budget compared with actual operating results is provided in the schedule on page 31.

A comparison of actual results as of June 30, 2021 and the original budget for the General Fund are as follows:

	<u>Original Budget</u>	<u>Actual</u>	<u>Difference</u>
Total revenues	\$ 1,767,200	\$ 2,009,890	\$ 242,690
Total expenditures	2,280,400	2,454,322	(173,922)
Transfers in	850,000	680,989	(169,011)
Net change in fund balance	<u>\$ 336,800</u>	<u>\$ 236,557</u>	<u>\$ (100,243)</u>

CAPITAL ASSETS

Capital assets include office equipment, furniture, fixtures, equipment, and automobiles recorded at a historical cost of \$589,470. Accumulated depreciation as of June 30, 2021 of \$519,047 recorded from the cost of assets resulted in an ending book balance of \$70,423. Depreciation expense of \$6,727 was recorded for the year. More detailed information about the capital assets is presented in Note 4 to the financial statements.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2021**

ECONOMIC AND OTHER FACTORS BEARING ON THE CLERK'S FUTURE

Historically, the Clerk's office staff and costs remain relatively stable year to year. In the current year, there was a slight increase in personnel salaries and related benefits, which can be attributed to annual raises in Clerk personnel in the current year.

Hurricane Ida

As described in Note 11 to the financial statements, Hurricane Ida, which made landfall on August 29, 2021, caused significant damage to property in the Parish and displaced many of the residents. While the Parish was recovering from the damage, much of the Court's functions were stalled thus having a negative impact on the Clerk's revenues. The total impact on fiscal year 2022 is not known at this time.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the finances and to show the accountability for the funds received. If you have questions about this report or need additional information, contact:

Honorable Lance Marino
St. Charles Clerk
P.O. Box 424
Hahnville, Louisiana 70057
985-783-6632

ST. CHARLES PARISH CLERK OF COURT
HANHNVILLE, LOUISIANA

STATEMENT OF NET POSITION
JUNE 30, 2021

	Governmental Activities
<u>ASSETS</u>	
Current Assets:	
Cash and cash equivalents	\$ 1,416,037
Certificates of deposit	1,181,204
Accounts receivable	29,847
Total current assets	2,627,088
Noncurrent Assets:	
Capital assets, net of depreciation	70,423
Total assets	2,697,511
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Deferred outflow amounts related to other post-employment benefit obligation	554,681
Deferred outflow amounts related to pension liability	1,252,034
Total deferred outflows of resources	1,806,715
Total assets and deferred outflows of resources	\$ 4,504,226
<u>LIABILITIES</u>	
Current Liabilities:	
Accounts payable	\$ 60,157
Accrued expenses	45,597
Unearned revenue	1,334,410
Current portion of other post-employment benefits liability	49,914
Current portion of compensated absences	74,883
Total current liabilities	1,564,961
Noncurrent Liabilities:	
Other post-employment benefits liability, net of current portion	1,860,074
Net pension liability	2,937,066
Compensated absences payable, net of current portion	16,826
Total noncurrent liabilities	4,813,966
Total liabilities	6,378,927
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Deferred inflow amounts related to other post-employment benefits obligation	551,314
Deferred inflow amounts related to pension liability	46,997
Total deferred inflows on resources	598,311
<u>NET POSITION (DEFICIT)</u>	
Net investment in capital assets	70,423
Unrestricted (deficit)	(2,543,435)
Total net position (deficit)	(2,473,012)
Total liabilities, deferred inflows of resources, and net position	\$ 4,504,226

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

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Net Expense and Changes in Net Position</u>
<u>Governmental Activities</u>				
General government	\$ 2,821,060	\$ 2,680,688	\$ -	\$ (140,372)
Total governmental activities	<u>\$ 2,821,060</u>	<u>\$ 2,680,688</u>	<u>\$ -</u>	<u>(140,372)</u>
General revenues:				
				141,291
				10,191
				<u>151,482</u>
Change in net position				11,110
Net position, beginning of year				<u>(2,484,122)</u>
Net position, end of year				<u>\$ (2,473,012)</u>

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

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2021

	<u>GENERAL FUND</u>	<u>ADVANCE DEPOSITS</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash and cash equivalents	\$ 651,629	\$ 764,408	\$ 1,416,037
Certificates of deposit	611,202	570,002	1,181,204
Accounts receivable	29,847	-	29,847
	<hr/>	<hr/>	<hr/>
Total Assets	<u>\$ 1,292,678</u>	<u>\$ 1,334,410</u>	<u>\$ 2,627,088</u>
 <u>LIABILITIES</u>			
Accounts payable	\$ 60,157	\$ -	\$ 60,157
Accrued expenses	45,597	-	45,597
Unearned revenue	-	1,334,410	1,334,410
	<hr/>	<hr/>	<hr/>
Total Liabilities	<u>105,754</u>	<u>1,334,410</u>	<u>1,440,164</u>
 <u>FUND BALANCE</u>			
Unassigned	<u>1,186,924</u>	<u>-</u>	<u>1,186,924</u>
	<hr/>	<hr/>	<hr/>
Total Fund Balance	<u>1,186,924</u>	<u>-</u>	<u>1,186,924</u>
	<hr/>	<hr/>	<hr/>
Total Liabilities and Fund Balance	<u>\$ 1,292,678</u>	<u>\$ 1,334,410</u>	<u>\$ 2,627,088</u>

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

ST. CHARLES PARISH CLERK OF COURT
HANHVILLE, LOUISIANA

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2021

Total fund balance - Governmental Funds		\$ 1,186,924
Amounts reported in the statement of net position are different because:		
Capital assets, net of accumulated depreciation, used in governmental activities are not financial resources and therefore are not reported in the funds. This is the amount of capital assets, net of accumulated depreciation (\$519,047), in the current fiscal year.		70,423
Compensated absences liability		(91,709)
Other post-employment benefits (OPEB) liability and deferrals recorded in accordance with GASB 75:		
Deferred outflow of resources - related to OPEB	554,681	
Other post-employment benefits obligation	(1,909,988)	
Deferred inflow of resources - related to OPEB	<u>(551,314)</u>	
		<u>(1,906,621)</u>
Net pension liability and deferrals recorded in accordance with GASB 68:		
Deferred outflow of resources - related to net pension liability	1,252,034	
Net pension liability	(2,937,066)	
Deferred inflow of resources - related to net pension liability	<u>(46,997)</u>	
		<u>(1,732,029)</u>
Total net position - Governmental Activities		<u><u>\$ (2,473,012)</u></u>

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

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2021

	GENERAL FUND	ADVANCE DEPOSITS	TOTAL
<u>REVENUES</u>			
Charges for services			
Court costs, fees and charges	\$ 624,434	\$ 700,727	\$ 1,325,161
Recording fees	1,252,938	-	1,252,938
Copy fees	122,327	-	122,327
Interest	10,191	-	10,191
Total revenues	2,009,890	700,727	2,710,617
<u>EXPENDITURES</u>			
Current			
Personnel services and benefits	2,076,481	-	2,076,481
Operating	181,486	19,738	201,224
Materials and supplies	56,884	-	56,884
Professional fees	67,036	-	67,036
Other expenses	72,435	-	72,435
Total expenditures	2,454,322	19,738	2,474,060
Excess of revenues (under) over expenditures	(444,432)	680,989	236,557
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating transfers in	680,989	-	680,989
Operating transfers out	-	(680,989)	(680,989)
Total other financing sources (uses)	680,989	(680,989)	-
Net change in Fund Balance	236,557	-	236,557
Fund balance - beginning of year	950,367	-	950,367
Fund balance - end of year	\$ 1,186,924	\$ -	\$ 1,186,924

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

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE OF THE
GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021

Net change in fund balance - governmental funds		\$ 236,557
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These expenditures consist of:</p>		
Capital Assets:		
Capital outlay and other expenditures capitalized	69,423	
Depreciation expense	<u>(6,727)</u>	62,696
Loss on disposition of assets		(1,338)
Excess of compensated absences earned over amounts used		(60,285)
Change in other post-employment benefits liability and deferred inflows and outflows in accordance with GASB 75.		(32,404)
Change in net pension liability and deferred inflows and outflows in accordance with GASB 68.		(194,116)
		<hr/>
Change in net position - governmental activities		<u>\$ 11,110</u>

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

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2021

	<u>REGISTRY FUND - CUSTODIAL FUND</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 1,005,665
Certificates of deposit	<u>2,502,636</u>
Total assets	<u><u>\$ 3,508,301</u></u>
<u>NET POSITION</u>	
Restricted for individuals, organizations, and other governments	<u>\$ 3,508,301</u>
Total net position	<u><u>\$ 3,508,301</u></u>

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

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FOR THE YEAR ENDED JUNE 30, 2021

	<u>REGISTRY FUND - CUSTODIAL FUND</u>
<u>ADDITIONS</u>	
Suits and successions	\$ 447,146
Interest income	1,324
Total additions	<u>448,470</u>
<u>DEDUCTIONS</u>	
Settlements to litigants	<u>206,268</u>
<u>CHANGE IN NET POSITION</u>	242,202
Net Position - beginning of year (restated)	<u>3,266,099</u>
Net Position - end of year	<u><u>\$ 3,508,301</u></u>

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

**ST. CHARLES PARISH CLERK OF COURT
HAHVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the St. Charles Parish Clerk (the Clerk) 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 is elected for a four-year term. The more significant of the Clerk's accounting policies are described below.

Basis of Presentation

The accompanying financial statements of the Clerk have been prepared in conformity with accounting principles generally accepted in the United States of America 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.

Reporting Entity

For financial reporting purposes, the Clerk's basic financial statements include all funds that are controlled by the Clerk as an independently elected Parish Official. As an independently elected official, the Clerk is solely responsible for the operations of his office. Fiscally independent means that the Clerk may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. The Clerk also has no component units as other legally separate organizations for which the Clerk is financially accountable. There are no other primary governments with which the Clerk has a significant relationship. Accordingly, the Clerk is a primary government for reporting purposes. The criteria for including organizations as component units within the Clerk's reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental Accounting and Financial Reporting Standards, include items such as whether the organization is legally separate.

Fund Accounting

The Clerk uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain clerk functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for most of the Clerk's governmental activities. These funds focus on the sources, uses, and balances of current financial resources. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Clerk. The following is the Clerk's governmental fund:

General Fund

The General fund is the primary operating fund of the Clerk and is considered to be a major fund. It is used to account for all financial resources except those required to be accounted for in other funds. The General fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Clerk's policy.

Special Revenue Fund

The Advance Deposit Fund, provided for under Louisiana Revised Statute 13:842, is used to account for advance deposits in suits filed by litigants. Though the funds are not allowed to be used for the Clerk's general expenditures, the fund is recorded as a special revenue fund due to the Clerk's administrative involvement with the funds.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Accounting (continued)

Governmental Funds (continued)

Fiduciary Funds

Fiduciary fund reporting focuses on resources held for other parties. The only funds accounted for in this category by the Clerk are custodial funds. Custodial funds are used to account for assets held by the Clerk as an agent for litigants pending court action. The Custodial funds use the full accrual basis of accounting. The Registry of Court Fund, provided for under Louisiana Revised Statute 13:475, is used to account for funds held by order of the court until judgment is rendered by the judiciary and is the only fiduciary fund.

Basis of Accounting / Measurement Focus

Government-wide financial statements (GWFS)

The statement of net position and the statement of activities display information about the primary government (the Clerk). These statements include the financial activities of the overall government, except for fiduciary activities. Governmental activities are generally financed through taxes, intergovernmental revenues and other non-exchange transactions. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Clerk's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

The GWFS and fiduciary fund statements are reported using the economic resources measurement focus and are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the Clerk gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants and donations. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Fund Financial Statements (FFS)

The fund financial statements provide information about the Clerk's funds, including its fiduciary funds. Separate statements for each fund category – governmental and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds. The General Fund and the Advance Deposits Fund are the Clerk's major governmental funds.

**ST. CHARLES PARISH CLERK OF COURT
HAHVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting / Measurement Focus (continued)

Fund Financial Statements (FFS) (continued)

The amounts reflected in the General Fund and Advance Deposit Fund are accounted for using the current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures and changes in net fund balances reports on the sources (i.e., revenues and other financing resources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of clerk operations.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Clerk considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Copies, fees, recording, and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for claims and judgments and compensated absences, which are recognized when the obligations are expected to be liquidated with expendable available financial resources. General capital asset acquisitions are reported as expenditures in governmental funds.

Budgetary Accounting

Formal budgetary accounting is employed as a management control. The Clerk prepares and submits for public inspection a budget each year prior to June 15, for its general fund in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures and the estimated increase/decrease therein for the current year, using the modified accrual basis of accounting. The Clerk amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more and/or projected expenditures are expected to be more than budgeted amounts by five percent or more. All budget appropriations lapse at year-end.

Cash and Cash Equivalents

Cash - includes not only currency on hand but also demand deposits with banks or other financial institutions and other kinds of accounts that have the general characteristics of demand deposits in that the Clerk may deposit additional funds at any time and also effectively may withdraw funds at any time without prior notice or penalty.

Cash equivalents - includes all short term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value because of interest rates.

Investments

Investments are limited by Louisiana R.S. 33:2955 and the Clerk's investment 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.

Receivables

All receivables are reported at their gross value. The Clerk expects to collect all balances due.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital Assets

Capital assets are carried at historical costs. Depreciation of all exhaustible capital assets used by the Clerk is charged as an expense against operations in the Statement of Activities. Capital assets net of accumulated depreciation are reported on the Statement of Net Position. Depreciation is computed using the straight-line method over the estimated useful life of the assets, generally 5 to 10 years for moveable property. Expenditures for maintenance, repairs and minor renewals are charged to expenditures as incurred. Major expenditures for renewals and betterments are capitalized. The Clerk maintains a threshold level of \$2,000 or more for capitalizing assets.

Compensated Absences

The Clerk accrues accumulated personal leave and associated employee related costs when earned (or estimated to be earned) by the employee. The compensated absence liability for governmental funds is maintained separately and represents a reconciling item between the fund and government-wide presentations.

The Clerk employees earn annual and sick leave at various rates depending on the number of years of service. Any comp-time earned due to employees working overtime is added to the personal leave time. Upon termination or retirement employees receive all earned personal leave earned and not used.

Pension Plans

The Clerk is a participating employer in the Louisiana Clerks' of Court Retirement and Relief Fund (Fund) as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Fund and additions to/deductions from the Fund's fiduciary net position have been determined on the same basis as they are reported by the Fund. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the Plan.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. See Note 6 for additional information on deferred outflows of resources related to other post-employment benefits and Note 5 for additional information on deferred outflows of resources related to defined benefit pension plans.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. See Note 6 for additional information on deferred inflows of resources related to other post-employment benefits and Note 5 for additional information on deferred inflows of resources related to defined benefit pension plans.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures and expenses during the reporting period. Actual results could differ from those estimates.

Net Position

For the government-wide statement of net position, net position amount is classified and displayed in three components:

- Net investment in capital assets – consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.
- Restricted net position – net position is considered restricted if its use is constrained to a particular purpose. Restricted net position is restricted assets reduced by liabilities and deferred inflows of resources related to the restricted assets.
- Unrestricted net position – consists of all other net position that does not meet the definition of the above two components and is available for general use by the Clerk.

Fund Balance of Fund Financial Statements

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

- Nonspendable – represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.
- Restricted – represents balances where constraints have been established by parties outside the Clerk’s office or imposed by law through constitutional provisions or enabling legislation.
- Committed – represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Clerk’s highest level of decision-making authority.
- Assigned – represents balances that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed.
- Unassigned – represents balances that have not been assigned to other funds and that have not been restricted, committed or assigned to be specific purposes within the general fund.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Balance of Fund Financial Statements (continued)

When expenditures are incurred for the purposes of which both restricted and unrestricted amounts are available, the Clerk's office reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for the purposes of which committed, assigned and unassigned amounts are available, the Clerk's office reduces committed amounts first followed by assigned amounts and then unassigned amounts.

Current Year Adoption of New Accounting Standard

In January 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement 84, *Fiduciary Activities*. The standard defines and establishes criteria for identifying and reporting fiduciary activities. The focus of the criteria generally is on (1) whether the Clerk controls the assets of a fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. The Clerk has adopted GASB 84 and included the requirements of the standard, as applicable, in its June 30, 2021 financial statements. Refer to Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position in the basic financial statements. In addition, the Clerk adopted paragraphs 4 and 5 of GASB Statement No. 97 *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*. The paragraphs adopted are amendments to GASB 84 and reverses the criteria in GASB 84 to include certain defined contribution retirement plans without a board in the financial statements of state and local governments. Beginning net position for the Registry Fund was increased by \$3,266,099 from \$0 as a result of applying the new standard's criteria for accruing liabilities within a custodial fund. In addition, the Advance Deposit Fund was reclassified as a special revenue fund. Thus increasing current assets and liabilities by \$1,334,410 in the governmental funds.

Current Accounting Standards Scheduled to be Implemented

GASB Statement 87, *Leases*. This standard will require all leases to be reported on the statement of net position under a single accounting model for both lessors and lessees. The statement will require the recognition of lease assets or liabilities for leases previously reported as operating leases. Both operating and capital leases will be reported under this single accounting method and reported by lessees as an intangible right to use asset and by lessors as a receivable with both reporting a deferred inflow of resources. The standard is effective for annual reporting periods beginning after June 15, 2021. The Clerk will include the requirements of this standard, as applicable, in its June 30, 2022 financial statement. All of the Clerk's lease agreements will need to be evaluated to determine the impact of implementing this standard. The effect of this standard or its applicability to the Clerk are unknown at this time.

2. CASH AND CERTIFICATES OF DEPOSIT

At June 30, 2021, the Clerk had the following cash and certificates of deposit as follows:

Governmental Funds	\$ 2,597,241
Fiduciary Fund	<u>3,508,301</u>
Total	<u>\$ 6,105,542</u>

Under State law, the bank balances of these deposits must be secured by federal deposit Insurance or the pledge of securities owned by the fiscal agent bank. The fair value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. At year-end, the bank balances were fully insured or collateralized.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

3. RECEIVABLES

The accounts receivable in the general fund of \$29,847 consists of amounts due from attorneys for recording court fees and expenses related to cases in progress, and from abstractors for certified copies.

4. CAPITAL ASSETS

A summary of changes in governmental activity capital assets for the year ended June 30, 2021 is as follows:

	Balance June 30, 2020	Additions	Disposals	Balance June 30, 2021
Furniture, fixtures, and equipment	\$ 208,873	\$ 24,348	\$ -	\$ 233,221
Office equipment	311,174	-	-	311,174
Automobiles	26,782	45,075	(26,782)	45,075
Less: accumulated depreciation	(537,764)	(6,727)	25,444	(519,047)
Net capital assets	<u>\$ 9,065</u>	<u>\$ 62,696</u>	<u>\$ (1,338)</u>	<u>\$ 70,423</u>

Depreciation expense of \$6,727 was charged to the general government function.

5. PENSION PLAN

Substantially all employees of the Clerk are members of the Louisiana Clerks' of Court Retirement and Relief Fund (Fund), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The Louisiana Clerks' of Court Retirement and Relief Fund (the Fund) was established and provided for by R.S. 111:1501 of the Louisiana Revised Statutes (LRS). In accordance with this law, the Fund is administered by a board of trustees made up of ten members composed of the president, first vice-president, treasurer, second vice-president, and immediate past president of the Clerks' Association, one retired clerk elected by the Clerks' Association, two additional members elected by the Clerks' Association, the chairman of the Retirement Committee of the Louisiana House of Representatives, and the chairman of the Finance Committee of the Senate, or their designees.

The Fund issues an annual publicly available financial report that includes financial statements and required supplementary information for the Fund. The report may be obtained by writing to the Louisiana Clerks' of Court Retirement and Relief Fund, 10202 Jefferson Highway, Bldg. A., Baton Rouge, Louisiana 70809, or by calling (225) 293-1162.

Funding Policy - The contribution requirements of plan members and the Clerk are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:105, 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. In accordance with state statute, the Fund receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Benefit Terms – Benefit terms are described in the Fund's publicly available financial report referred to above.

Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk is required to contribute at an actuarially determined rate. The employer's and employee's rate for the year ended June 30, 2021 was 21.0 and 8.25 percent, respectively of annual covered payroll. The Clerk's contributions to the Plan, for the years ending June 30, 2021, 2020, and 2019 were \$263,114, \$228,649, and \$221,598, respectively.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

5. PENSION PLAN (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2021, the Clerk reported a liability of \$2,937,066 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2020 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Clerk's proportion of the Net Pension Liability was based on the Clerk's contributions to the pension plan relative to the contributions of all participating employers. At June 30, 2020, the Clerk's proportion was 1.22079%, which was an increase of 0.01973% from its proportion measured as of June 30, 2019.

For the year ended June 30, 2021, the Clerk recognized pension expense of \$598,521 including the Clerk's amortization of change in proportionate share and difference between employer contributions and proportionate share of contributions.

At June 30, 2021, the Clerk reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 36,700	\$ (36,330)
Net difference between projected and actual earnings on pension plan investments	629,487	-
Change in assumptions	260,492	-
Changes in proportion and differences between employer contributions and proportion share of contributions:		
Change in proportion	62,244	(9,019)
Difference in contributions	-	(1,648)
Employer contributions subsequent to the measurement date	263,111	-
Total	<u>\$ 1,252,034</u>	<u>\$ (46,997)</u>

Deferred outflows of resources of \$263,111 related to pensions resulting from the Clerk's contributions subsequent to the measurement date will be recognized as a reduction of net pension liability in the year ending June 30, 2022. Other amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

5. PENSION PLAN (continued)

<u>Years ending June 30:</u>	
2022	\$ 226,028
2023	295,792
2024	247,075
2025	<u>173,031</u>
	<u>\$ 941,926</u>

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2021, is as follows:

Valuation Date	June 30, 2020
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	5 Years
Investment Rate of Return	6.75%, net of investment expense
Inflation Rate	2.50% per annum
Projected Salary Increases	1-5 years of service - 6.2%
	5 years or more - 5%
Mortality	Pub- 2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using appropriate MP-2019 improvement scale.
Cost of living adjustments	The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The actuarial assumptions used are based on the assumptions used in the 2020 actuarial funding valuation which (with the exception of mortality) were based on results of an actuarial experience study for the period July 1, 2014 - June 30, 2019 unless otherwise specified.

The mortality rate assumption used was verified by combining data from this plan with three other statewide plans which have similar workforce composition in order to produce a credible experience. The aggregated data was collected over the period July 1, 2014 through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

5. PENSION PLAN (continued)

Actuarial Assumptions (continued)

The long-term expected real rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The long term expected rate of return was 6.18% as of June 30, 2020, the measurement date.

The rate of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2020, the measurement date, is summarized in the following table:

Asset class	<u>Target Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed income:		
Domestic bonds	20.00%	2.50%
International bonds	-	3.50%
Domestic equity	33.00%	7.50%
International equity	22.00%	8.50%
Real estate	15.00%	4.50%
Hedge funds	10.00%	6.59%
Total	<u>100.00%</u>	

Discount Rate

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by the Board of Trustees and the Public Retirement System's Actuary Committee (PRSAC) taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following table presents the Clerk's proportionate share of the net pension liability (NPL) using the discount rate of 6.75% as well as what the Clerk's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by the Fund:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
Discount rates	5.75%	6.75%	7.75%

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

5. PENSION PLAN (continued)

Support of Non-Employer Contributing Entities

Contributions received by a pension plan from non-employer contributing entities that are not in a special funding situation are recorded as revenue by the respective pension plan. The Clerk recognizes revenue in an amount equal to their proportionate share of the total contributions to the pension plan from these non-employer contributing entities. During the year ended June 30, 2021, the Clerk recognized revenue as a result of support received from non-employer contributing entities of \$141,291 for its participation in the Clerks' Pension and Relief Fund.

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Clerks' Retirement and Relief Fund Audit Report at www.la.gov. The Clerks' Retirement and Relief Fund issues a publicly available audit report that includes financial statements and required supplementary information.

Payables to the Pension Plan

Payables to the Pension Plan for contractually required contributions were \$31,424 as of June 30, 2021. Outstanding balances will be applied to the Clerk's required monthly contribution.

6. OTHER POST-EMPLOYMENT BENEFIT PLAN

General Information about the OPEB Plan

Plan description

The St. Charles Parish Clerk (the Clerk) provides certain continuing health care and life insurance benefits for its retired employees. The St. Charles Parish Clerk's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Clerk. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Clerk. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 *Postemployment Benefits Other Than Pensions—Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria—Defined Benefit*.

Benefits Provided

Medical, dental, vision and life insurance benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement. Upon retirement, the Clerk pays 50% of the premium cost for the retiree and dependent. Employees are covered by the Louisiana Clerks' of Court Retirement and Relief Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: If a member is hired on or before December 31, 2010 then the member is eligible to receive regular retirement benefits once he or she has attained age 55 and completed 12 years of service. If a member is hired on or after January 1, 2011 then the member will be eligible to receive regular retirement benefits once he or she has attained age 60 and has at least 12 years of service.

Life insurance coverage is provided to retirees and 100% of the blended rate (active and retired) is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 50% of the original amount at age 70.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

6. OTHER POST-EMPLOYMENT BENEFIT PLAN (continued)

Employees Covered by Benefit Terms

At June 30, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	13
Active employees	28
	41
	41

Total OPEB Liability

The Clerk's total OPEB liability of \$1,909,988 was measured as of June 30, 2021 and was determined by an actuarial valuation as of July 1, 2020.

Actuarial Assumptions and other inputs

The total OPEB liability in the July 1, 2020, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.00%	
Salary increases	3.00%	including inflation
Discount rates	2.16%	annually, prior discount rate 2.21% annually
Healthcare cost trend rates	Flat 5.50%	annually until year 2030, then 4.5%
Mortality		SOA RP-2014 combined table

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2021, the end of the applicable measurement period.

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2021.

Balance at June 30, 2020	\$ 1,841,910
Changes for the year:	
Service cost	44,074
Interest	41,193
Difference between expected and actual experience	17,953
Changes in assumption	14,772
Benefit payments and net transfers	(49,914)
Net changes	68,078
Balance at June 30, 2021	\$ 1,909,988

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

6. OTHER POST-EMPLOYMENT BENEFIT PLAN (continued)

Actuarial Assumptions and other inputs (continued)

Sensitivity of the total OPEB liability to changes in the discount rate

The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	<u>1.0% Decrease</u>	<u>Current Discount</u>	<u>1.0% Increase</u>
Total OPEB liability	\$ 2,257,689	\$ 1,909,988	\$ 1,638,591

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates

The following presents the total OPEB liability of the Clerk, as well as what the Clerk's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare trend rates:

	<u>1.0% Decrease</u>	<u>Current Discount</u>	<u>1.0% Increase</u>
Total OPEB liability	\$ 1,725,882	\$ 1,909,988	\$ 2,142,835

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2021, the Clerk recognized OPEB expense of \$82,318. At June 30, 2021, the Clerk reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Inflows of Resources</u>
Differences between expected and actual experience	\$ 70,888	\$ (551,314)
Changes in assumptions	483,793	-
Total	\$ 554,681	\$ (551,314)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ending June 30</u>	
2022	\$ (2,949)
2023	(2,949)
2024	(2,949)
2025	(2,949)
2026	(2,949)
Thereafter	18,112
	\$ 3,367

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

7. LONG-TERM LIABILITIES

The following is a summary of long-term liabilities of the Clerk for the year ended June 30, 2021:

	Balance June 30, 2020	Additions	Reductions	Balance June 30, 2021	Due within one year
Compensated absences	\$ 31,424	\$ 111,422	\$ (51,137)	\$ 91,709	\$ 74,883

8. DEFERRED COMPENSATION PLAN

The Clerk employees have the option of becoming participants in the State of Louisiana Deferred Compensation Plan. This Plan was established pursuant to IRC Section 457 and Louisiana R.S. 42:1301-1308. The Plan provides state, parish, and municipal employees with the opportunity to invest money on a before-tax basis, using payroll deduction. Participants defer federal or state income tax on their contributions. In addition, interest or earnings on the participant's account accumulate tax-deferred.

Participants can contribute up to a maximum of 100% of compensation, not to exceed \$19,000 for the 2020 calendar year. Additionally, if age 50 or older, participants may elect the Age 50+ provision to defer an additional \$6,000 above the annual deferral limit.

The Clerk agreed to match each participant's contribution up to a maximum of 6% for the year ended June 30, 2021. Total contributions made by the Clerk on behalf of the employees for the year ended June 30, 2021 were \$64,128. Withdrawals from the Plan occur at retirement, separation from service, death, or proven financial hardship (unforeseeable emergency as defined by the Plan).

9. EXPENDITURES PAID BY ST. CHARLES PARISH COUNCIL

The Clerk's office is located in the St. Charles Parish courthouse. The expenditures for maintenance and operation of the courthouse and Clerk's office are paid by the Parish and are not included in the accompanying financial statements.

For the year ended June 30, 2021, the amount of these expenditures were:

Professional Services	\$ 213,280
Printing, duplication and typing	9,712
Maintenance of property and equipment	25,383
	<u>\$ 248,375</u>

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

10. RISK MANAGEMENT

The Clerk is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Clerk of Court.

In March, 2020, the World Health Organization declared the coronavirus (COVID-19) a global pandemic. The spread of the virus has adversely affected global business activities and has resulted in significant uncertainty in the global economy. The impact of the COVID-19 continues to evolve and has been marked by rapid changes and developments. The impact of the outbreak may be short-term or may last for an extended period of time. The extent to which the COVID-19 pandemic may directly or indirectly impact the Clerk's financial condition or results of operations cannot be reasonably estimated at this time.

11. SUBSEQUENT EVENTS

On August 29, 2021, Hurricane Ida, a category 4 hurricane at landfall, passed through St. Charles Parish causing significant damage to property in the parish as well as displacing many of the residents. Court activity and other activity from which the Clerk generates fees were stalled while the Parish went through recovery efforts. The full impact is unknown at the date these financial statements were available to be issued.

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 30, 2021 and determined no other events occurred that required additional disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE OF THE
GENERAL FUND - BUDGET (GAAP BASIS) AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2021

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance with</u> <u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Charges for services				
Court costs, fees and charges	\$ 630,000	\$ 630,000	\$ 624,434	\$ (5,566)
Recording fees	978,200	978,200	1,252,938	274,738
Copy fees	135,000	135,000	122,327	(12,673)
Miscellaneous				
Interest	9,000	9,000	10,191	1,191
Other	15,000	15,000	-	(15,000)
Total revenues	<u>1,767,200</u>	<u>1,767,200</u>	<u>2,009,890</u>	<u>242,690</u>
<u>EXPENDITURES</u>				
Current:				
Personnel services and benefits	1,878,000	1,878,000	2,076,481	(198,481)
Operating	196,400	196,400	181,486	14,914
Materials and supplies	63,000	63,000	56,884	6,116
Professional fees	83,000	83,000	67,036	15,964
Other expenses	60,000	60,000	72,435	(12,435)
Total expenditures	<u>2,280,400</u>	<u>2,280,400</u>	<u>2,454,322</u>	<u>(173,922)</u>
Excess of revenues (under) over expenditures	<u>(513,200)</u>	<u>(513,200)</u>	<u>(444,432)</u>	<u>68,768</u>
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating transfers in	850,000	850,000	680,989	(169,011)
Operating transfers out	-	-	-	-
Total other financing sources (uses)	<u>850,000</u>	<u>850,000</u>	<u>680,989</u>	<u>(169,011)</u>
Net change in Fund Balance	<u>336,800</u>	<u>336,800</u>	<u>236,557</u>	<u>(100,243)</u>
Fund balance - beginning of year	<u>642,784</u>	<u>642,784</u>	<u>950,367</u>	<u>307,583</u>
Fund balance - end of year	<u>\$ 979,584</u>	<u>\$ 979,584</u>	<u>\$ 1,186,924</u>	<u>\$ 207,340</u>

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

SCHEDULE OF CHANGES IN
OTHER POST-EMPLOYMENT BENEFITS LIABILITY AND RELATED RATIOS

Financial statement reporting date	Measurement date	Service cost	Interest	Differences between expected and actual experience	Changes of assumptions	Benefit payments	Net change in total OPEB liability	Total OPEB liability - beginning	Total OPEB liability - ending	Covered-employee payroll	Total OPEB liability as a percentage of covered-employee payroll
6/30/2021	6/30/2021	\$ 44,074	\$ 41,193	\$ 17,953	\$ 14,772	\$ (49,914)	\$ 68,078	\$ 1,841,910	\$ 1,909,988	\$ 1,286,932	148.41%
6/30/2020	6/30/2020	55,434	70,599	(735,086)	507,410	(45,840)	(147,483)	1,989,393	1,841,910	1,249,449	147.42%
6/30/2019 *	6/30/2019	33,073	68,355	76,692	129,390	(67,861)	239,649	1,749,744	1,989,393	1,168,070	170.31%
6/30/2018 *	6/30/2018	32,109	67,487	2,724	-	(64,323)	37,997	1,711,747	1,749,744	1,134,049	154.29%

Notes to Schedule:

Benefit Changes. There were no changes of benefit terms for the year ended June 30, 2021.

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

There are no assets accumulated in a trust that meets the criteria of paragraph 4 of GASB 75 for this OPEB plan.

Changes in assumptions -

Discount rate as of 6/30/2017 was 3.58%.

Discount rate as of 6/30/2018 was 3.87%.

Discount rate as of 6/30/2019 was 3.50%.

Discount rate as of 6/30/2020 was 2.21%.

Discount rate as of 6/30/2021 was 2.16%.

*Restated from previous reporting.

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
LOUISIANA CLERKS' OF COURT RETIREMENT AND RELIEF FUND
FOR THE YEAR ENDED JUNE 30, 2021 (*)

Year	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2021	1.220794%	\$ 2,937,066	\$ 1,218,535	241.03%	72.09%
2020	1.201065%	2,181,124	1,167,836	186.77%	77.93%
2019	1.156297%	1,923,269	1,073,591	179.14%	79.07%
2018	1.164632%	1,762,011	1,050,656	167.71%	79.69%
2017	1.179296%	2,181,667	1,076,394	202.68%	74.17%
2016	1.145631%	1,718,483	1,036,731	165.76%	78.13%
2015	1.312241%	1,770,032	851,075	207.98%	79.37%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

(*) The amounts presented have a measurement date of the previous fiscal year end.

No changes in assumptions - 2021

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

SCHEDULE OF EMPLOYER CONTRIBUTIONS
LOUISIANA CLERKS' OF COURT RETIREMENT AND RELIEF FUND
FOR THE YEAR ENDED JUNE 30, 2021

Year	Contractually Required Contribution ¹	Contributions in Relation to Contractually Required Contribution ²	Contribution Deficiency (Excess)	Covered Payroll ³	Contributions as a % of Covered Payroll
2021	\$ 263,114	\$ 263,114	-	\$ 1,257,992	20.92%
2020	228,649	228,649	-	1,218,535	18.76%
2019	221,598	221,598	-	1,167,836	18.98%
2018	203,771	203,771	-	1,073,591	18.98%
2017	199,625	199,625	-	1,050,656	19.00%
2016	204,160	204,160	-	1,076,394	18.97%
2015	196,911	196,911	-	1,036,731	18.99%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

For reference only:

¹ *Employer contribution rate multiplied by covered payroll*

² *Actual employer contributions remitted to the Clerks' of Court Retirement and Relief Fund*

³ *Covered payroll amount for the fiscal year ended June 30*

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA**

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2021**

BUDGETARY BASIS OF ACCOUNTING

Budgets for the General Fund are legally adopted by the Clerk on a basis consistent with generally accepted accounting principles (GAAP).

CHANGES IN BENEFIT TERMS AND ASSUMPTIONS RELATED TO OTHER POST-EMPLOYMENT BENEFIT PLAN

Changes in benefit terms -

There were no changes of benefit terms for the years presented.

Changes in assumptions -

The fluctuations in the changes in assumptions balance was a result of changes in the discount rate. The following are the discount rates used in each measurement of total other post-employment obligation.

Measurement			
Year end	Date	Rate	Change
6/30/2021	6/30/2021	2.160%	-0.050%
6/30/2020	6/30/2020	2.210%	-1.290%
6/30/2019	6/30/2019	3.500%	-0.370%
6/30/2018	6/30/2018	3.870%	

CHANGES IN BENEFIT TERMS AND ASSUMPTIONS RELATED TO LOUISIANA CLERKS' PENSION AND RELIEF FUND

Changes in benefit terms -

There were no changes of benefit terms for the years presented.

Changes in assumptions -

The following changes in actuarial assumptions for each year are as follows:

Discount Rate:			Salary Increases:		
Year End (*)	Rate	Change	Year End (*)	Rate	Change
6/30/2021	6.750%	0.000%	6/30/2021	5.000% - 6.200%	0.000% - 1.200%
6/30/2020	6.750%	0.000%	6/30/2020	5.000%	0.000%
6/30/2019	6.750%	-0.250%	6/30/2019	5.000%	0.000%
6/30/2018	7.000%	0.000%	6/30/2018	5.000%	0.000%
6/30/2017	7.000%	0.000%	6/30/2017	5.000%	0.000%
6/30/2016	7.000%	-0.250%	6/30/2016	5.000%	-0.750%
6/30/2015	7.250%		6/30/2015	5.750%	

Inflation Rate:			Investment rate of return:		
Year End (*)	Rate	Change	Year End (*)	Rate	Change
6/30/2021	2.500%	0.000%	6/30/2021	6.180%	-0.200%
6/30/2020	2.500%	0.000%	6/30/2020	6.380%	-0.720%
6/30/2019	2.500%	0.000%	6/30/2019	7.100%	-0.500%
6/30/2018	2.500%	0.000%	6/30/2018	7.600%	0.400%
6/30/2017	2.500%	0.000%	6/30/2017	7.200%	-0.700%
6/30/2016	2.500%	0.000%	6/30/2016	7.900%	0.000%
6/30/2015	2.500%		6/30/2015	7.900%	

(*) The amounts presented have a measurement date of the previous fiscal year-end.

OTHER SUPPLEMENTARY INFORMATION

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS
TO THE CLERK OF COURT
FOR THE YEAR ENDED JUNE 30, 2021

Agency Head: Lance Marino, Clerk of Court

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 161,999
Benefits - insurance	16,218
Benefits - retirement	47,250
Benefits - deferred compensation	9,720
Benefits - FICA & Medicare	2,260
Car allowance	19,635
Registration fees	350
Conference travel	3,905
Continuing education - fees	624
Special meals	829
	<hr/>
	\$ 262,790
	<hr/> <hr/>

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
CASH BASIS PRESENTATION
FOR THE YEAR ENDED JUNE 30, 2021

	First Six Month Period Ended 12/31/2020	Second Six Month Period Ended 6/30/2021
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ 4,684,344	\$ 4,596,183
Add: Collections		
Civil Fees (<i>including refundable amounts such as garnishments or advance deposits</i>)	\$ 682,031	\$ 907,040
Bond Fees	-	-
Asset Forfeiture/Sale	-	-
Pre-Trial Diversion Program Fees	-	-
Criminal Court Costs/Fees	-	-
Criminal Fines - Contempt	-	-
Criminal Fines - Other	-	-
Restitution	-	-
Probation/Parole/Supervision Fees	-	-
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	464	668
Interest Earnings on Collected Balances	249	1,571
Other	-	-
Subtotal Collections	682,744	909,279
Less: Disbursements To Governments & Nonprofits:		
29th Judicial District Clerks Expense Fund, Civil Fees	9,368	8,925
Ascension Parish Civil Sheriff, Civil Fees	536	611
Assumption Parish Civil Sheriff, Civil Fees	322	41
Avoyelles Parish Civil Sheriff, Civil Fees	-	35
Bienville Parish Civil Sheriff, Civil Fees	-	67
Caddo Parish Civil Sheriff, Civil Fees	155	198
Calcasieu Parish Civil Sheriff, Civil Fees	230	154
East Baton Rouge Parish Civil Sheriff, Civil Fees	1,604	1,508
Evangeline Parish Civil Sheriff, Civil Fees	33	-
Greg Champagne, Sheriff, Civil Fees	30,077	32,415
Iberville Parish Civil Sheriff, Civil Fees	147	42
Jefferson Parish Civil Sheriff, Civil Fees	4,400	4,640

(Continued)

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
CASH BASIS PRESENTATION
FOR THE YEAR ENDED JUNE 30, 2021

	First Six Month Period Ended 12/31/2020	Second Six Month Period Ended 6/30/2021
Louisiana Judicial College Fund, Civil Fees	\$ -	\$ 249
Louisiana Supreme Court, Civil Fees	812	925
Lafayette Parish Civil Sheriff, Civil Fees	506	590
Lafourche Parish Civil Sheriff, Civil Fees	774	822
Livingston Parish Civil Sheriff, Civil Fees	40	157
Louisiana Clerk's Remote Access Authority, Civil Fees	72	87
Louisiana State Treasurer, Civil Fees	18,543	17,888
Natchitoches Parish Civil Sheriff, Civil Fee	-	31
Orleans Parish Civil Sheriff, Civil Fees	4,230	4,755
Rapides Parish Civil Sheriff, Civil Fees	86	69
St. Bernard Parish Civil Sheriff, Civil Fees	502	99
St. Charles Parish Council, Civil Fees	6,255	6,005
St. James Parish Civil Sheriff, Civil Fees	129	531
St. John Parish Civil Sheriff, Civil Fees	2,387	1,654
St. Landry Parish Civil Sheriff, Civil Fees	56	53
St. Martin Parish Civil Sheriff, Civil Fees	51	83
St. Tammany Parish Civil Sheriff, Civil Fees	230	149
Tangipahoa Parish Civil Sheriff, Civil Fees	52	52
Terrebonne Parish Civil Sheriff, Civil Fees	901	1,010
Washington Parish Civil Sheriff, Civil Fees	46	47
Webster Parish Civil Sheriff, Civil Fees	40	-
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	-	-
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
Amounts "Self-Disbursed" to Collecting Agency		
Amounts "Self-Disbursed" to Collecting Agency - Civil Fees	344,805	337,905

(Continued)

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
CASH BASIS PRESENTATION
FOR THE YEAR ENDED JUNE 30, 2021

	First Six Month Period Ended 12/31/2020	Second Six Month Period Ended 6/30/2021
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil Fee Refunds	\$ 146,204	\$ 229,757
Bond Fee Refunds	-	-
Restitution Payments to Individuals	-	-
Other Disbursements to Individuals	196,491	9,777
Payments to 3rd Party Collection/Processing Agencies	821	1,420
Subtotal Disbursements/Retainage	<u>770,905</u>	<u>662,751</u>
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	<u>\$ 4,596,183</u>	<u>\$ 4,842,711</u>
Ending Balance of "Partial Payments" Collected but not Disbursed <i>(only applies if collecting agency does not disburse partial payments until fully collected) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.</i>	-	-
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected <i>(i.e. receivable balance)</i>	-	-
Total Waivers During the Fiscal Period <i>(i.e. non-cash reduction of receivable balances, such as time served or community service)</i>	-	-

(Concluded)

ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA

JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY
AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION
CASH BASIS PRESENTATION
FOR THE YEAR ENDED JUNE 30, 2021

First Six Month Period Ended 12/31/2020	Second Six Month Period Ended 6/30/2021
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Receipts From:

<i>St. Charles Parish Sheriff's Office, Bond Fees</i>	\$ 5,430	\$ 13,250
<i>St. Charles Parish Sheriff's Office, Criminal Court Costs/Fees</i>	111,184	137,966
<i>St. Charles Parish Sheriff's Office, Criminal Fines - Contempt</i>	19,109	28,432
<i>Other/ Other</i>	-	-
Subtotal Receipts	\$ 135,723	\$ 179,648

Ending Balance of Amounts Assessed but Not Received *(only applies to those agencies that assess on behalf of themselves, such as courts)*

-	-
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Collection Types to be used in the "Receipts From:" section above
Civil Fees
Bond Fees
Asset Forfeiture/Sale
Pre-Trial Diversion Program Fees
Criminal Court Costs/Fees
Criminal Fines - Contempt
Criminal Fines - Other
Restitution
Probation/Parole/Supervision Fees
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)
Interest Earnings on Collected Balances
Other

OTHER REPORTING REQUIRED BY
GOVERNMENT AUDITING STANDARDS



30th Floor, Energy Centre, 1100 Poydras Street – New Orleans, LA 70163
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A Professional Accounting Corporation

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

St. Charles Parish Clerk of Court
Hahnville, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major funds and the aggregate remaining fund information of the St. Charles Parish Clerk of Court (the Clerk), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Clerk's basic financial statements, and have issued our report thereon dated December 30, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Clerk's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Clerk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Clerk's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Clerk's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 an instance of noncompliance or other matter that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2021-001.



Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Clerk's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Clerk's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Postlethwaite & Netterville

Metairie, Louisiana
December 30, 2021

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2021**

A. SUMMARY OF AUDIT RESULTS

1. The auditors' report expressed an unmodified opinion on the financial statements of the St. Charles Parish Clerk as of and for the year June 30, 2021.
2. No significant deficiencies or material weaknesses in internal controls were reported relating to the audit of the financial statements.
3. One instance of noncompliance material to the financial statements of the St. Charles Parish Clerk was disclosed during the audit for the year ended June 30, 2021

B. FINDINGS – FINANCIAL STATEMENT AUDIT

2021-001 Local Government Budget Act

Criteria: LA R.S. 39:1301-1315 requires that budgets be amended when expenditures and transfers out or revenues and transfers in exceed a 5% unfavorable variance.

Condition: The actual expenditures and transfers out during the fiscal year end June 30, 2021 of the General Fund exceeded the amount budgeted by approximately 8%.

Cause: A revised budget was not adopted.

Effect: Non-compliance with the state budget law.

Recommendation: The Clerk's office should closely monitor the budget and propose amendments for the adoption when revenues or expenditures have unfavorable variances from budgeted amounts by more than 5%.

Management's Response: Management agrees with the finding and going forward, the Clerk's office will include in its month end closing procedures a review of its financial statements and projections to the end of the fiscal year to ensure compliance with LA R.S. 39:1301-1315 – Local Government Budget Act that requires that budgets be amended when revenues and transfers in or expenditures and transfers out present an unfavorable variance of more than 5 percent.

**ST. CHARLES PARISH CLERK OF COURT
HAHNVILLE, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
JUNE 30, 2021**

A. FINDINGS – FINANCIAL STATEMENT AUDIT

None noted.

B. FINDINGS – NON COMPLIANCE WITH STATE LAWS AND REGULATION

None noted.