

ASSUMPTION PARISH CLERK OF COURT
Napoleonville, Louisiana

Annual Financial Report
For the Year Ended June 30, 2021

ASSUMPTION PARISH CLERK OF COURT
Annual Financial Report
For the Year Ended June 30, 2021

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**ASSUMPTION PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2021**

Our discussion and analysis of the Assumption Parish Clerk of Court's (the Clerk) financial performance provides an overview of the financial activities as of and for the fiscal year end. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:

- The net position of our governmental activities decreased by approximately 4% from the prior year. The net position at the close of the year was \$2.4 million.
- Program expenses were \$1.2 million – a slight decrease of 2% from the prior year. Program revenues (fees for recording, copies, etc.) increased by \$189,196 million or 20%.
- The governmental funds reported total ending fund balance of \$3.9 million of which all is unassigned. The net change in fund balance was an increase of \$23,130.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Government-Wide Financial Statements (Statement of Net Position and the Statement of Activities) provide information about the governmental activities as a whole and present a longer-term view of the finances. Fund Financial Statements (Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balance, and Combining Statement of Fiduciary Net Assets) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the basic financial statements are fairly stated. The auditor, regarding the Required Supplemental Information is providing varying degrees of assurance. A user of this report should read the Independent Auditor's Report carefully to ascertain the level of assurance being provided for each of the other parts in the Annual Financial Report.

Government-Wide Financial Statements

The *government-wide financial statements* present the financial picture from the economic measurement resources focus using the accrual basis of accounting. These statements include all assets (including capital assets) and deferred outflows of resources as well as all liabilities (including non-current liabilities) and deferred inflows of resources. They are intended to provide a broad overview in a manner similar to a private-sector business.

ASSUMPTION PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2021

The *Statement of Net Position* presents information on all of the assets and liabilities, with the difference between the two being reported as net position. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *Statement of Activities* presents information showing how the net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds—not as a whole. Some funds are required to be established by State law and by bond covenants. However, management establishes other funds to help it control and manage resources for particular purposes or to show it is meeting legal responsibilities.

All of the funds are considered governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. All the basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash.

The governmental fund statements provide a detailed short-term view of the operations and basic services provided to residents. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance programs. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term effect of the near-term financing decisions. The reconciliation of differences between the governmental fund financial statements and the government-wide financial statements is explained in a section following each governmental fund financial statement.

The Clerk adopts an annual appropriated budget for the General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget.

**ASSUMPTION PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2021**

Notes to the 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.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the financial position of a government. Net Assets exceeded liabilities by \$2,479,321 at the close of the most recent fiscal year.

The largest portion of total assets is cash and cash equivalents (\$3,954,662 or 99%). The unrestricted net position was \$2,479,321. The other portion of net position of \$43,733 reflects its investment in capital assets (e.g., office furniture, vehicles, and equipment), less accumulated depreciation. The Clerk uses these capital assets to provide services to residents; consequently, the assets are not available for future spending.

The following table reflects the current and prior year condensed Statement of Net Position:

	FY 2021	FY 2020	Increase (Decrease)
Cash and cash equivalents	\$ 3,954,662	\$ 3,915,722	\$ 38,940
Capital Assets	43,733	37,943	5,790
Total Assets	3,998,395	3,953,665	44,730
Deferred outflows of resources	723,892	428,319	295,573
Current Liabilities	22,373	6,562	15,811
Non-current liabilities	2,001,734	1,573,890	427,844
Total Liabilities	2,024,107	1,580,452	443,655
Deferred inflows of resources	218,859	223,652	(4,793)
Net Invested in Capital Assets	43,733	37,943	5,790
Unrestricted	2,435,588	2,539,937	(104,349)
Total Net Position	\$ 2,479,321	\$ 2,577,880	\$ (98,559)

The net position decreased slightly by \$98,559 or approximately 4%. Key elements of these activities are as follows:

- Current assets – mainly Cash and investments increased slightly by \$44,730 due to normal operations of the office.
- The non-current liabilities and deferred outflows of resources increased and deferred inflows of resources decreased slightly \$4,793 due to the change in the elements of the pension and OPEB liabilities.
- Current liabilities increased mainly due to the increase in accounts payable at the end of the year.

**ASSUMPTION PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2021**

The following table reflects the condensed Statement of Activities:

	FY 2021	FY 2020	Increase (Decrease)
Total program expenses	\$(1,234,187)	\$(1,214,990)	\$ (19,197)
Total program revenues	<u>1,102,022</u>	<u>912,826</u>	<u>189,196</u>
Net program income	(132,165)	(302,164)	169,999
General revenues	<u>33,606</u>	<u>29,147</u>	<u>4,459</u>
Change in Net Position	(98,559)	(273,017)	174,458
Net Position:			
Beginning of the year	<u>2,577,880</u>	<u>2,850,897</u>	<u>(273,017)</u>
End of the year	<u><u>\$ 2,479,321</u></u>	<u><u>\$ 2,577,880</u></u>	<u><u>\$ (98,559)</u></u>

The beginning net position of our governmental activities decreased by \$99,000. The revenues for the year in governmental activities were \$1.1 million in program revenues an increase from last year, mainly due to an increase in fees collected for recording, copies, civil fees.

FINANCIAL ANALYSIS OF THE CLERK OF COURT'S FUNDS

The General Fund, reported an unassigned fund balance of \$ 3,932,289, which is a increase of \$23,130 compared to last year. Unassigned fund balance represents 353% of the total general fund expenditures.

GENERAL FUND BUDGETARY HIGHLIGHTS

The original budget for revenues for the General Fund was not revised during the fiscal year. All variances from budget were in accordance with the Local Government Budget Act.

CAPITAL ASSETS

Capital assets included furniture and fixtures, and office equipment recorded at historical cost of \$279,297. Accumulated depreciation of \$235,564 recorded from the cost of assets resulted in the net book balance of assets of \$43,733.

This year, there were \$17,500 additions to capital assets and no disposals. Depreciation expense of \$11,709 was recorded for the year. More detailed information about the capital assets is presented in Note 3 to the financial statements.

**ASSUMPTION PARISH CLERK OF COURT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2021**

LONG TERM LIABILITIES

The Clerk reported long-term liabilities recorded for Other Post-Employment Benefits of \$558,812 and Net Pension Liability of \$1,442,922. More detailed information about the long-term debt is presented in Note 4 and Note 5 to the basic financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Clerk of Court considered many factors when budgeting for the next year, including increased or decreased rates and fees to be charged. Another one of those factors is the new laws and regulations.

Following is a condensed summary of next year's budget:

Condensed Summary of Budgeted
Finances

	<u>FY 2022</u>
Anticipated revenues	\$1,200,000
Expenditures:	
Current	1,085,000
Capital outlay	<u>200,000</u>
Anticipated expenditures	<u>1,285,000</u>
Excess of revenues	(85,000)
Fund Balance:	
Beginning of the year	<u>3,500,000</u>
End of the year	<u><u>\$ 3,415,000</u></u>

CONTACTING FINANCIAL MANAGEMENT

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

Honorable Erin Hebert
Assumption Parish Clerk of Court
P.O. Drawer 249
Napoleonville, LA 70390
(985) 369-6653
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Financial Section



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

Honorable Erin Hebert
Assumption Parish Clerk of Court
Napoleonville, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Assumption Parish Clerk of Court, a component unit of Assumption Parish Police Jury, as of and for the year ended June 30, 2021, and the notes to the financial statements, which collectively comprise the 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these basic 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 Statements*, 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 basic financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence supporting the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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 evaluation 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.

Opinions

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the Required Supplementary Information 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 statement that collectively comprise the basic financial statements. The Schedule of Compensation, Benefits, and Other Payment to the Agency Head and the Justice System Funding Schedules as listed in the table of contents as other supplementary information are presented for the purposes of additional analysis and is not a required part of the basic financial statements. These schedules are the responsibility of management and is derived from and relates 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 statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule 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 17, 2021, on our consideration of the internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, 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 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 internal control over financial reporting and compliance.

Stagni & Company

Thibodaux, Louisiana
December 17, 2021



ASSUMPTION PARISH CLERK OF COURT

Statement of Net Position

June 30, 2021

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 3,882,076
Accounts receivable	72,586
Capital assets, net of accumulated depreciation	43,733
Total assets	<u>3,998,395</u>
DEFERRED OUTFLOWS OF RESOURCES	723,892
LIABILITIES	
Accounts payable and accrued expenses	22,373
Non-current liabilities:	
Net OPEB liability	558,812
Net Pension liability	1,442,922
Total liabilities	<u>2,024,107</u>
DEFERRED INFLOWS OF RESOURCES	218,859
NET POSITION	
Investment in Capital Assets	43,733
Unrestricted	2,435,588
Total net position	<u>\$ 2,479,321</u>

See notes to financial statements.

ASSUMPTION PARISH CLERK OF COURT

Statement of Activities

For the Year Ended June 30, 2021

EXPENSES	Governmental Activities
<i>Judicial:</i>	
Salaries	\$ 575,080
Retirement benefits	157,011
Group insurance	252,774
Deferred compensation	22,785
Payroll taxes	9,789
Clerk supplemental compensation	9,516
Seminars & training	5,592
Professional and technical services	12,709
Equipment maintenance	77,447
Office supplies and maintenance	54,695
Insurance	11,971
Marriage and birth certificate costs	14,446
Book binding and restoration	2,970
LCRAA Portal Fees	7,965
Other	7,728
Depreciation	11,709
<i>Total program expenses</i>	<u>1,234,187</u>
PROGRAM REVENUES	
Charges for services	<u>1,102,022</u>
<i>Total program revenues</i>	<u>1,102,022</u>
<i>Net Program (Income) Expense</i>	(132,165)
GENERAL REVENUES	
Interest earned and other	33,606
Gain from sale of asset	-
<i>Total general revenues</i>	<u>33,606</u>
<i>Change in Net Position</i>	(98,559)
NET POSITION	
Beginning of year	2,577,880
End of year	<u>\$ 2,479,321</u>

See notes to financial statements.

ASSUMPTION PARISH CLERK OF COURT

Balance Sheet - Governmental Fund

June 30, 2021

ASSETS	General Fund
Cash and cash equivalents	\$ 3,882,076
Accounts receivable	<u>72,586</u>
 <i>Total assets</i>	 <u><u>\$ 3,954,662</u></u>
 LIABILITIES AND FUND BALANCES	
<i>Liabilities :</i>	
Accounts payable and accrued expenses	\$ 22,373
<i>Total liabilities</i>	<u>22,373</u>
 <i>Fund Balance :</i>	
Unassigned	<u>3,932,289</u>
<i>Total fund balance</i>	<u>3,932,289</u>
 <i>Total liabilities and fund balances</i>	 <u><u>\$ 3,954,662</u></u>

**Reconciliation of the Governmental Fund Balance Sheet
to the Government-wide Statement of Net Position**

Total fund balance - governmental fund (Fund Financial Statement) \$ 3,932,289

Amounts reported for *governmental activities* in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Add - Capital Assets	\$ 279,297	
Deduct - Accumulated Depreciation	<u>(235,564)</u>	43,733

Certain non-current liabilities are not due and payable in the current period and therefore are not reported in the funds.

Net OPEB Liability		(558,812)
Net Pension Liability		<u>(1,442,922)</u>

Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the funds

Deferred outflows- pensions	643,152	
Deferred inflows-pensions	(17,848)	
Deferred inflows-OPEB	(201,011)	
Deferred outflows-OPEB	<u>80,740</u>	
		<u>505,033</u>

Total net position of governmental activities (Government-Wide Financial Statements)		<u><u>\$2,479,321</u></u>
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See notes to financial statements.

ASSUMPTION PARISH CLERK OF COURT

*Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Fund*

For the Year Ended June 30, 2021

REVENUES	General Fund
Recording fees	\$ 356,851
Xerox copies	4,325
Certified copies	2,511
Civil fees	580,582
Mortgage certificates	1,940
Criminal fees	54,795
Cancellations	6,135
Court attendance	4,440
Research fees	34,336
Marriage licenses	2,825
Birth certificates and cards	20,883
Passport fees	5,305
Other fees and charges	2,494
State supplemental pay	24,600
Interest earned	6,981
Other	26,625
<i>Total revenues</i>	<u>1,135,628</u>

EXPENDITURES	
Current - Judiciary:	
Salaries	575,080
Retirement benefits	157,011
Group insurance	125,294
Deferred compensation	22,785
Payroll taxes	9,789
Clerk supplemental compensation	9,516
Seminars & training	5,592
Professional and technical services	12,709
Equipment maintenance	77,447
Office supplies and maintenance	54,695
Insurance	11,971
Marriage and birth certificate costs	14,446
Book binding and restoration	2,970
LCRAA Portal Fees	7,965
Other	7,728
	<u>1,094,998</u>
Capital outlay	17,500
<i>Total expenditures</i>	<u>1,112,498</u>

Net change in fund balance 23,130

FUND BALANCES	
Beginning of year	3,909,160
End of year	<u>\$ 3,932,289</u>

See notes to financial statements.

ASSUMPTION PARISH CLERK OF COURT

*Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance-
Governmental Fund to the Statement of Activities
For the Year Ended June 30, 2021*

Net change in fund balance - governmental fund (Fund Financial Statements)	\$	23,130
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Add - capital outlay	\$	17,500
Deduct - depreciation expense		<u>(11,709)</u>
		5,791
Repayment of Non-current liabilities are reported as an expenditure in governmental funds, but the payment reduces long-term obligations in the statement of net position. In the current year, these amounts consists of:		
Pension expense and deferrals		(125,892)
Other Post-Employment Benefit Cost		<u>(1,588)</u>
		(127,480)
Change in net assets of governmental activities (Government -Wide Financial Statements)	\$	<u>(98,559)</u>
	\$	-

See notes to financial statements.

ASSUMPTION PARISH CLERK OF COURT
Combining Statement of Fiduciary Net Assets
Agency Funds
June 30, 2021

	Advance Deposit Fund	Registry of the Court Fund	Total
ASSETS			
Cash and cash equivalents	<u>\$ 1,277,630</u>	<u>\$ 912,519</u>	<u>\$ 2,190,149</u>
<i>Total assets</i>	<u><u>\$ 1,277,630</u></u>	<u><u>\$ 912,519</u></u>	<u><u>\$ 2,190,149</u></u>
LIABILITIES			
Held for others pending court action	\$ 1,277,630	\$ 912,519	\$ 2,190,149
<i>Total liabilities</i>	<u><u>\$ 1,277,630</u></u>	<u><u>\$ 912,519</u></u>	<u><u>\$ 2,190,149</u></u>

See notes to the financial statements.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

INTRODUCTION

The Clerk of Court (LSA-RS 13:781) serves as the parish recorder of conveyances, mortgages, notary public, et cetera. As provided by Article 5, Section 28 of the Louisiana Constitution of 1974, the Clerk serves a four-year term of office. The current term expires June 30, 2024. The Clerk may appoint deputies with duties and powers provided by law, with the approval of the district judge.

The financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies established in GAAP and used is discussed below.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Clerk of Court is an independently elected official; however, the office is fiscally dependent on the Assumption Parish Police Jury. The Police Jury maintains and operates the Parish Courthouse in which the office is located and provides funds for equipment and furniture. Because the Clerk is fiscally dependent on the Police Jury, it was determined to be a component unit of the Assumption Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Clerk and do not present information on the Assumption Parish Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. Measurement Focus and Basis of Accounting

The basic financial statements include both government-wide (reporting the entity as a whole) and fund financial statements (reporting the entity's major funds). Both the government-wide and fund financial statements categorize primary activities as the governmental type.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Measurement Focus and Basis of Accounting (Continued)

Government-Wide Financial Statements (GWFS)

In the government-wide Statement of Net Assets, the governmental activities are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The net assets are reported in three parts—invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. It is the policy to first utilize restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the functions. General government revenues also support the functions. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants, if any. The net costs by function are normally covered by general revenue (interest income, etc.).

This government-wide focus is more on the sustainability as an entity and the change in its net assets resulting from the current year's activities. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

Fund Financial Statements (FFS)

The financial transactions are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues, and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Measurement Focus and Basis of Accounting (Continued)

The amounts reflected in the General Fund 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. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) 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 operations.

The amounts reflected in the General Fund use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Clerk considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

In the governmental funds revenues such as recordings, cancellations, court attendance, criminal costs, and other fees and charges are recorded in the year they are earned. All other revenues are recorded when received. Expenditures are generally recognized under the accrual basis of accounting when the related fund liability is incurred.

Governmental Funds

Governmental funds account for all the general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. 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 that may be used to finance future period programs or operations. The following are the governmental funds:

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Measurement Focus and Basis of Accounting (Continued)

General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781, is the primary operating fund and accounts 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 policy.

Fiduciary Funds

Fiduciary fund reporting focuses on net assets and changes in net assets. The only funds accounted for in this category are agency funds. The agency funds account for assets held by the clerk as an agent for litigants held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting. The following agency funds are utilized:

- The Advance Deposit Fund – provided for under LRS 13:842, is used to account for advance deposits in suits filed by litigants.
- The Registry of Court Fund – provided by LRS 13:475, is used to account for funds held by order of the court until judgment is rendered by the judiciary.

C. Budgets

Annually a budget is adopted for the General Fund. The budget is prepared on the modified accrual basis of accounting. All appropriations contained in the budget lapse at year end. Formal budget integration (within the accounting records) is employed as a management control device. Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

D. Deposits and Investments

Cash includes amounts in demand deposits, money market accounts and time deposits. Under state law, the Clerk may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

E. Investments

Investments are limited by Louisiana Revised Statute 25 33:2955 and the investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities of investments are 90 days or less, they are classified as cash and cash equivalents.

F. Capital Assets

Capital assets purchased or acquired with a cost of \$500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other cost incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Office Equipment	5 years
Furniture & Fixtures	10 years

G. Interfund Activities

During operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

H. Compensated Absences

Employees earn from one to three weeks of vacation leave each year depending on the length of service. Unused vacation leave is forfeited at the end of each fiscal year. In addition, employees earn 10 days of sick leave each year of which a maximum of 10 days may be carried forward to the next year. Because unused sick leave is forfeited upon termination, no accrual for unused sick leave is necessary.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

I. Fund Equity / Net Position

Governmental Fund Balance – Generally, governmental fund balances represent the difference between the current assets and deferred outflows of resources, and current liabilities and deferred inflows of resources. Governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

Net Position – Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net investment in capital assets consists of cost of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when constraints placed on net asset use are either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
2. imposed by law through constitutional provisions or enabling legislation.

The Clerk applies restricted resources first when an expense is incurred for purposes of which both restricted and unrestricted net position is available.

R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office, which amount shall be limited to no more than that which was received by the clerk in accordance with R.S. 1784 (A) during said term in office. On June 30, 2021, there was no amount due the parish treasurer as no funds were received from the parish during the said term.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

J. Estimates

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

K. Deferred Outflows/Inflows of Resources

In addition to assets and liabilities, the statement of financial position includes a separate section for deferred outflows of resources and deferred inflows of resources. These separate financial statement elements, deferred outflows of resources and deferred inflows of resources, represent a consumption or acquisition of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) or inflow of resources (revenue) until that time.

The governmental activities have deferred outflows and inflows that relate to the net pension liability and OPEB liability, which include the contributions after the measurement date, which is recognized as a reduction of the net pension liability in the subsequent year. They also include changes in assumptions, differences between expected and actual experience, and changes in proportion and differences between contributions and proportionate share of contributions, which are deferred and amortized over the average expected remaining service lives of active and inactive members in the plans. They also include the net difference between projected and actual earnings on plan investments, which is deferred and amortized over a five-year period.

Note 2 DEPOSITS AND INVESTMENTS

Deposits - State law requires deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision, or with an unaffiliated bank or with a trust company for the account of the political subdivision.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 2 DEPOSITS AND INVESTMENTS (CONTINUED)

Deposit balances at year-end consist of the following:

	Balances	
	Reported	Bank
Checking accounts	\$5,010,875	\$5,154,124
Savings accounts	386,329	386,329
Totals	\$5,397,204	\$5,540,453

Custodial credit risk is the risk that in the event of a bank failure, deposits may not be returned to it. As of year-end \$5,040,453 of the bank balance was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Clerk's name.

At year-end, cash and cash equivalents in excess of the FDIC insurance were collateralized by securities held by unaffiliated banks for the account of the depositors. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 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 of court that the fiscal agent has failed to pay deposited funds upon demand.

Cash and cash equivalents also includes \$675,021 in the Louisiana Asset management Pool, Inc. (LAMP), a local government investment pool. In accordance with GASB Codification Section 150, 165, the investment in LAMP is not categorized in the three risk categories provided by GASB because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 2 DEPOSITS AND INVESTMENTS (CONTINUED)

The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA RS 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the US Treasury, the US government or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

Note 3 CAPITAL ASSETS

Capital assets and depreciation activity for the year follows:

Depreciable Assets:	Beginning			TOTALS
	Balance	Additions	Deletions	
Furniture & Equipment	\$ 136,411	\$ 17,500	\$ -	\$ 153,911
Office Equipment	125,386	-	-	125,386
Total Cost of Depreciable Assets	261,797	17,500	-	279,297
Accumulated Depreciation				
Furniture & Equipment	133,621	1,159	-	134,779
Office Equipment	90,233	10,551	-	100,785
Total Accumulated Depreciation	223,854	11,709	-	235,564
Net Capital Assets	\$ 37,943			\$ 43,733

There was \$17,500 in additions and no assets disposed of from Capital Assets. Depreciation expense charged in governmental activities was \$11,709.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 4 PENSION PLAN

Plan Description and Provisions

Substantially all employees of the Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief fund (System), a multiple-employer (cost-sharing), defined benefit pension plan, controlled and administered by a separate board of trustees. Contributions of participating clerks are pooled within the System to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

All regular employees earning a minimum of \$500 per month and who are under the age of 60 at the time of original employment are eligible to participate in the system. The System also provides death and disability benefits. Benefits are established by state statute. The following is a brief description of the plan benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement Benefits

A member or former member is eligible for regular retirement benefits upon attaining 12 or more years of credited service, attaining the age of 55 or more and terminating employment. Regular retirement benefits, payable monthly for life, equal 3% of the member's average final compensation multiplied by the number of years of credited service, not to exceed one hundred percent of the monthly average final compensation. Monthly average final compensation is based on the highest compensated 36 consecutive months, with a limit of increase of 10% in each of the last 3 years of measurement. For those members hired on or after July 1, 2006, compensation is based on the highest compensated 60 consecutive months with a limit of 10% increase in each of the last 6 years of measurement. Act 273 of the 2010 regular session applied the sixty consecutive months to all members. This Act has a transition period for those members who retire on or after January 1, 2011 and before December 31, 2012. Additionally, Act 273 of the 2010 regular session increased a member's retirement to age 60 with an accrual rate of 3% for all members hired on or after January 1, 2011.

Disability Benefits

Effective through June 30, 2008, a member who has been officially certified as totally and permanently disabled by the State Medical Disability Board shall be paid disability retirement benefits equal to the greater of 40% of their monthly average final compensation or 75% of their monthly regular retirement benefit computed as per R.S. 11:1521.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 4 PENSION PLAN (continued)

Survivor Benefits

If a member who has less than five years of credited service dies, his accumulated contributions are paid to his designated beneficiary. If the member has five or more years of credited service, automatic Option 2 benefits are payable to the surviving spouse.

Deferred Retirement Option Plan

In lieu of terminating employment and accepting a service retirement allowance, any member of the Fund who is eligible for a service retirement allowance may elect to participate in DROP for up to 36 months and defer the receipt of benefits.

Cost of Living Adjustments

The Board of Trustees is authorized to provide a cost of living increase to members who have been retired for at least one full calendar year. The increase cannot exceed the lesser of 2.5% of the retiree's benefit or an increase of \$40 per month. The LA statutes allow the board to grant an additional cost of living increase to all retirees and beneficiaries over age 65 equal to 2% of the benefit paid on October 1, 1977 or the member's retirement date if later.

Contributions

Plan members are required by state statute to contribute 8.25% of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate of 21.00% of annual covered payroll for the year ending June 30, 2020 and 2021. The contribution requirements of plan members and the Clerk of Court are established as amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 4 PENSION PLAN (continued)

Effective July 1, 1999, the Louisiana Senate passed Bill #556 allowing the Clerks of Court to elect to pay both the employee and employer contributions into this retirement system. The Assumption Parish Clerk of Court has elected to do so for the year ending June 30, 2020 and 2021. The Clerk also contributes for its plan members in addition to its actuarially determined contributions bringing the total contribution to 29.25% of annual covered payroll. Contributions to the system also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. 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.

The Clerk's total contribution for the year ending June 30, 2020 totaled \$159,674 - \$113,004 was the required employer contributions and \$46,669 was the employee contribution covered by the Clerk. The Clerk's total contribution for the year ending June 30, 2021 totaled \$157,299 - \$115,598 was the required employer contributions and \$41,701 was the employee contribution covered by the Clerk.

Pension liabilities, pension expense and deferred outflows of resources and deferred inflows of resources:

The Clerk reported a liability of \$1,442,922 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 proportion of the net pension liability was based on a projection of the long-term contributions to the plans relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2020, the proportion of the plan was 0.599752%, an increase of 0.01773%.

For the year ended June 30, 2020, pension expense of \$311,006 was recognized and the following deferred outflows and inflows of resources related to pensions from the following sources:

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 4 PENSION PLAN (continued)

Source	Deferred outflows of resources	Deferred inflows of resources
Changes in assumptions	\$ 127,975	\$ -
Differences between expected and actual experience	18,029	(17,848)
Net difference between projected and actual earnings on pension plan investments	309,255	-
Changes in proportion and differences between contributions and proportionate share of contributions	72,295	-
Contributions subsequent to the measurement date	115,598	-
	\$ 643,152	\$ (17,848)

The deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021 actuarial report. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2022	\$136,471
2023	\$164,771
2024	\$120,878
2025	\$87,586
TOTAL	\$509,706

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 4 PENSION PLAN (continued)

Actuarial Assumptions

The actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurements:

Valuation date	June 30, 2020
Actuarial cost method	Entry Age Normal
Investment rate of return	6.75%, net of investment expense
Projected salary increases	1-5 years of service – 6.2% 5 years or more - 5.00%
Inflation Rate	2.50%
Expected remaining service lives	5 years

Mortality rates were based on the Pub-2010 Public Retirement Plans multiplied by 120%. Mortality Table with full generational projection using the appropriate MP-2019 improvement scale.

Cost of Living Adjustments include the present value of the 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 long-term expected real rates 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 are 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.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 4 PENSION PLAN (continued)

Best estimates of arithmetic real rates of return for each major class included in the System's target asset allocation as of June 30, 2020 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income-Domestic Bonds	20.00%	2.50%
Fixed Income-International Bonds	20.00%	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%
Totals	100.00%	

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 PRSAC taking into consideration the recommendation of the Plan's actuary. Based on these assumptions, the Plan'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 period of projected benefit payments to determine the total pension liability.

Sensitivity to changes in the discount rate

The following presents the net pension liability of the participating employers calculated using the discount rates as shown above, as well as what the net pension liability would be if they were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 4 PENSION PLAN (continued)

	<u>1% Decrease</u> 5.75%	<u>Current Discount Rate</u> 6.75%	<u>1% Increase</u> 7.75%
Net Pension Liability	\$2,013,577	\$ 1,442,922	\$ 961,931

Pension plan fiduciary net position:

Detailed information about the Plans' fiduciary net position is available in the separate issued financial statements of the Plans and can be found at: laclerkofcourt.org/retirement.htm.

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, 2020, revenue as a result of support received from non-employer contributing entities of \$69,413 was recorded for its participation in LCCRF.

Payables to the pension plans:

At June 30, 2021, there was \$13,175 due to the retirement system for employer and employee contributions.

Note 5 OTHER POST-RETIREMENT BENEFITS

Plan Description. The defined benefit postemployment health care plan (the plan) provides OPEB to eligible retired employees and their beneficiaries. The plan provides OPEB for permanent full-time employees. The plan is a single employer defined benefit OPEB plan administered by the Clerk. Benefits are provided through the Louisiana Clerks of Court Insurance Trust ("LCCIT"), a multiple-employer healthcare plan administered by the Louisiana Clerks of Court Association. Louisiana Revised Statute 13:783 grants the authority to establish and amend the benefit terms and financing requirements. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. The premium rates are established and may be amended by the LCCIT board of trustees, with the Clerk determining the contribution requirements of the retirees.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 5 OTHER POST-RETIREMENT BENEFITS (continued)

Benefits Provided. The Clerk provides medical, dental, vision, and life insurance benefits for retirees and their dependents. The benefit terms provide for payment of 50% of retiree pre-Medicare health, Medicare Supplement, vision, and dental insurance premiums. The retirees are required to pay for 100% of the premiums for their dependents. The plan also provides for payment of 50% of retiree life insurance premiums.

Employees covered by benefit terms. At January 1, 2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	3
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>13</u>
	<u>16</u>

Total OPEB Liability. The total OPEB liability of \$558,812 was measured as of June 30, 2021, and was determined by an actuarial valuation as of January 1, 2020.

Actuarial Assumptions and other inputs. The total OPEB liability in the June 30, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.40%
Salary increases	3.25%
Discount rate	1.92%
Healthcare cost trend rates	
Medical:	4.95% for 2021, 6.25% for 2022, decreasing 0.25% per year to an ultimate rate of 5.0% for 2027 and later years.
Medicare Supplement:	0% for 2021, 4.75% for 2022, decreasing 0.25% per year to an ultimate rate of 3.0% for 2029 and later years. Include 2% per year for aging.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements

For the Year Ended June 30, 2021

Note 5 OTHER POST-RETIREMENT BENEFITS (continued)

Dental:	3.0% annual trend
Vision:	3.0% annual trend

Retirees' Share of Benefit-Related Costs:

Medical:	50% for retirees and 100% for dependents.
Medicare Supplement:	50% for retirees and 100% for dependents.
Dental:	50% for retirees and 100% for dependents.
Vision:	50% for retirees and 100% for dependents.
Basic Life Insurance:	50%

The discount rate was based on the 6/30/2021 Fidelity General Obligation AA 20-Year Yield. Mortality rates for active employees were based on the PubG.H-2010 Employee Mortality Table, Generational with Projection Scale MP-2020 for males or females, as appropriate. The actuarial assumptions used in the valuation were based on those used in the Louisiana Clerks of Court Retirement and Relief Fund valuation and actuarial experience.

Changes in the Total OPEB Liability (Asset)

Balance at 6/30/2020	\$516,941
Changes for the year:	
Service Cost	23,602
Interest	12,969
Differences between expected and actual experience	(4,752)
Change in Benefit terms	0
Changes in Assumptions/Inputs	32,456
Benefit payments	(22,403)
Change in Net OPEB Obligation	<u>41,871</u>
Ending Net OPEB Obligation	<u>\$558,812</u>

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 5 OTHER POST-RETIREMENT BENEFITS (continued)

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability, as well as what the 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:

	1.0% Decrease (.92%)	Current Discount Rate (1.92%)	1.0% Increase (2.92%)
Total OPEB liability	\$ 655,899	\$558,812	\$470,974

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability, as well as what the 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:

	1.0% Decrease	Trend Rate	1.0% Increase
Total OPEB liability	\$514,576	\$558,812	\$617,393

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 \$24,120 and reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 0	\$ (140,495)
Changes of assumptions or other inputs	80,740	(60,516)
Total	\$ 80,740	\$ (201,011)

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements
For the Year Ended June 30, 2021

Note 5 OTHER POST-RETIREMENT BENEFITS (continued)

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

Years ending June 30:	
2022	(\$12,581)
2023	(\$12,581)
2024	(\$12,581)
2025	(\$12,581)
2026	(\$12,581)
Thereafter	(\$57,366)

Note 6 DEFERRED COMPENSATION

The Clerk of Court employees participate 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.

The participants may choose the amount to contribute with the maximums defined by the Internal Revenue Code and the investment option(s). The Clerk of Court agreed to match each participant's contribution up to a maximum of 10% for the current fiscal year. During the year, deferred compensation paid was \$22,785.

Note 7 EXPENSES PAID BY POLICE JURY

LRS 13:784 provides that upon request of the Clerk, the Assumption Parish Police Jury shall provide all necessary office furniture, equipment, and records and books. During the current fiscal year, the Clerk has not requested that the police jury purchase any of the expenses noted. The Assumption Parish Police Jury does however provide office space located in the Parish Courthouse and pays for utilities and maintenance for the Clerk's office. The value of these expenditures paid cannot be reasonably estimated and have not been included in the accompanying financial statements.

ASSUMPTION PARISH CLERK OF COURT

Notes to Financial Statements

For the Year Ended June 30, 2021

Note 8 RISK MANAGEMENT

The Clerk of Court is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; natural disasters; and automobile liability. The Clerk of Court purchases commercial insurance policies for any and all claims relating to the above types of risks.

The Clerk's payment of the deductible is the only liability associated with these insurance policies. There has been no significant reduction in insurance coverage in the prior year. The amount of settlements has not exceeded insurance coverage for each of the past three fiscal years.

Required Supplemental Information

ASSUMPTION PARISH CLERK OF COURT
Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2021

	Budgeted Amounts		Actual	Variance
	Original	Final*		Favorable (Unfavorable)
Revenues				
Self-Generated Fees	\$ 1,000,000	\$ 1,000,000	\$ 1,135,628	\$ 135,628
Total revenues	1,000,000	1,000,000	1,135,628	135,628
Expenditures				
Current-Judiciary:				
Personal services & Related Benefits	850,000	850,000	899,475	(49,475)
Materials and Supplies	50,000	50,000	54,695	(4,695)
Travel and other charges	10,000	10,000	5,592	4,408
Operation Services	150,000	150,000	135,236	14,764
Total current expenditures	1,060,000	1,060,000	1,094,998	(34,998)
Capital outlay	200,000	200,000	17,500	182,500
Total expenditures	1,260,000	1,260,000	1,112,498	147,502
Net change in fund balance	(260,000)	(260,000)	23,130	283,130
Fund Balances				
Beginning of year	2,125,664	2,125,664	3,909,160	1,783,496
End of year	<u>\$ 1,865,664</u>	<u>\$ 1,865,664</u>	<u>\$ 3,932,290</u>	<u>\$ 2,066,626</u>

* Budget was not amended.

**ASSUMPTION PARISH CLERK OF COURT
Louisiana Clerks' of Court Retirement & Relief Fund
Last Ten Fiscal Years***

For fiscal year ended Measurement Date	June 30, 2015 June 30, 2014	June 30, 2016 June 30, 2015	June 30, 2017 June 30, 2016	June 30, 2018 June 30, 2017	June 30, 2019 June 30, 2018	June 30, 2020 June 30, 2019	June 30, 2021 June 30, 2020
SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY:							
Proportion of the net pension liability	0.519232%	0.503924%	0.491658%	0.504865%	0.570955%	0.582023%	0.599752%
Proportionate share of the net pension liability	\$ 700,372	\$ 755,902	\$ 909,555	\$ 763,827	\$ 967,640	\$ 1,056,949	\$ 1,442,922
Covered employee payroll	\$ 506,191	\$ 429,200	\$ 448,757	\$ 515,740	\$ 530,117	\$ 561,552	\$ 594,509
Proportionate share of the net pension liability as a % of its covered employee payroll	138.36%	176.12%	202.68%	148.10%	182.53%	188.22%	242.71%
Plan fiduciary net position as a % of the total pension liability	79.37%	78.13%	74.17%	79.69%	79.07%	77.93%	72.09%
SCHEDULE OF CONTRIBUTIONS:							
Contractually required contribution	\$ 122,015	\$ 85,264	\$ 86,743	\$ 86,581	\$ 100,743	\$ 107,595	\$ 112,990
Contributions paid	122,015	85,598	86,798	86,537	100,722	107,525	113,004
Contribution deficiency (excess)	\$ -	\$ (334)	\$ (55)	\$ 44	\$ 21	\$ 70	\$ (14)
Covered employee payroll	\$ 506,191	\$ 429,200	\$ 448,757	\$ 515,740	\$ 530,117	\$ 561,552	\$ 594,509
Contribution as a percentage of covered employee payroll	24.10%	19.94%	19.34%	16.78%	19.00%	19.15%	19.01%

* Note: Initial Year of GASB 68 Implementation, Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Notes to Required Supplementary Information:

<i>Changes of Benefit Terms include:</i>		no changes	no changes	no changes	no changes	no changes	no changes
<i>Changes of Assumptions</i>							
Investment Rate of Return	7.25%	7.00%	7.00%	7.00%	6.75%	6.75%	6.75%
Projected Salary Increases	5.75%	5.00%	5.00%	5.00%	5.00%	5.00%	6.20%
Inflation rate	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Long term expected real rate of return	7.60%	7.60%	7.60%	7.60%	7.10%	6.38%	6.18%
Expected service lives	5 years	5 years	5 years	5 years	5 years	5 years	5 years

ASSUMPTION PARISH CLERK OF COURT
Schedule of Changes in the Total OPEB Liability and Related Ratios
Last Ten Fiscal Years*

Total OPEB Liability	6/30/2018	6/30/2019	6/30/2020	6/30/2021
Service cost	\$ 21,673	\$ 21,387	\$ 17,800	\$ 23,602
Interest	26,930	23,630	21,209	12,969
Changes of benefit terms	-	(100,011)	-	-
Differences between expected and actual experience	(9,873)	(71,409)	(99,658)	(4,752)
Changes in assumptions or other inputs	-	76,484	(72,619)	32,456
Benefit payments	(26,335)	(28,482)	(19,205)	(22,403)
Net change in Total OPEB Liability	12,395	(78,401)	(152,473)	41,872
Total OPEB Liability - beginning	735,420	747,815	669,414	516,941
Total OPEB Liability - ending	<u>\$ 747,815</u>	<u>\$ 669,414</u>	<u>\$ 516,941</u>	<u>\$ 558,813</u>

Covered employee payroll	\$ 530,117	\$ 573,997	\$ 619,918	\$ 575,080
OPEB Liability as a percentage of covered employee payroll	141.07%	116.62%	83.39%	97.17%

*Note: Initial Year of GASB 75 Implementation is 2018. This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Notes to Required Supplementary Information

Effective January 1, 2019, medical plan contributions were changed to 50% for retirees with no change for dependents. In additions, life insurance benefits were changed from Plan C to Plan A.

Changes of Benefit Terms include:

Changes of Assumptions-Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period.

Discount rate	3.62%	3.13%	2.45%	1.92%
Inflation	2.40%	2.40%	2.40%	2.40%
Salary Increases, including inflation	3.00%	3.00%	3.25%	3.25%
	RPH-2014	PubG.H-2010	PubG.H-2010	PubG.H-2010
	Employee and	Employee and	Employee and	Employee and
	Healthy Annuity,	Helathy Annuitant,	Annuitant,	Annuitant,
	Generational with	Generational with	Generational	Generational
Mortality Rates	MP-2018	MP-2018	with MP-2019	with MP-2019

Other Supplementary Information

ASSUMPTION PARISH CLERK OF COURT

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended June 30, 2021

Agency Head Name: Erin Hebert, Clerk of Court

Purpose	Amount
Salary	\$110,154
Salary - Supplemental	\$24,600
Salary - Statutory Allowance	\$13,475
Salary - Election Expense	\$2,100
Benefits - insurance	\$10,774
Benefits - retirement	\$9,088
Benefits - Deferred Compensation	\$2,940
Benefits - Medicare tax	\$0
Car Allowance	\$21,838
Vehicle provided by government	\$0
Per Diem	\$0
Reimbursements - auto maintenance	\$0
Travel	\$0
Registration fees (non-CLE)	\$0
Conference travel	\$0
Continuing professional education fees	\$0
Housing	\$0
Unvouchered expenses	\$0
Special meals	\$0
Fuel	\$0
Dues	\$0
Cell Phone	\$0
Other	\$0

This form is used to satisfy the reporting requirement of R.S. 24:513(A)(3) on Supplemental Reporting

Justice System Funding Schedule - Collecting/Disbursing Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information	
Entity Name	ASSUMPTION PARISH CLERK OF COURT
LLA Entity ID # (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	1149
Date that reporting period ended (mm/dd/yyyy)	June 30, 2021

	First Six Month Period Ended 12/31/20	Second Six Month Period Ended 06/30/21
Cash Basis Presentation		
Beginning Balance of Amounts Collected (i.e. cash on hand)	1,205,863	1,228,917
Add: Collections		
Civil Fees - Advanced Deposits	459,858	369,626
Civil Fees - Child Support Fees and Service Costs	-	-
Bond Fees	-	-
Asset Forfeiture/Sale	-	-
Pre-Trial Diversion Program Fees	-	-
Criminal Court Costs/Fees (Expungments)	-	-
Restitution	-	-
Probation/Parole/Supervision Fees	-	-
service fees)	-	-
Interest Earnings on Collected Balances	252	243
<i>above)</i>	-	-
Subtotal Collections	460,110	369,869

Less: Disbursements To Governments & Nonprofits: *(Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)*

Louisiana State Treasury - Service Fees	6,926	-
17th Judicial District Court - Judicial Expense	3,420	2,850
La. State Treasurer - Judges Supplemental Compensation Fund	6,052	5,065
First Circuit Court of Appeal - Fees	327	-
Ascension Parish Sheriff - Fees	1,340	1,074

Assumption Parish Sheriff - Fees	12,062	11,580
Calcasieu Parish Sheriff - Fees	-	57
Caldwell Parish Sheriff - Fees	-	44
East Baton Rouge Parish Sheriff - Fees	605	1,472
Franklin Parish Sheriff - Fees	-	20
Iberia Parish Sheriff - Fees	55	20
Iberville Parish Sheriff - Fees	235	303
Jefferson Parish Sheriff - Fees	110	30
Lafayette Parish Sheriff - Fees	203	71
Lafourche Parish Sheriff - Fees	863	790
Livingston Parish Sheriff - Fees	46	143
Orleans Parish Sheriff - Fees	360	360
Richland Parish Sheriff - Fees	-	40
St. Helena Parish Sheriff - Fees	-	41
St. Bernard Parish Sheriff - Fees	99	-
St. Charles Parish Sheriff - Fees	73	35
St. James Parish Sheriff - Fees	73	251
St. John Parish Sheriff - Fees	35	75
St. Martin Parish Sheriff - Fees	-	128
St. Mary Parish Sheriff - Fees	522	566
St. Tammany Parish Sheriff - Fees	40	41
Tangipahoa Parish Sheriff - Fees	-	199
Terrebonne Parish Sheriff - Fees	313	561
Vermilion Parish Sheriff - Fees	-	57

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 (*must include a separate line for each collection type, as applicable*) - Example:
 Criminal Fines - Other (*Additional rows may be added as necessary*)

Assumption Parish Clerk - Civil Fees	358,485	222,820
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Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies

Civil Fee Refunds	33,130	69,992
Bond Fee Refunds	-	-
Restitution Payments to Individuals (additional detail is not required)	-	-
Other Disbursements to Individuals (additional detail is not required)	-	-
Other Disbursements - Attorney and Ad Hoc Fees	7,375	235
Other Disbursements - Curator Fees	4,306	2,237
Other Disbursements - Other Fees (Publications & Shipping)	-	-
Other Disbursements - Witness Fees	-	-
Payments to 3rd Party Collection/Processing Agencies	-	-

Subtotal Disbursements/Retainage	437,056	321,156
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Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	1,228,917	1,277,630
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<i>Disbursed (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</i>	-	-
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Other Information:

Pauper Owing [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>)	-	-

*Reports Required by
Government Auditing Standards*



STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

INDEPENDENT AUDITOR'S 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

Honorable Erin Hebert
Assumption Parish Clerk of Court
Napoleonville, 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 and each major fund of the Assumption Parish Clerk of Court, a component unit of Assumption Parish Police Jury as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents and have issued our report thereon dated December 17, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the 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 internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Stagni & Company

Thibodaux, Louisiana
December 17, 2021

