

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA**

ANNUAL FINANCIAL REPORT

JUNE 30, 2022

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
BASIC FINANCIAL STATEMENTS
WITH SUPPLEMENTAL INFORMATION SCHEDULES
JUNE 30, 2022**

TABLE OF CONTENTS

	<u>Page No.</u>
BASIC FINANCIAL STATEMENTS	
Independent Auditor's Report.....	1
Required Supplemental Information (Part 1 of 2)	
Management's Discussion and Analysis	3
Government-Wide Financial Statements	
Statement of Net Position	10
Statement of Activities.....	11
Fund Financial Statements	
Governmental Funds:	
Balance Sheet.....	13
Reconciliation of the Governmental Funds Balance Sheet to the	
Government-Wide Statement of Net Position	14
Statement of Revenue, Expenditures and Changes in Fund Balances.....	15
Reconciliation of the Governmental Funds Statement of Revenues,	
Expenditures and Changes in Fund Balances to the	
Statement of Activities.....	16
Fiduciary Funds:	
Statement of Fiduciary Net Position.....	17
Combined Statement of Changes in Fiduciary Net Position	18
Notes to Financial Statements	
Index	20
Notes	21
Required Supplemental Information (Part 2 of 2)	
Budgetary Comparison Schedule – General Fund.....	43
Schedule of Changes in Total OPEB Liability and Related Ratios.....	44
Schedule of Employer's Proportionate Share of Net Pension Liability	45
Schedule of Employer Contributions.....	46

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
BASIC FINANCIAL STATEMENTS
WITH SUPPLEMENTAL INFORMATION SCHEDULES
JUNE 30, 2022**

TABLE OF CONTENTS

	<u>Page No.</u>
SUPPLEMENTARY INFORMATION	
Schedule of Compensation, Benefits and Other Payments to Agency Head	48
Schedule of Justice System Funding – Collecting/Disbursing Entity	49
Combining Schedule of Fiduciary Net Position	51
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 <i>Government Auditing Standards</i>	52
Schedule of Findings and Responses	54
Summary Schedule of Prior Year Findings	55
Agreed Upon Procedures	56

BASIC FINANCIAL STATEMENTS

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INDEPENDENT AUDITORS' REPORT

The Honorable Amy Matirne Patin
Iberville Parish Clerk of Court
Plaquemine, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Iberville Parish Clerk of Court, a component unit of the Iberville Parish Council as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Iberville Parish Clerk of Court's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Iberville Parish Clerk of Court, as of June 30, 2022, 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.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Iberville Parish Clerk of Court, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Iberville Parish Clerk of Court's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Iberville Parish Clerk of Court's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Iberville Parish Clerk of Court's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Iberville Parish Clerk of Court's basic financial statements. The combining schedule of fiduciary net position, schedule of compensation, benefits and other payments to agency head, and the justice system funding schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 combining schedule of fiduciary net position, schedule of compensation, benefits and other payments to agency head, and the justice system funding schedules are 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 my report dated December 22, 2022 on our consideration of the Iberville Parish Clerk of Court's internal control over financial reporting and on my 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 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 Iberville Parish Clerk of Court's internal control over financial reporting and compliance.

Baxley & Associates, LLC

Plaquemine, LA
December 22, 2022

REQUIRED SUPPLEMENTARY INFORMATION
(PART 1 OF 2)

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

The purpose of the Management's discussion and analysis (MD&A) is to introduce the basic financial statements and provide an analytical overview of the Clerk of Court's financial activities. Since this information is designed to focus on the current year's activities, resulting changes and currently known facts, it should be read in conjunction with the financial statements beginning on page 10.

OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION

This annual report consists of three components – (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplementary information contained in this report provided for additional information. The government-wide financial statements provide information about the activities of the Clerk of Court as a whole and present a longer-term view of its finances. Fund financial statements depict how these activities were financed in the short-term as well as what remains for future spending.

Government-wide Financial Statements. The government-wide financial statements present financial information for all activities of the Clerk from an economic resource measurement focus using the accrual basis of accounting, which is like the accounting used by most private-sector companies. They include a statement of net position and statement of activities.

Statement of Net Position. This statement presents information on all the Clerk's assets, deferred outflows of resources, liabilities, and inflows of resources with the difference between them reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Clerk of Court's office is improving or not.

Statement of Activities. This statement presents information showing how the Clerk's 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. This statement is designed to show the Clerk's financial reliance on general revenues.

The government-wide financial statements can be found on pages 10-11 of this report.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Clerk uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Clerk of Court has only one category of funds: governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Clerk of Court's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. The governmental funds provide a reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints. These statements can be found on pages 13-16 of this report.

Fiduciary Funds. The Clerk of Court is the trustee, or fiduciary, over assets which can only be used for the trust beneficiaries; these include advance deposits, registry of court and civil jury funds. The activity of these funds is reported separately in the statement of fiduciary net position on page 17 and schedule of changes in fiduciary net position found in supplementary information. These activities are excluded from government-wide and fund financial statements because the assets of fiduciary funds cannot be used to finance operations of the Clerk.

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. The index of the notes is found on page 20 with the actual notes beginning immediately afterwards.

FINANCIAL ANALYSIS OF THE CLERK OF COURT

The net position decreased by \$87,356. This decrease is primarily a result of non-cash expenditures recognized in relation to post-employment benefits and net pension obligations and lease implementation in 2022.

Below is a comparison of the current and prior year's net position.

**SUMMARY OF NET POSITION
Governmental Activities**

	<u>2022</u>	<u>2021</u>
Assets		
Current assets	\$ 210,782	\$ 417,297
Investments	150,000	150,000
Right to use leased assets	35,944	-
Capital assets, net	<u>32,877</u>	<u>40,782</u>
Total Assets	429,603	608,079
 Deferred Outflows of Resources	 894,420	 981,102
 Liabilities		
Current liabilities	8,111	43,650
Long-term liabilities	<u>2,409,367</u>	<u>3,269,559</u>
Total Liabilities	2,417,478	3,313,209
 Deferred Inflows of Resources	 <u>1,088,964</u>	 <u>371,035</u>

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

Net Position

Net investment in capital assets	32,877	40,782
Unrestricted	<u>(2,215,296)</u>	<u>(2,135,845)</u>
Net Position	<u>(2,182,419)</u>	<u>(2,095,063)</u>

Total revenues decreased by \$126,018 or 6.07%, the most significant being revenues related to criminal costs, appearance bonds and clerk's fees from advance deposits. These are all dependent upon the volume of court cases heard in the parish courthouse. Expenditures decreased by \$819,563 or 32% This is due in part to the decrease in court activity but also salaries as employees retired.

A summary of changes in net position is as follows:

SUMMARY OF CHANGES

	<u>2022</u>	<u>2021</u>
Revenues		
Charges for services	\$ 1,597,982	\$ 1,713,387
Grants and contributions	14,120	34,142
General revenues:		
Interest earned	9,214	19,069
Non-employee pension contributions	98,411	91,713
Other revenues	<u>12,566</u>	<u>-0-</u>
Total Revenues	1,732,293	1,858,311
Expenses		
General government	<u>1,707,247</u>	<u>2,512,819</u>
Change in net position	(73,365)	(654,508)
Net position, beginning	(2,109,054)	<u>(1,440,555)</u>
Restatement (Leases)	<u>(13,991)</u>	
Net position, ending	<u>(2,182,419)</u>	<u>(2,095,063)</u>

BUDGETARY HIGHLIGHTS

The Clerk received less in revenues than it anticipated in the year ended June 30, 2022, by \$8,468 or .52%. At the same time, expenditures were \$2,561 or .14% less than budgeted amounts.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets: The Clerk's investment in capital assets, net of accumulated depreciation and related debt at June 30, 2022 and 2021, was \$32,877 and \$40,782, respectively. There were no capital additions or disposals during the year.

Capital assets at year-end are summarized as follows:

CAPITAL ASSETS		
Net of Accumulated Depreciation		
	<u>2022</u>	<u>2021</u>
Depreciable Assets		
Equipment/furniture	\$ <u>32,877</u>	\$ <u>40,782</u>

Long-Term Debt: Long-term obligations of the Clerk include obligations extending beyond one year. This includes compensated absences (employee's unused leave) that decreased from \$21,028 on June 30, 2021, to \$17,994 on June 30, 2022.

The Clerk has retroactively reported \$36,891 and \$52,424, respectively, on June 30, 2022, and 2021 associated with long-term leased assets. This liability is decreased by monthly lease payments.

Obligations related to post-employment benefits totaled \$1,266,398 and \$1,342,047 at June 30, 2022 and 2021, respectively. The decrease amounted to \$75,649, which is the annual required contribution based on actuarial estimations less contributions made during the year.

Also reported is the Clerk's proportionate share of pension liability totaling \$1,088,084 on June 30, 2022, and \$1,906,484 on June 30, 2021. This liability is being reported in accordance with GASB Statement No. 68 implemented in the current year. These amounts are also based on actuarial estimates.

SUBSEQUENT YEAR

The Clerk has been closely monitoring its expenditures to ensure the highest level of service to the public despite inflated costs of doing business. Next year's budget anticipates slightly higher revenues but will be adjusted as revenues are realized throughout the year.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Clerk's finances, comply with finance-related laws and regulations, and demonstrate the Clerk's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting the Iberville Parish Clerk of Court, P. O. Box 423, Plaquemine, Louisiana 70764, 225-687-5160.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
STATEMENT OF NET POSITION
JUNE 30, 2022

ASSETS

Current Assets:

Cash and cash equivalents	143,395
Receivables	14,658
Due from other funds	50,989
Prepaid expenses	1,740

Non-Current Assets:

Investments	150,000
Right to use leased asset, net of amortization	35,944
Capital assets, net of depreciation	32,877

Total Assets	<u>429,603</u>
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DEFERRED OUTFLOWS OF RESOURCES

Related to pensions	516,734
Related to other post-employment benefits	377,686
Total Deferred Outflows of Resources	<u>894,420</u>

LIABILITIES

Accounts payable	8,111
Noncurrent liabilities:	
Due in one year	16,057
Due in more than one year:	
Compensated absences	17,994
Right to use liability	20,834
Other post-employment benefits payable	1,266,398
Net pension liability	1,088,084
Total Liabilities	<u>2,417,478</u>

DEFERRED INFLOWS OF RESOURCES

Related to pensions	539,710
Related to other post-employment benefits	549,254
Total Deferred Inflows of Resources	<u>1,088,964</u>

NET POSITION

Net investment in capital assets	32,877
Unrestricted	<u>(2,215,296)</u>
Total Net Position (Deficit)	<u><u>(2,182,419)</u></u>

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2022**

<u>Functional/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u>
		<u>Charges for Service</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities					
General government	\$ 1,682,647	\$ 1,474,971	\$ 14,120	\$ -	\$ (193,556)
Intergovernmental	24,600	24,600	-	-	-
Total Governmental Activities	<u>1,707,247</u>	<u>1,499,571</u>	<u>14,120</u>	<u>-</u>	<u>(193,556)</u>
General Revenues					
					9,214
					98,411
					12,566
					<u>120,191</u>
					(73,365)
					(2,095,063)
					<u>(13,991)</u>
					<u>(2,182,419)</u>

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2022**

ASSETS

Cash and cash equivalents	\$ 143,395
Accounts receivable	14,658
Due from other funds	50,989
Prepaid expenses	1,740
Investments	<u>150,000</u>
Total Assets	<u><u>360,782</u></u>

LIABILITIES AND FUND BALANCES

Liabilities:	
Accounts payable	8,111
Fund Balances:	
Non-spendable	1,740
Unassigned	<u>350,931</u>
Total Fund Balances	<u>352,671</u>
Total Liabilities and Fund Balances	<u><u>360,782</u></u>

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2022**

Total Fund Balances - Total Governmental Funds	\$ 352,671
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Amounts reported for governmental activities in the
Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in governmental funds. This is the cost of capital assets, net of accumulated depreciation.	32,877
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Right to use leased assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds:	
Cost of leased assets, net of accumulated amortization	35,944
Long-term debt issued for lease liabilities, net of principal payments	(36,891)

Long-term liabilities of governmental activities do not require the use of current financial resources and, therefore, are not reported in governmental funds. These are long-term liabilities:	
Compensated absences	(17,994)
Other post-employment benefits	(1,266,398)
Net pension liability	(1,088,084)

Deferred outflows and inflows of resources related to employee benefits are applicable to future periods and, therefore, are not reported in the governmental funds.	
Deferred outflows of resources related to pensions	516,734
Deferred inflows of resources related to pensions	(539,710)
Deferred outflows of resources related to OPEB	377,686
Deferred inflows of resources related to OPEB	(549,254)

Total Net Position - Governmental Activities	<u><u>(2,182,419)</u></u>
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The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2022**

REVENUES

Intergovernmental revenues	\$ 24,600
Charges for services:	
Court costs and fees	932,511
Certified copies and data processing	67,122
Licenses	4,620
Recording fees	569,129
Interest earned	9,214
Grant proceeds	14,120
Other revenues	<u>12,566</u>
Total Revenues	1,633,882

EXPENDITURES

General government:	
Employee and related benefits	1,203,002
Materials and supplies	55,709
Operating services	526,540
Travel	2,567
Debt service - principal	15,533
Debt service - interest	<u>1,507</u>
Total Expenditures	<u>1,804,858</u>

Change in Fund Balances (170,976)

Fund Balances, beginning	<u>523,647</u>
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Fund Balances, ending	<u><u>352,671</u></u>
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The accompanying notes are an integral part of this statement

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
RECONCILIATION OF THE STATEMENTS OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2022**

Net Change in Fund Balances - Total Governmental Funds	(170,976)
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Amounts reported for governmental activities 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 as depreciation expense. This is the amount by which depreciation charged differed from capital outlay in the current period.	(7,904)
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Governmental funds report leases as expenditures. However, in the Statement of Activities, the lease is recognized as a non-current asset and amortized over the lease term. This is the amortization charged in the current period.	(15,984)
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Governmental funds report principal and interest on long-term debt as expenditures. However, in the Statement of Activities, the principal payment is recognized as a decrease in long-term obligations. This is principal paid in the current period.

Compensated absences	3,035
Right to use liability	15,533
Other post-employment benefits	26,370
Net pension liability	(35,343)

Governmental funds report pension contributions as expenditures. However, in the Statement of Activities, the cost of pension benefits earned net of employee contributions is reported as pension expense. This is the amount by which pension contributions charged differed from the actuarial cost of benefits.	<u>111,904</u>
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Change in Net Position - Governmental Activities	<u><u>(73,365)</u></u>
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The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2022**

	<u>Custodial Funds</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ 2,496,837
Due from other funds	86
Due from litigants/others	65,674
Investments	<u>1,176,526</u>
Total Assets	<u><u>3,739,123</u></u>
<u>LIABILITIES</u>	
Due to other funds	51,075
<u>NET POSITION</u>	
Held in trust for others	<u>3,688,048</u>
Total Liabilities and Net Position	<u><u>3,739,123</u></u>

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
COMBINED STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
CUSTODIAL FUNDS
YEAR ENDED JUNE 30, 2022**

	<u>Custodial Funds</u>
Additions	
Interest earned	\$ 1,376
Judgements	708,530
Suits and successions	<u>1,136,631</u>
Total Additions	1,846,537
Deductions	
Settlement to litigants/others	228,667
Clerk's costs	621,200
Sheriff's fees	138,049
Other reductions	<u>85,510</u>
Total Deductions	<u>1,073,426</u>
Change in Net Position	773,111
Net Position, beginning of year	<u>2,914,937</u>
Net Position, end of year	<u><u>3,688,048</u></u>

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
INDEX TO NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

<u>Note No.</u>	<u>Description</u>	<u>Page No.</u>
	Introduction.....	22
1	Summary of Significant Accounting Policies.....	22
2	Cash, Cash Equivalents and Investments.....	28
3	Fair Value Measurements.....	30
4	Receivables.....	31
5	Capital Assets.....	31
6	Accounts and Other Payables	31
7	Inter-fund Transactions	31
8	Inter-governmental Transactions	32
9	On-Behalf Payments	32
10	Leases and Right to Use Assets	32
11	Long-Term Liabilities	32
12	Other Post-Employment Benefits	33
13	Pension Plan.....	36
14	Deferred Compensation Plan	41
15	Deficit Net Position.....	41
16	Related Party Transactions	42
17	Litigation.....	42
18	Risk Management	42
19	Accounting Pronouncements	42
20	Subsequent Events	42

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

INTRODUCTION

The Iberville Parish Clerk of Court (hereinafter referred to as the Clerk), as provided by Article V, Section 28 of the Louisiana Constitution of 1974, serves as the ex-officio notary public; the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The Clerk of Court is elected for a four-year term.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting practice of the Iberville Parish Clerk of Court conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of La Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

Financial Reporting Entity: Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. The financial reporting entity as defined in GASB Statement No. 14, consists of (1) the primary government, (2) organizations for which the primary government is financially accountable and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. For financial reporting purposes, the Iberville Parish Council is considered the financial reporting entity for Iberville Parish. The Clerk, therefore, is considered a component unit of the Iberville Parish Council. The accompanying financial statements, however, present only the transactions of the Iberville Parish Clerk of Court.

Government-wide Accounting: In accordance with Government Accounting Standards Board Statement No. 34, the Clerk has presented a statement of net position and statement of activities for the Clerk as a whole. These statements include the primary government except for fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the public and are usually reported in proprietary funds. All activities of the Clerk are classified as governmental.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Policies specific to the government-wide statements are as follows:

Eliminating Internal Activity

Interfund receivables and payable are eliminated in the statement of net position except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

Capitalizing Assets

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are generally capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net position.

Right to Use Assets. The Clerk has recorded right to use assets because of implementing GASB Statement No. 87. The right to use assets are initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term less lease incentives and plus ancillary charges necessary to place the lease into service. The right to use assets are amortized on a straight-line basis over the life of the related lease.

Program Revenues

The statement of activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Clerk. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use.

Indirect Expenses

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Clerk has chosen not to do so.

Restricted Net Position

Restricted net position is that for which a constraint has been imposed either externally or by law. The Clerk recognizes the use of restricted resources for expenditures that comply with the specific restrictions. These resources are exhausted before unrestricted net position is used.

Deferred Outflows/Inflows of Resources

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources and Deferred Inflows of Resources and Net Position*, was adopted for the fiscal year ended June 30, 2013. This

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

statement provides financial reporting guidance for deferred outflows/inflows of resources. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined those elements as a consumption of net assets by the government that is applicable to a future reporting period and an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial elements, which are distinct from assets and liabilities. Statement No. 4 also identifies net position as the residual of all other elements presented in a statement of financial position.

This statement amends the net asset reporting requirements in GASB Statement No. 34, *Basic Statements – and Management’s Discussion and Analysis – for Local and State Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definition of the required components of the residual measure and by renaming that measure as net position, rather than net assets.

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

A fund is a separate entity with a self-balancing set of accounts. Funds of the Clerk are classified under two categories: governmental and fiduciary. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds: Governmental funds account for all or most of the Clerk’s general activities, including the collection and disbursement of specific or legally reserved monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the Clerk include:

1. General – accounts for all activities not required to be reported in another fund.

Fiduciary Funds: These fund types are used to account for assets held in trust for third-party individuals, private organizations and/or other governmental units/funds. Fiduciary funds include:

1. Agency Funds – The Advance Deposit, Registry of Court and Civil Jury agency funds account for assets held by the Clerk as an agent for others, are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

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

The Registry of Court Fund, as provided by La R.S. 13:475, accounts for funds that have been ordered by the judicial system to be held until judgment has been rendered in court litigation. Withdrawal of these funds can be made only upon order of the Court.

The Civil Jury Fund, as provided by La R.S. 13:794, accounts for funds that have been ordered by

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

the Judge for the payment of per diem and expenses of the jury commission of civil trials. Withdrawal of these funds can be made only upon order of the Judge.

Basis of Accounting/Measurement Focus: In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles. The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and accrual basis of accounting. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of governmental and business-type activities are included in the statement of net position. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principal and interest paid on long-term debt is reported as current expenses.

Budgets and Budgetary Accounting: The Clerk adopts an annual budget for its general fund, prepared in accordance with the basis of accounting utilized by that fund. It is published in the official journal at least ten days prior to adoption for public input. Appropriations lapse at year-end. There was one amendment made to the budget during the fiscal year ended June 30, 2022.

Cash and Cash Equivalents: Cash includes amounts in demand and interest-bearing demand deposits. Cash equivalents include amounts in investments with original maturities of 90 days or less. Under state law, the Clerk may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Investments: Investments are limited by La Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

The Clerk categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

measure the fair value of the assets. The three levels of the fair value hierarchy are as follows:

Level 1 – Unadjusted quoted prices for identical assets or liabilities in active markets that the Clerk can access.

Level 2 – Inputs include: (1) quoted prices for similar assets or liabilities in active markets; (2) quoted prices for identical or similar assets or liabilities in inactive markets; (3) inputs other than quoted prices that are observable for the asset or liability; (4) inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 – Inputs that are observable and significant for fair value measurement.

Inventory: Inventory is reported at cost. It includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

Receivables: Trade receivables are recorded at management's estimate of the amount that is expected to be collected. This is based in part on historical information. There is no allowance recorded in the accompanying financial statements as management expects 100% of its outstanding receivables to be collected. Revenues become susceptible to accrual when they become both measurable and available. The Clerk considers receivables collected within sixty days after year-end to be available.

Prepaid Expenses: Payments made to vendors for general insurance that will benefit periods beyond June 30, 2022, are recorded as prepaid expenses. There were none on June 30, 2022.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Capital Assets: The Clerk's assets are recorded at historical cost. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows: equipment and furniture – 3-10 years and building improvements – 20-40 years. The threshold for capitalization is a cost of \$5,000 or more, individually or in bulk at the discretion of management, for financial reporting purposes.

Compensated Absences: The Clerk has the following policy relating to vacation and sick leave:

Vacation leave – Employees receive five (5) days of vacation leave after one year of employment and an additional five (5) days after the second year. If an employee terminates at the end of the year, the employee will be paid for unused vacation and sick leave earned.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Sick leave – Employees receive eight (8) days sick leave each year. Sick leave is non-cumulative, but employees are paid for unused sick leave at the end of the year at their regular salary rate.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as current year expenditures in the General Fund when leave is earned.

Long-Term Obligations: In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net position. In the fund financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid.

Pension Plan: The Louisiana Clerks of Court Retirement and Relief Fund prepared its employer schedules in accordance with GASB No. 68 – *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27* which provides for the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed.

Other Post-Employment Benefits: The Clerk provides certain continuing health care and life insurance benefits for its retired employees and their beneficiaries. The Clerk's other post-employment benefit (OPEB) plan is a single employer defined benefit plan administered by the Clerk. See Note 12. For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflow of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the plan, and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

Net Position/Fund Balances: In the statement of net position, the difference between a government's assets and deferred outflows of resources and its liabilities and deferred inflows of resources is recorded as net position. The three components of net position are as follows:

Net Investment in Capital Assets - This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

Restricted Net Position - Net position that are reserved by external sources, such as banks or by law, are reported separately as restricted net position. When assets are required to be retained in perpetuity, these non-expendable net positions are recorded separately from expendable net position. These are components of restricted net position.

Unrestricted Net Position - This category represents net position not appropriate for expenditures or legally segregated for a specific future use.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

Non-spendable - This includes amounts in permanent funds and inventories that are permanently precluded from conversion to cash.

Restricted - Fund balances that are restricted include those resources constrained to a specific purpose by enabling legislation, external parties, or constitutional provisions.

Committed - Fund balances may be committed for a specific purpose by the highest level of decision-making authority through a formal action such as the adoption of an ordinance. The removal of or change in this commitment can only be accomplished by the same level of authority through the same type of action taken to commit the fund balances initially.

Assigned - Resources earmarked for a specific purpose by a government's management are reported as assigned fund balances.

Unassigned - This category represents that portion of equity that are available for any purpose.

NOTE 2 – CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash and Cash Equivalents

The cash and cash equivalents (book balances) on hand on June 30, 2022, are as follows:

	<u>Book Balance</u>	<u>Bank Balance</u>
Balance with Banks	\$ 2,640,232	\$2,853,448

These deposits are stated at cost, which approximates market.

Security on Deposits

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must always equal the amount on deposit with the fiscal agent in a holding or custodial bank that is mutually acceptable to both parties. On June 30, 2022, the Clerk had the following security on deposits:

	<u>Cash and Cash Equivalents</u>	<u>Nonnegotiable Certificates of Deposit</u>	<u>FDIC Coverage</u>	<u>Total</u>
Deposits per Balance Sheet (Reconciled Bank Balance)	\$ 2,640,232	\$ 1,226,526	\$ -0-	\$ 3,866,758
Deposits in bank accounts per bank	\$ 2,853,448	\$ 1,226,526	\$ (1,472,588)	\$ 2,607,386

Bank balances exposed to custodial credit risk:

- a. Uninsured and uncollateralized
- b. Uninsured and collateralized with securities held

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

by the pledging institution

a. Uninsured and collateralized with securities held
by the pledging institution's trust department or agent,
but not in the entity's name

\$ 2,607,386

Even though the pledged securities are considered uncollateralized (Category 3) under the provision of GASB Statement 3, La Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

Investments

Investments of the Clerk of Court consist of certificates of deposit, U.S. government securities and LAMP (La Asset Management Pool) investments. These securities are stated at their fair value as required by GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and External Investment Pools*. The Clerk used quoted market value to determine the fair value of the investments.

Interest Rate Risk – The Clerk of Court has adopted the state investment policy at La R.S. 49:327. Investments are limited to those with maturities of two years or less as a means of managing its exposure to fair value losses arising from increasing interest rates.

Custodial Credit Risk/Deposits – In the case of deposits, this is the risk that, in the event of a bank failure, the Clerk's deposits may not be recoverable. The Clerk of Court invests in certificates of deposits that are backed by FDIC and pledged securities, U.S. government securities and LAMP investments. The Clerk has adopted the state investment policy at La R.S. 49:327 and does not have any other policy that would further limit its investment choices.

Concentration of Credit Risk – The Clerk of Court places no limits on the amount that may be invested in any one issuer.

The Clerk of Court had the following investments on June 30, 2022:

<u>Description</u>	<u>Category 1</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Maturity Date</u>	<u>Interest Rate</u>
Certificates of Deposit – various banks	\$ 1,226,526	\$ 1,226,526	\$ 1,225,000	2023-2024	.65% - .50%
Investments Not Subject to Categorization:					
LAMP (external investment pool)		100,000	100,000	N/A	.88%
Total Investments		<u>1,326,526</u>	<u>1,325,000</u>		
Interest Income		<u>8,961</u>			

Certificates of Deposit. On June 30, 2022, the Clerk held certificates of deposit, with original maturities greater than 90 days, totaling \$1,226,526. These investments are stated on the balance sheet (carrying value) at market value.

Louisiana Asset Management Pool, Inc. Investments held at LAMP totaled \$100,000. LAMP, Inc. is a non-profit corporation organized under the laws of the State of Louisiana who's primary

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

objective is to provide a safe environment for the placement of public funds in short-term, high-quality investments.

It is subject to regulatory oversight of the State treasurer and its board of directors but is not registered with the SEC as an investment company. Its portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with La R.S. 33:2955.

GASB Statement No. 40, *Deposit and Investment Risk Disclosure*, requires disclosures of credit risk, custodial credit risk, concentration of credit risk, interest rate risk and foreign currency risk for all public entity investments. LAMP is an investment pool that, to the extent practical, invests in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

Credit Risk. LAMP is rated AAAm by Standard & Poors.

Custodial Credit Risk. Participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized, because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool. Therefore, no disclosure is required.

Concentration of Credit Risk. Pooled investments are excluded from the 5% disclosure requirement.

Interest Rate Risk. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. It prepares its own interest rate risk disclosure using the weighted-average maturity (WAM) method which is restricted to not more than 60 days and consists of no securities with a maturity exceeding 397 days. The WAM for Lamp's total investments is 54 (from LAMP's monthly rates schedule) as of June 30, 2022.

Foreign Currency Risk. Not applicable.

The investments in LAMP are stated at fair value determined on a weekly basis by LAMP. The value of the position in the external investment pool is the same as the net asset value of the pool shares.

NOTE 3 – FAIR VALUE MEASUREMENTS

The following tables sets forth by level within fair value hierarchy the Clerk's assets at estimated fair value as of June 30, 2022:

	<u>Level 1</u>
Certificates of deposit	\$1,226,526
LAMP	<u>100,000</u>
Total	<u>1,326,526</u>

The Clerk did not have any Level 2 or 3 assets on June 30, 2022.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 4 – RECEIVABLES

The net receivables, excepting inter-fund transactions, on June 30, 2022, are as follows:

Accounts	\$ 14,658
Litigants/others	<u>65,674</u>
	<u>80,332</u>

NOTE 5 – CAPITAL ASSETS

Capital asset activity of governmental activities for the year ended June 30, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Capital Assets, being depreciated				
Equipment	\$ 98,014	\$ -	\$ -	\$ 98,014
Less: accumulated depreciation	<u>90,026</u>	<u>2,569</u>	<u>-</u>	<u>92,595</u>
Net Equipment	7,988	(2,569)	-	5,419
 Furniture/fixtures	 129,556	 -	 -	 129,556
Less: accumulated depreciation	<u>96,763</u>	<u>5,335</u>	<u>-</u>	<u>102,098</u>
Net Furniture/fixtures	<u>32,793</u>	<u>(5,335)</u>	<u>-</u>	<u>27,458</u>
 Net Capital Assets, being depreciated	 <u>40,781</u>	 <u>(7,904)</u>	 <u>-</u>	 <u>32,877</u>

Depreciation expense of \$7,904 was reported by the General Fund.

NOTE 6 – ACCOUNTS AND OTHER PAYABLES

The payables, excepting inter-fund transactions, on June 30, 2022, are as follows:

Accounts - trade	\$ <u>8,111</u>
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NOTE 7 – INTER-FUND TRANSACTIONS

Amounts due to and from other funds on June 30, 2022, are as follows:

	<u>Receivables</u>	<u>Payables</u>
General Fund	\$ 50,989	\$ -
Advance Deposit Fund	86	50,989
Civil Jury Fund	<u>-</u>	<u>86</u>
	<u>51,075</u>	<u>51,075</u>

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

The General Fund is due \$50,989 from Advance Deposit Fund for services rendered in June of 2022. The Advance Deposit Fund is due \$86 from Civil Jury Fund for funds utilized to open the bank account for Civil Jury Fund.

NOTE 8 – INTER-GOVERNMENTAL TRANSACTIONS

Inter-governmental revenues of the General Fund are as follows:

State supplement	\$ <u>24,600</u>
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NOTE 9 – ON-BEHALF PAYMENTS

Certain operating expenditures of the Clerk are paid by the Iberville Parish Council and are not included in the accompanying financial statements.

NOTE 10 – LEASES AND RIGHT TO USE ASSETS

Leases. The Clerk is obligated under a lease for software. Although the lease term extends beyond June 30, 2022, it is considered a short-term lease under GASB Statement No. 87 because of its nature. Payments made under this lease in the current year were \$35,880.

Right to Use Assets. The Clerk entered into an agreement to lease certain equipment. It qualifies as other than short-term leases under GASB Statement No. 87 and, therefore, has been recorded at the present value of the future minimum lease payments as of the date of its inception. Activity for the year ended June 30, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Right to use assets				
Leased equipment	\$ 63,916	\$ -0-	\$ -0-	\$ 63,916
Less accumulated amortization for:				
Leased equipment	<u>11,988</u>	<u>15,984</u>	<u>-0-</u>	<u>27,972</u>
Right to use assets, net	<u>51,928</u>	<u>(15,984)</u>	<u>-0-</u>	<u>35,944</u>

NOTE 11 – LONG-TERM LIABILITIES

Leases. The Clerk has entered into an agreement to lease certain equipment. These agreements qualify as other than short-term leases under GASB Statement No. 87, and therefore, have been recorded at the present value of the future minimum lease payments as of the date of its inception.

The agreement was executed on October 1, 2020, to lease copiers and requires 48 monthly payments of \$1,420. There are no variable components of this lease. The lease liability is measured at a discount rate of .277%, the stated APR. As a result of this lease, the Clerk has recorded a right to use asset with a book value of \$35,944.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2022, were as follows:

<u>Year Ending June 30</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total</u>
2023	\$ 16,057	\$ 983	\$ 17,040
2024	16,598	442	17,040
2025	4,236	24	4,260
	<u>36,891</u>	<u>1,449</u>	<u>38,340</u>

Other long-term liabilities include the following:

	<u>Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending</u>
Compensated absences	\$ 21,028	\$ 21,113	\$ 24,147	\$ 17,994
Post-employment benefits	1,342,047	-	75,649	1,266,398
Net pension liability	1,906,484	-	818,400	1,088,084
	<u>3,269,559</u>	<u>21,113</u>	<u>918,196</u>	<u>2,372,476</u>

NOTE 12 – OTHER POST-EMPLOYMENT BENEFITS

Plan Description. The Clerk's defined benefit post-employment health care plan provides OPEB to eligible retired employees and their beneficiaries. The plan provides OPEB for permanent full-time employees of the Clerk. The Clerk's OPEB plan is a single employer defined benefit OPEB plan administered by the Clerk. Benefits are provided through the La Clerks of Court Insurance Trust (LCCIT), a multiple-employer healthcare plan administered by the La Clerks of Court Association. La R.S. 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.

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

Employees Covered by Benefit Terms. On January 1, 2022, the following employees were covered by benefit terms:

Inactive employees currently receiving benefits payments	8
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>15</u>
Total	<u>23</u>

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Total OPEB Liability

The Clerk's total OPEB liability of \$1,266,398 was measured as of June 30, 2022, and was determined by an actuarial valuation as of January 1, 2022.

Actuarial Assumptions and Other Inputs. The total OPEB liability in the June 30, 2022, 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, including inflation	3.25%
Discount rate	3.69%
Health Care Cost Trend Rates	
Medical	6.50% for 2022, 6.25% for 2023, decreasing .25% per year to an ultimate rate of 5% for 2028 and later years
Medicare Advantage	4.5% for 2022, 4.25% for 2023, decreasing .25% per year to an ultimate rate of 3% for 2028 and later years, includes 2% per year for aging
Dental	3.0% annual trend
Vision	2.5% annual trend

Retirees' share of benefit-related costs includes:

Medical	0% for retirees and 50% for dependents
Medicare Advantage	0% for retirees and 50% for dependents
Dental	0% for retirees and 50% for dependents
Vision	0% for retirees and 50% for dependents
Basic life insurance	0%

The discount rate was based on the 6/30/2022 Fidelity General Obligation AA 20-Yr Yield.

Mortality rates for active employees were based on the PubG.H-2010 Employee mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate.

Mortality rates for retired employees were based on the PubG.H-2010 Health Retiree mortality table, Generational with Projection Scale MP-2021 for males or females, as appropriate.

The actuarial assumptions used in the valuation were based on those used in the La Clerks of Court Retirement and Relief Fund valuation and actuarial experience.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Changes in Total OPEB Liability

Balance at 6/30/2021	\$ 1,342,047
Changes for the Year:	
Service costs	24,453
Interest	25,654
Differences between expected and actual experience	271,908
Changes in assumptions/inputs	(337,003)
Benefit payments	(60,661)
Net Changes	(75,649)
Balance at 6/30/2022	<u>1,266,398</u>

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 one percentage point lower (1.45%) or one percentage point higher (3.45%) than the current discount rate:

	1% Decrease 1.45%	Discount Rate 2.45%	1% Increase 3.45%
Total OPEB Liability	\$ 941,082	\$ 777,820	\$ 645,153

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 a healthcare cost trend rates that are one percentage point lower or one percentage point higher than the current health cost trend rates:

	1% Decrease	Discount Rate	1% Increase
Total OPEB Liability	\$ 1,130,768	\$ 1,266,398	\$ 1,443,943

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

For the year ended June 30, 2022, the Clerk recognized an OPEB expense of \$34,291. On June 30, 2022, the Clerk 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	\$ 270,540	\$ 192,219
Changes of assumptions or other inputs	107,146	357,034
Total	<u>377,686</u>	<u>549,254</u>

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

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

Year Ended June 30	
2023	\$ (15,817)
2024	(15,817)
2025	(15,817)
2026	(15,817)
2027	(15,817)
Thereafter	(95,485)

NOTE 13 – PENSION PLAN

Plan Description. Substantially all employees of the Iberville Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund, a cost-sharing, multiple-employer defined benefit pension plan, which was established in accordance with La. Revised Statute 11:1501 to provide regular, disability and survivor benefits for clerks of court, their deputies and other employees, and their beneficiaries. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the Fund in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

The La Clerks of Court Retirement and Relief Fund has issued a stand-alone report on their financial statements for the year ended June 30, 2021. Access to the report can be found on the La Legislative Auditor's website, www.la.la.gov.

Retirement Benefits. A member or former member shall be eligible for regular retirement benefits upon attaining twelve or more years of creditable service, attaining the age of 55 years (age 65 if hired on or after January 1, 2011), and terminating employment. Regular retirement benefits, payable monthly for life, is equal to 3% of the member's monthly average final compensation multiplied by the number of years of credited service, not to exceed 100% of the monthly average final compensation. The retirement benefits accrual rate is increased to 3 1/3% for all service credit accrued after June 30, 1999 (for members hired prior to January 1, 2011). For members hired before July 1, 2006, and who retire prior to January 1, 2011, monthly average final compensation is based on the highest 36 consecutive months, with a limit increase of 10% in each of the last three years of measurement. For members hired after July 1, 2006, monthly average final compensation is based on the highest compensated 60 consecutive months, or successive joined months if service was interrupted, with a limit increase of 10% in each of the last five years of measurement. For members who were employed prior to July 1, 2006, and who retire after December 31, 2010, the period of final average compensation is 36 months plus the number of whole months elapsed since January 1, 2011, not to exceed 60 months.

Disability Benefits. Disability benefits are awarded to active members who are totally and permanently disabled because of injuries sustained in the line of duty or to active members with 10 or

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

more years of credible service who are total disabled due to any cause. A member who is officially certified as permanently disabled by the State Medical Disability Board will be paid monthly 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 La. R.S. 11:1521(C).

Survivor Benefits. If a member who has less than 5 years of credited service dies, his accumulated contributions are paid to his designated beneficiary. If a member has 5 or more years of credited service, automatic Option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with option factors used as if the member had continued in service to earliest normal retirement age. Benefit payments commence on the date a member would have first become eligible for normal retirement assuming continued service until that time. In lieu of a deferred survivor benefit, the surviving spouse may elect benefits payable immediately reduced $\frac{1}{4}$ of 1% for each month by which payments commence in advance of the member's earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children shall be paid $\frac{1}{2}$ of the member's accrued retirement benefit in equal shares. Upon the death of any former member with 12 or more years of service, automatic Option 2 benefits are payable to the surviving spouse with payments to commence on the member's retirement eligibility date. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

Deferred Retirement Option Plan (DROP). 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. Upon commencement of participation in the plan, active membership in the Fund terminates and the participant's contributions cease; however, employer contributions continue. Compensation and creditable service remain as they existed on the effective date of commencement of participation in the plan. The monthly retirement benefit that would have been payable, had the member elected to cease employment and receive a service retirement allowance, are paid into the DROP account.

Upon termination of employment at the end of the specified period of participation, a participant may receive, at his option, a lump sum payment. Interest is paid on DROP account balances for members who complete their DROP participation but do not terminate employment. The interest earnings are based on the actual rate of return on funds in such accounts. These interest accruals cease upon termination of employment. If employment is not terminated at the end of the participation period, payments into the account cease and the member resumes active contributing membership in the Fund. Interest is paid on DROP account balances for members who complete their DROP participation but do not terminate employment. Interest accruals cease upon termination of employment.

Upon termination, the member receives a lump sum payment from the DROP fund equal to the payments made to that fund on his behalf, or a true annuity based on his account (subject to approval by the Board of Trustees). The monthly benefit payments that were being paid into the DROP fund are paid to the retiree and an additional benefit based on his additional service rendered since termination of DROP participation is calculated using the normal methods of benefit computation. Prior to January 1, 2011, the average compensation used to calculate the additional benefit is that used to calculate the

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

original benefit unless his period of additional service is at least 36 months. Effective January 1, 2011, the average compensation for members whose additional service is less than 36 months is equal to the lesser amount used to calculate his original benefit or the compensation earned in the period of additional service divided by the number of months of additional service. For former DROP participants who retire after December 30, 2010, the period used to determine final average compensation for post-DROP service is 36 months plus the number of whole months elapsed from January 1, 2011, to the date of the DROP entry. In no event can the entire monthly benefit amount paid to the retiree exceed 100% of the average compensation used to compute the additional benefit. If a participant dies during the period of participation in the program, a lump sum payment equal to his account balances is paid to his named beneficiary or, if none, to his estate.

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. Louisiana 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. To grant any cost-of-living increase, the Fund must meet criteria as detailed in La statutes related to funding status. In lieu of granting a cost-of-living increase as described above, La statutes allow the Board to grant a cost-of-living increase where the benefits shall be calculated using the number of years of service at retirement or at death plus the number of years since retirement or death multiplied by the cost-of-living amount which cannot exceed \$1.

Contributions. Contribution requirements are actuarially determined each year. For the year ending June 30, 2022, the Clerk's rate was 22.25% of annual covered payroll while the employees contributed 8.25%. Contributions to the Fund also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The Clerk of Clerk's contributions to the system for the years ending June 30, 2022, 2021 and 2020, were \$147,247, \$173,372, and \$149,290, respectively.

Pension Liabilities, Pension Expense, Deferred Outflows and Inflows of Resources Related to Pensions. On June 30, 2022, the Clerk reported a liability of \$1,088,084 for its proportionate share of the Fund's net pension liability. The net pension liability was measured as of June 30, 2021, 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 a projection of the Clerk's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Clerk's proportion at that date was .817962% which was an increase of .025530% from its proportion measured on June 30, 2020.

Pension expense of \$214,183 was recognized for the year ended June 30, 2022, plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$2,008.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Deferred outflows and inflows of resources related to pensions were reported from the following sources:

	<u>Deferred Outflows</u>	<u>Deferred Inflows</u>
Difference between expected and actual experience	\$ 30,334	\$ (18,257)
Changes of assumptions	234,901	-0-
Net difference between projected and actual earnings on pension plan investments	-0-	(481,274)
Changes in proportion and differences between employer contributions and proportionate share of contributions	70,646	(40,179)
Employer contributions subsequent to measurement date	<u>180,853</u>	<u>-0-</u>
	<u>516,734</u>	<u>(539,710)</u>

The Clerk of Court reported a total of \$180,853 as deferred outflows of resources related to pension contributions made subsequent to the measurement period of June 30, 2021, which will be recognized as a reduction in net pension liability for the year ended June 30, 2022.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending</u>	
2023	\$ 33,374
2024	(9,531)
2025	(64,395)
2026	<u>(163,277)</u>
	<u>(208,829)</u>

Actuarial Assumptions. The total pension liability in the June 30, 2021, actuarial valuation was determined using the entry age normal cost method and the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	June 30, 2021
Actuarial Cost Method	Entry Age Normal
Expected remaining service lives	5 years – 2017-2021
Investment rate of return	6.55% net of investment expense
Inflation rate	2.40%
Projected salary increases	1-5 years of service – 6.25%
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.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Mortality rates

RP-2010 Public Retirement Plans multiplied by 120%; Mortality Table with full generational projection using the appropriate MP-2019 improvement scale

The actuarial assumptions used are based on the assumptions used in the 2021 actuarial funding valuation which (except for mortality) were based on results of an actuarial experiences study for the period July 1, 2014, through June 30, 2019, unless otherwise specified. In cases where benefit structures were changed after the experience study period, assumptions were based on future experiences.

The mortality rate assumption used was verified by combining data from this plan with two other statewide plans which have similar workforce composition 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 results of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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 expenses and inflation) are developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighing the expected future rates of return by the target asset allocation percentage and by adding expected inflation. The long-term rate of return was 6.02% as of June 30, 2021. Best estimates of geometric real rates of return for each major asset class included in the Fund's target asset allocation as of June 30, 2021, are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income:		
Domestic bonds	25.00%	2.50%
International bonds		3.50%
Domestic Equity:	38.00%	7.50%
International Equity:	22.00%	8.50%
Real Estate	15.00%	4.50%
	<u>100.0%</u>	

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

Discount Rate. The discount rate used to measure total pension liability was 6.55%. 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 Board of Trustees and the Public Retirement System's Actuarial Committee (PRSAC), taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the 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 Clerk's Proportionate Share of Net Pension Liability to Changes in Discount Rate. The following presents the Clerk's proportionate share of the net pension liability calculated using the discount rate of 6.55%, as well as what it 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 on June 30, 2021:

		<u>Net Pension Liability</u>
1% decrease	5.55%	\$ 1,917,984
Current discount rate	6.55%	1,088,084
1% increase	7.55%	389,031

NOTE 14 – DEFERRED COMPENSATION PLAN

All full-time employees of the Clerk are eligible to participate in the Louisiana Public Employees Deferred Compensation Plan, a salary deferral plan established pursuant to Internal Revenue Code 457 and La Revised Statute 42:1301-1308. The plan is administered by the Louisiana Deferred Compensation Commission.

Employees may contribute up to 25% of their annual salary (not to exceed \$18,000 if under 50 years of age or \$24,000 if over 50 years of age) on a pre-tax basis. The Clerk has elected to match dollar for dollar up to 10% of employee contributions. The contributions are fully vested immediately and are remitted to a third-party administrator each payday where they are deposited to an account in the employee's name. The Clerk of Court does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the years ended June 30, 2022, 2021 and 2020, the Clerk's matching funds totaled \$52,845, \$60,474, and \$59,773, respectively.

NOTE 15 – DEFICIT NET POSITION

The Clerk reported a deficit net position in the General Fund of \$2,182,419 on the statement of net position. This was a result of recognizing obligations for pensions required by GASB Statement No. 68 and other post-employment benefits required by GASB Statement No. 75.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 16– RELATED PARTY TRANSACTIONS

There were no related party transactions that require disclosure.

NOTE 17 – LITIGATION

There is currently no pending or existing litigation on behalf of or against the Clerk.

NOTE 18 – RISK MANAGEMENT

The Clerk is exposed to various risks of loss related to limited torts; theft of, damage to or destruction of assets; errors and omissions and natural disasters for which the Clerk carries commercial insurance. There have been no significant reductions in coverage from the prior year.

NOTE 19 – ACCOUNTING PRONOUNCEMENTS

As of July 1, 2021, the Clerk adopted GASB Statement No. 87, *Leases*, effective for fiscal years beginning subsequent to June 15, 2021. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provision of the contract. It establishes a single model for lease accounting based on the foundational principal that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease receivable and a deferred inflow of resources. This serves to enhance the relevance and consistency of information about the governments' leasing activities.

NOTE 20 – SUBSEQUENT EVENTS

The Clerk evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through December 22, 2022, which is the date the financial statements were available to be issued. There were no such events included in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION
(PART 2 OF 2)

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED JUNE 30, 2022**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u> <u>(Budgetary</u>	<u>Variance with</u> <u>Final Budget</u> <u>Positive</u>
	<u>Original</u>	<u>Final</u>	<u>Basis)</u>	<u>(Negative)</u>
<u>REVENUES</u>				
Intergovernmental revenues	\$ 22,550	\$ 24,600	\$ 24,600	\$ -
Charges for services:				
Court costs and fees	803,500	963,500	932,511	(30,989)
Certified copies and data processing	210,000	64,400	67,122	2,722
Licenses	5,500	5,000	4,620	(380)
Recording fees	623,205	560,600	569,129	8,529
Interest earned	20,100	9,660	9,214	(446)
Grant proceeds	-	14,090	14,120	30
Other revenues	15,300	500	12,566	12,066
Total Revenues	1,700,155	1,642,350	1,633,882	(8,468)
<u>EXPENDITURES</u>				
General government	1,800,379	1,793,329	1,804,858	(11,529)
Capital outlay	4,000	14,090	-	14,090
Total Expenditures	1,804,379	1,807,419	1,804,858	2,561
Change in Fund Balances	(104,224)	(165,069)	(170,976)	(5,907)
Fund Balances, beginning	523,647	523,647	523,647	-
Fund Balances, ending	419,423	358,578	352,671	(5,907)

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY
AND RELATED RATIOS
YEAR ENDED JUNE 30, 2022**

Total OPEB Liability:	2022	2021	2020	2019	2018
Service costs	\$ 24,453	\$ 23,466	\$ 17,412	\$ 19,656	\$ 20,593
Interest	25,654	19,281	31,626	30,943	34,839
Differences between expected and actual experience	271,908	13,663	(189,238)	(77,753)	19,461
Changes in assumptions or other inputs	(337,003)	64,008	(62,550)	88,308	-
Changes in benefit terms	-	472,451	-	-	-
Benefit payments	(60,661)	(28,642)	(24,856)	(49,280)	(46,293)
Net Change in Total OPEB Liability	(75,649)	564,227	(227,606)	11,874	28,600
Total OPEB Liability - beginning	1,342,047	777,820	1,005,426	993,552	964,952
Total OPEB Liability - ending	1,266,398	1,342,047	777,820	1,005,426	993,552
Covered Employee Payroll	851,272	927,488	791,030	811,164	731,898
Total OPEB Liability as a Percentage of Covered Payroll	148.76%	144.70%	98.33%	123.95%	135.75%

Notes to Schedule:

Changes to Benefit Terms - Effective January 1, 2021, contributions changed from 50% for retirees and 0% for dependents to 100% for retirees and 50% for dependents.

Changes in Assumptions - Changes in assumptions and other inputs reflect the effect of change in the discount rate each period. The following are the discounted rates used in each period.

2022 - 3.69%
2021 - 1.92%
2020 - 2.45%
2019 - 3.13%
2018 - 3.62%

Mortality Rates

2022 - PubG.H-2010 Employee and Healthy Annuitant, Generational with MP-2021
2021 - PubG.H-2010 Employee and Healthy Annuitant, Generational with MP-2020
2020 - PubG.H-2010 Employee and Healthy Annuitant, Generational with MP-2019
2019 - PubG.H-2010 Employee and Healthy Annuitant, Generational with MP-2018
2018 - RPH-2014 Employee and Health Annuitant, Generational with MP-2018

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

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
YEAR ENDED JUNE 30, 2022**

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liab (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liab (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liab (Asset) as a %age of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Pension as a percentage of the Total Pension Liability</u>
2022	0.81796%	\$ 1,088,084	\$ 851,272	127.82%	81.80%
2021	0.79243%	\$ 1,906,484	\$ 825,579	230.93%	72.09%
2020	0.83634%	\$ 1,518,792	\$ 785,739	193.29%	77.93%
2019	0.78785%	\$ 1,310,436	\$ 811,164	161.55%	79.07%
2018	0.75746%	\$ 1,145,985	\$ 731,898	156.58%	79.69%
2017	0.84860%	\$ 1,569,895	\$ 740,608	211.97%	74.17%
2016	0.83700%	\$ 1,255,531	\$ 774,559	162.09%	78.13%
2015	0.74851%	\$ 1,009,630	\$ 732,045	137.92%	79.37%

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

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF EMPLOYER'S CONTRIBUTIONS
YEAR ENDED JUNE 30, 2022**

<u>Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
2022	\$ 214,183	\$ 214,183	\$ -	\$ 851,272	25.16%
2021	\$ 173,372	\$ 173,372	\$ -	\$ 825,579	21.00%
2020	\$ 149,290	\$ 149,290	\$ -	\$ 785,739	19.00%
2019	\$ 154,121	\$ 154,121	\$ -	\$ 811,164	19.00%
2018	\$ 139,061	\$ 139,061	\$ -	\$ 731,898	19.00%
2017	\$ 140,716	\$ 140,716	\$ -	\$ 740,608	19.00%
2016	\$ 147,166	\$ 147,166	\$ -	\$ 774,559	19.00%
2015	\$ 143,875	\$ 143,875	\$ -	\$ 732,045	19.65%

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

SUPPLEMENTARY INFORMATION

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF COMPENSATION, BENEFITS AND
OTHER PAYMENTS TO AGENCY HEAD
YEAR ENDED JUNE 30, 2022**

Agency Head

Amy Matirne Patin
Clerk of Court

Purpose	Amount
Salaries/allowances	\$ 192,911
Benefits - retirement	35,471
Benefits - deferred compensation	9,750
Travel:	
Convention - registration fees	500
Convention - lodging	<u>109</u>
Total Compensation, Benefits and Other Payments	<u><u>238,741</u></u>

IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF JUSTICE SYSTEM FUNDING - COLLECTING/DISBURSING ENTITY
As Required by Act 87 of the 2020 Regular Legislative Session
Cash Basis Presentation
YEAR ENDED JUNE 30, 2022

	First Six Mths Ended 12/31/2021	Second Six Mths Ended 6/30/2022
Beginning Balance of Amounts Collected	\$ 881,465	\$ 974,050
Add: Collections:		
Civil fees	506,389	630,242
Interest earnings on collected balances	581	795
Total Collections	506,970	631,037
Less: Disbursements to Governments & Non-Profits		
Secretary of State - service fees	865	900
Parish Sheriff's - service fees		
Acadia	35	36
Allen	-	13
Assumption	223	36
Ascension	1,497	1,856
Avoyelles	-	63
Bossier	38	47
Calcasieu	58	72
Caddo	224	-
East Baton Rouge	8,021	10,348
East Carroll	33	-
East Feliciana	205	-
Iberia	140	-
Iberville	23,045	79,211
Jackson	31	-
Jefferson	360	410
Lafayette	1,416	1,800
Lafourche	-	37
Lincoln	39	-
Livingston	152	405
Natchitoches	31	-
Orleans	808	770
Ouchita	71	6
Pointe Coupee	260	208
Rapides	108	344

Continued

IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEDULE OF JUSTICE SYSTEM FUNDING - COLLECTING/DISBURSING ENTITY
As Required by Act 87 of the 2020 Regular Legislative Session
Cash Basis Presentation
YEAR ENDED JUNE 30, 2022

	First Six Mths Ended 12/31/2021	Second Six Mths Ended 6/30/2022
Richland	30	-
St. Bernard	88	33
St. Charles	34	117
St. James	11	-
St. John the Baptist	89	164
St. Landry	37	64
St. Martin	125	141
St. Mary	58	118
St. Tammany	227	246
Tangipahoa	115	1,141
Terrebonne	68	217
Vermillion	84	87
West Baton Rouge	1,106	1,069
Washington	47	-
West Carroll	62	-
West Feliciana	42	30
Less: Amounts Retained by Collecting Agency		
Collection fees for collecting/disbursing to others based on percentage	279,981	341,219
Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies		
Civil fee refunds	66,246	146,693
Restitution payments to individuals	15,273	9,901
Other payments to individuals	13,002	10,923
Total Disbursements/Retainage	414,385	608,725
Total Ending Balance of Amounts Collected but not Disbursed/Retained	974,050	996,362

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
COMBINING STATEMENT OF FIDUCIARY NET POSITION
AGENCY FUNDS
JUNE 30, 2022**

	Advance Deposit <u>Fund</u>	Registry of Court <u>Fund</u>	Civil Jury <u>Fund</u>	<u>Total</u>
<u>ASSETS</u>				
Cash and cash equivalents	\$ 607,371	\$ 1,889,280	\$ 186	\$ 2,496,837
Due from other funds	86	-	-	86
Due from litigants/others	65,674	-	-	65,674
Investments	1,176,526	-	-	1,176,526
	<hr/>			
Total Assets	1,849,657	1,889,280	186	3,739,123
<hr/>				
<u>LIABILITIES</u>				
Due to other funds	50,989	-	86	51,075
 <u>NET POSITION</u>				
Held in trust for others	1,798,668	1,889,280	100	3,688,048
	<hr/>			
Total Liabilities and Net Position	1,849,657	1,889,280	186	3,739,123
	<hr/>			

BAXLEY AND ASSOCIATES, LLC

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

The Honorable Amy Matirne Patin
Iberville Parish Clerk of Court
Plaquemine, 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, each major fund, and the fiduciary funds information of the Iberville Parish Clerk of Court, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Iberville Parish Clerk of Court's basic financial statements, and have issued our report thereon dated December 22, 2022.

Internal Control Over Financial Reporting

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

**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* (continued)**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Iberville Parish Clerk of Court's financial statements are free from 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 financial statements. 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 or other matters 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 Iberville Parish Clerk of Court'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 25:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Baxley & Associates, LLC

Plaquemine, Louisiana
December 22, 2022

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SCHEUDLE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2022**

Summary of Auditor's Reports

Financial Statements

Type of auditor's report issued: *Unqualified*

Internal control over financial reporting:

- Material weaknesses identified? ____ Yes x No
- Significant deficiencies identified that are not
 Considered to be material weaknesses? ____ Yes x No
- Noncompliance material to financial statements noted? ____ Yes x No

Findings – Financial Statements Audit

There were no findings for the year ended June 30, 2022.

**IBERVILLE PARISH CLERK OF COURT
PLAQUEMINE, LOUISIANA
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
YEAR ENDED JUNE 30, 2022**

There were no findings in the prior audit year.

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To the Honorable Amy Matirne Patin
Iberville Parish Clerk of Court
Plaquemine, Louisiana and
Louisiana Legislative Auditors

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Governing Board of Iberville Parish Clerk of Court and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. Iberville Parish Clerk of Court's management is responsible for those C/C areas identified in the SAUPs.

Iberville Parish Clerk of Court has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2021 through June 30, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

- c) **Disbursements**, including processing, reviewing, and approving.
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

We reviewed the written policies and procedures for the related functions listed above.

Exceptions: There was no information technology disaster recovery/business community policies provided.

Board or Finance Committee

- a) Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
- b) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
- c) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- d) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

The Iberville Parish Clerk of Court does not have a board of directors.

Exceptions: None noted

Bank Reconciliations

- 3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

We obtained a list of bank accounts from the Iberville Parish Clerk of Court and performed the listed procedures.

Exceptions: None noted

Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

We obtained the listing and management's representation. There was only one deposit site.

Exceptions: None noted

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

We obtained the listings for the two locations and performed the above procedures.

Exceptions: Employees share cash drawers.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

We obtained the bond or insurance policy for theft during the fiscal period.

Exceptions: None noted

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other*

than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- e) Trace the actual deposit per the bank statement to the general ledger.

We performed the above procedures for the two locations.

Exceptions: None Noted

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

We obtained the listings and management's representation.

Exceptions: None noted

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

We obtained the listings of employees involved in the non-payroll purchasing and payment functions with management's representation. We observed the segregation of job duties as listed above.

Exceptions: None noted

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
 - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

We selected 5 disbursements from each location. We performed the above procedures on each transaction.

Exceptions: None noted

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

We obtained the required listing (one credit card) and management's representation.

Exceptions: None noted

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.

We performed the required procedure for the credit card.

Exceptions: None noted

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

We performed the above procedures for card.

Exceptions: None noted.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

We obtained the list and management's representation. We selected 5 reimbursements and performed the above procedures.

Exceptions: One charge was not supported by an itemized receipt detailing what was purchased.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

We obtained the listing and management's representation. We selected 5 contracts and performed the above procedures on each.

Exceptions: None noted

Payroll and Personnel

16. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

We obtained the listing and management's representation. We selected 5 employees and performed the required procedures.

Exceptions: None noted

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

We selected one pay period for the 5 selected employees and performed the above procedures.

Exceptions: None noted

18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

We obtained the listing and management's representation. We selected 2 employees and performed the above procedures.

Exceptions: None noted

19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

We obtained management's representation.

Exceptions: None noted

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
 - a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

We performed the above procedures on the 5 employees from procedure #16.

Exceptions: None noted

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

We obtained management's representation that no debt was issued during the fiscal period. No other procedures were performed as they were not considered applicable.

Exceptions: None noted

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

We obtained management's representation that there was no outstanding bonds/notes or other debt instruments. No other procedures were performed as they were not considered applicable.

Exceptions: None noted

Fraud Notice

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

We obtained management's representation attesting that there were no misappropriations noted during the fiscal period. The procedures on misappropriations were not applicable.

Exceptions: None noted

24. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

We observed the notice required by R.S. 24:523.1 was posted at the office and on the website.

Exceptions: None noted

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
- b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c) Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Using the randomly selected 5 employees from procedure #16, we obtained the documentation on sexual harassment training for 2022.

Exceptions: None noted

27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

We observed the sexual harassment policy on the Iberville Parish Clerk of Court’s website.

Exceptions: None noted

28. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

We obtained the sexual harassment report for 2022 and observed the above requirements.

Exceptions: None noted

We were engaged by Iberville Parish Clerk of Court to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Iberville Parish Clerk of Court and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Baxley & Associates, LLC

Plaquemine, Louisiana
December 22, 2002

IBERVILLE PARISH CLERK OF COURT

Management's Response to Statewide Agreed-Upon Procedures For the Year Ended June 30, 2022

Management's Response to Exceptions:

5. There are two collection drawers, one for the civil department and one for the recording department. A receipt is created for each transaction and an employee's name is linked to each receipt. An end of day report must match the cash, checks, and charges each day to verify all funds are placed on the system.
14. A receipt was returned to the office and filed but no itemized invoice was placed as a supporting document. Now that we know, an itemized receipt will be kept and filed in the future. An opportunity for the Clerk to sign an affidavit stating that no alcohol was served at the lunch district meeting would have been appreciated but wasn't offered.
26. The Clerk of Court's office hired an outsourced IT company which monitors and maintains all the IT needs such as backups, emails, data/disaster recovery, server maintenance, etc. For the future, we will have an IT written policy in place.